



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

## **CHILD NUTRITION PROGRAMS**

### **ADMINISTRATIVE MEMO NO. 1 SCHOOL YEAR 2022 - 2023**

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

**DATE:** November 10, 2022

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](#)<sup>i</sup> webpage. Resources include a civil rights training presentation, a civil rights training video, training sign-in sheets, and complaint log.

## **Nondiscrimination Statement**

For the latest information on the nondiscrimination statement, see [Child Nutrition Programs Bulletin No. 36 - Revised Nondiscrimination Statement and "And Justice for All" Poster Timelines and Guidance](#).<sup>ii</sup>

## **Questions?**

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

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<sup>i</sup> [https://www.michigan.gov/mde/0,4615,7-140-66254\\_50144\\_92988-508782--,00.html](https://www.michigan.gov/mde/0,4615,7-140-66254_50144_92988-508782--,00.html)

<sup>ii</sup> <https://www.michigan.gov/mde/-/media/Project/Websites/mde/ohns/School-Nutrition-Programs/CNP-Bulletins/CNP-Bulletin-No-36.pdf?rev=1d5fcbefee5f41baa7bbacda97eafe8a&hash=804BC6E48059942F1713978C612CE683>