Civil Rights Training

Purpose

To ensure that local agency (LA) staff who come in contact with WIC applicants/participants are knowledgeable in the area of civil rights and that content of civil right training is in accordance with federal regulations.

Authority

USDA FNS Instruction 113-2, Revision 1 - Civil Rights Compliance and Enforcement in the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC).

Policy

LA employees shall receive civil rights training in appropriate time frames on specific content points.

Procedures

I. All new agency employees who come in contact with WIC applicants/participants, including those employees paid by WIC (temporary, part-time, full-time, and volunteers) and those employees not paid by WIC who work more than two hours per week for WIC, shall receive civil rights training within three months after employment start date, and then on an annual basis.

II. Staff such as agency administrators, janitors, etc. who do not come in contact with WIC applicants/participants are not required to receive civil rights training. All other existing staff shall receive civil rights training on an annual basis.
III. Civil rights training shall contain at a minimum the following WIC specific information:

A. public notification and outreach procedures: See Policies: OR:01.0, CR:02.0, CR:10.0;

B. rights and obligations: See Policy CR:01.0;

C. racial/ethnic data collection and reporting: See Policy CR:09.0;

D. complaint handling procedures: See Policies: CR:03.0, CR:05.0;

E. civil rights training requirements in this policy;

F. compliance review requirements: See Policy CR:04.0; and

G. provisions for applicants/participants with special needs on accommodations: See Policies: CR:06.0, CR:07.0.