



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
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GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

FOOD SERVICE

**ADMINISTRATIVE MEMO NO. 4
SCHOOL YEAR 2020-2021**

SUBJECT: Civil Rights Compliance Requirements for Participation in the School Nutrition Programs

DATE: October 28, 2020

This memorandum is being sent as a reminder of the United States Department of Agriculture (USDA) annual civil rights training requirement.

All sponsors participating in the USDA National School Lunch Program (NSLP), School Breakfast Program (SBP), AfterSchool Snack Program (ASSP), and the Special Milk Program (SMP) must comply with federal civil rights requirements and regulations. This still applies to SFAs participating entirely in the Extended Summer Food Service Program (E-SFSP) for School Year 2020-2021. These regulations are intended to ensure that the benefits of the NSLP, SBP, ASSP, and SMP are made available to all eligible people in a nondiscriminatory manner.

Annual civil rights training is mandatory to ensure school nutrition program staff understand civil rights requirements and procedures for managing civil rights complaints. The training must outline specific civil rights regulations and inform program administrators and staff receiving federal financial assistance of their rights and responsibilities.

Sponsors are required to:

- document civil rights training with agendas and sign-in sheets, and
- ensure new employees receive civil rights training before participating in program activities.

Civil rights training resources are available on 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 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

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