



# Wyoming Department of Education

Jim Rose, Interim Director

Hathaway Building, 2<sup>nd</sup> Floor, 2300 Capitol Avenue

Cheyenne WY 82002-0050

Phone: 307-777-7675 Fax: 307-777-6234 Website: [edu.wyoming.gov](http://edu.wyoming.gov)

---

## MEMORANDUM

**TO:** All Organizations Participating in the U.S. Department of Agriculture (USDA) Child Nutrition Programs: National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program, Summer Food Service Program, Special Milk Program, Fresh Fruit and Vegetable Program and Food Distribution Program

**FROM:** Tamra Jackson, Nutrition Programs Supervisor

**DATE:** July 2, 2013

**SUBJECT:** Annual Civil Rights Training Requirement

---

## IMPORTANT INFORMATION

All institutions are responsible for training their staff, which interact with program applicants or participants and their supervisors, on Civil Rights requirements on an annual basis.

Required topics include: collection and use of data, effective public notification systems, complaint procedures, compliance review techniques (sponsors), resolution of noncompliance, requirements for reasonable accommodation of persons with disabilities, requirements for language assistance, conflict resolution, and customer service.

**All training must be documented with date, location, start and end time, presenter and position, topics covered and attendees' signatures.** You can find the necessary forms and training materials at: [http://edu.wyoming.gov/Programs/nutrition/Civil\\_Rights.aspx](http://edu.wyoming.gov/Programs/nutrition/Civil_Rights.aspx)

The Civil Rights Statement is attached to this e-mail.

If you have any questions regarding this policy, please contact either Tamra Jackson at 307.777.6263, or Terry Walling 307.777.6270 for NSLP and Amanda Anderson at 307.777.7168 SFSP and CACFP (home sponsors), or Judy DiRienzo at 307.777.6262 for CACFP (centers).