

**STATEMENT REGARDING ANNUAL CIVIL RIGHTS TRAINING for TEFAP and/or CSFP
AGENCIES**

Agency Name: _____ **Agency number:** _____

Name of Person Completing this Statement: _____

Title of Person Completing this Statement: _____

I am a leader of the agency listed above. I hereby affirm that all volunteers presently participating in the distribution or handling of TEFAP commodities at this agency receive annual Civil Rights Training, and documentation is on file at the agency. Training includes the following topics:

- (a) Agencies must serve all people regardless of race, color, national origin, age, sex, or disability.
- (b) Agencies must let people know about their rights by:
 - Posting the Justice for All poster where it can be easily seen
 - Including the Nondiscrimination Statement on all public written materials describing the pantry
 - Notifying community groups that the program is available
 - Responding promptly to inquiries about the program
 - Scheduling hours of operation that suit the community's needs
- (c) Agencies must accommodate language needs
 - Find out what languages are spoken in the community
 - Provide translated written materials if there are many people who speak a language other than English
 - Take reasonable efforts to provide volunteers (or staff) who can serve as interpreters
- (d) Agencies must accommodate persons with disabilities by allowing them to use proxies or alternates to pick up food or making other physical accommodations.
- (e) Agencies must respond appropriately if a person states that he or she has been treated differently because of race, color, national origin, age, sex, or disability:
 - Try to resolve the issues quickly
 - Offer the client a Civil Rights Complaint form
 - Offer to mail the completed Civil Rights Complaint form in to the USDA for the client

Signature of Person Completing this Statement: _____

Today's Date: _____