

Date: July 8, 2020
To: Non-School Special Milk Program Participants
From: Community Nutrition Team
Subject: Annual Civil Rights Training Reminder

This is a reminder for all Special Milk Program participating agencies that you **must provide annual civil rights training** to all staff members who interact with program applicants or participants and those persons who supervise these staff.

In order to assure that all of the USDA Civil Rights required subject matter is covered, agencies should use DPI's *Civil Rights Training PowerPoint* and/or its handout version to complete the required civil rights training. Use the links below for the most current versions.

[Civil Rights Training PowerPoint](#)
[Civil Rights Training Handout](#)

Records indicating agency staff who received civil rights training, civil rights topics covered, and date(s) civil rights training was completed must be retained on file. Agencies may utilize the *Civil Rights Training Log* to document its annual civil rights training with all staff.

[Civil Rights Training Log](#)