GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

FOOD SERVICE

ADMINISTRATIVE MEMO NO. 3
SCHOOL YEAR 2021 - 2022

SUBJECT: Required Annual Civil Rights Training Reminder for Participation in the
            School Nutrition Programs

DATE: August 31, 2021

Who must take the training?

All sponsors participating in the following programs are required to take the United States Department of Agriculture (USDA) civil rights training each year:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Afterschool Snack Program (ASSP)
- Special Milk Program (SMP)
- School Food Authorities (SFAs) participating in the Seamless Summer Option (SSO) for School Year 2021-2022

This training focuses on making sure the benefits of the NSLP, SBP, ASSP, SMP, and SSO are made available to all eligible people in a nondiscriminatory manner. The training is mandatory and helps to ensure school nutrition program staff understand civil rights requirements and procedures for managing civil rights complaints.

Your training must outline:

- Specific civil rights regulations.
- Inform program administrators and staff receiving federal financial assistance of their rights and responsibilities.

Sponsor Requirements

- Document your civil rights training with agendas and sign-in sheets.
- Make sure new employees receive civil rights training before participating in program activities.

STATE BOARD OF EDUCATION

CASANDRA E. ULBRICH – PRESIDENT • PAMELA PUGH – VICE PRESIDENT
TIFFANY D. TILLEY – SECRETARY • TOM MCMILLIN – TREASURER
JUDITH PRITCHETT – NASBE DELEGATE • ELLEN COGEN LIPTON
NIKKI SNYDER • JASON STRAYHORN

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • 833-633-5788

Training Resources

Civil rights training resources are available on the School Nutrition Programs [Civil Rights Guidance](i) webpage. Resources include a civil rights training presentation, a civil rights training video, training sign-in sheets, and complaint log.

Questions?

Questions regarding this Administrative Policy may be directed to the School Nutrition Programs Unit by email to MDE-schoolnutrition@michigan.gov.

---

i https://www.michigan.gov/mde/0,4615,7-140-66254_50144_92988-508782--,00.html