



Illinois State Board of Education

100 North First Street
Springfield, Illinois 62777-0001

School Nutrition Programs Civil Rights Training Documentation Form

NUTRITION AND WELLNESS PROGRAMS DIVISION

Civil Rights Training Requirements:

School Food Authorities (SFA) must provide civil rights training to their sub recipients, including *front-line staff*, on an annual basis. To assist you in training PowerPoint presentations and a brochure are available at <https://www.isbe.net/Pages/Nutrition-and-Wellness-Civil-Rights-Compliance-and-Enforcement.aspx>

Specific subject matter for training must include collection and use of data, effective public notification systems, complaint procedures, compliance review techniques, resolution of noncompliance, requirements for reasonable accommodation of persons with disabilities, requirements for language assistance, conflict resolution, and customer service.

Below you will find a sample form that you can use to document your Civil Rights Trainings each year. A copy of this form along with a copy of the training materials used must be maintained as proof of the annual training that was provided. **This information does not need to be submitted to ISBE**, just maintain a copy and it will be reviewed during your Administrative Review. This documentation must be maintained for three years plus the current.

Name of SFA/School District	
Name of Trainer	
Date of Training	

Print Name of Training Attendee	Signature of Training Attendee

