



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 2023 - 2024**

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

**DATE:** August 10, 2023

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

#### **STATE BOARD OF EDUCATION**

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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](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).