



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

CHILD NUTRITION PROGRAMS

ADMINISTRATIVE MEMO NO. 5 SCHOOL YEAR 2024 - 2025

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

DATE: September 30, 2024

All Sponsors participating in the following United States Department of Agriculture (USDA) Child Nutrition Programs are required to provide annual Civil Rights training to program staff.

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Afterschool Snack Program (ASSP)
- Special Milk Program (SMP)
- Child and Adult Care Food Program (CACFP)
- Summer Food Service Program (SFSP)

The training must focus on ensuring the benefits of these programs are made available to all eligible participants in a nondiscriminatory manner.

The Civil Rights training must:

- Be mandatory to all program staff
- Provide specific Civil Rights regulations
- Inform program administrators and staff receiving federal financial assistance of their rights and responsibilities
- Educate staff of the requirements and procedures for handling Civil Rights complaints

Other Sponsor Requirements

- Document Civil Rights training with agendas and sign-in sheets on an annual basis
- Ensure all new employees receive civil rights training before participating in program activities

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Civil Rights Training Resources

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

Questions?

Questions regarding this Memorandum may be directed to the School Nutrition Programs unit by email to MDE-schoolnutrition@michigan.gov, or to the Child and Adult Care Food Program by email to MDE-cacfp@michigan.gov, or to the Summer Food Service Program by email to MDE-sfsp@michigan.gov.