



Missouri Department of Elementary and Secondary Education

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August 28, 2009

To: Authorized Representative, Child Nutrition Programs

From: Karen Wooton, Coordinator, School Food Services

Subject: Civil Rights Training Requirement for Local Education Agency (LEA) Food Service Staff

All LEAs administering School Nutrition Programs are required to provide civil rights training for all frontline staff and supervisors who deal with School Nutrition Program applicants and participants. Examples include cooks, servers, cashiers, lunchroom supervisors, clerks and administrators. Staff must be trained at least one time per year and documentation of the training must be kept on file at the local level.

A PowerPoint presentation has been prepared that may be used to meet this requirement. The training can be found on our Website www.dese.mo.gov/divadm/food. Click on Civil Rights. A form to document the training is also available at this site.

The following additional information concerning Civil Rights can also be found at the above Website:

- Civil Rights Instruction provided by the United States Department of Agriculture, Food and Nutrition Services (FNS Instruction 113-1, Civil Rights Compliance and Enforcement - Nutrition Programs and Activities.)
- Civil Rights Complaint Form
- Meal Substitutions for Medical or Other Special Dietary Needs (FSN Instruction)
- Guidance for Accommodating Children with Special Dietary Needs in School Nutrition Programs Handbook
- Milk Substitution Rule
- USDA Q&A's: Milk Substitution for Children with Medical or Special Dietary Needs (Non-Disabilty)

Please contact our office at 573-751-3526 if you have questions.