

ADMINISTRATION POLICIES AND PRACTICES WPPM #190-20

Subject: Local Agency Staffing Requirements

Item: Civil Rights Training

PURPOSE:

To ensure local agencies (LAs) comply with federal and state requirements when training staff on civil rights.

POLICY:

- I. The LA must ensure that all newly hired staff receive the required initial training within three months of hire. Refer to WPPM 1000-30.
- II. The LA must ensure that all staff receive the required training annually (once each calendar year) on civil rights-related laws and procedures.
- III. LAs may develop their own training covering the required components in the Local Agency Developed Training Checklist: Civil Rights.
 - A. Checklist must be completed and submitted to CDPH/WIC annually as part of the Nutrition Services Plan.
 - B. LA staff must maintain the annual approved checklist for review at Program Monitoring Visits.
- IV. The LA may use expert partners to provide training and consultant services for any staff who have completed the original initial training.

PROCEDURES:

- I. The LA must use the CDPH/WIC developed Civil Rights training on the Learning Management System (LMS), LA developed training with approved checklist, or expert partner to conduct the annual training.
- II. The LA must maintain a record of staff attendance at the training by tracking completion in the LMS. The LMS will maintain a permanent record of the date training was completed.

AUTHORITY:

[7 CFR §246.3\(f\)](#)

[7 CFR §246.6\(b\)\(10\)](#)

[7 CFR §246.8](#)

[7 CFR §246.25\(a\)\(1\)](#)

[FNS Instruction 113-1 Civil Rights Compliance and Enforcement](#)

22 CCR §40693

CROSS REFERENCE:

WPPM 1000-30 Required Trainings for Employees

Local Agency Developed Training Checklist: Civil Rights
