

Civil Rights Training**Policy No. CR-1100.01**

Effective date: October 1, 2019

No. of pages: 2

Policy

Georgia WIC approved Civil Rights Training must be completed annually by all staff funded through Georgia WIC Grant in Aid or providing Georgia WIC Services.

All new employees must have the most current year's version of Annual Civil Rights training prior to providing any WIC services or interacting with the public as a WIC provider.

Purpose

To ensure people involved in all levels of administration of the Georgia WIC program understand civil rights related laws, regulations, procedures, and directives.

Procedures

- I. Staff must complete an approved annual Civil Rights Training between the time the state hosts the current year's annual training and by the end of the fiscal year.
- II. Local Agencies may provide Civil Rights Training upon approval of the Georgia WIC Civil Rights Coordinator. The annual Civil Rights Training will include, but not be limited to, the following topic areas:
 - A. Assurances
 - B. Collection and use of ethnicity and race data
 - C. Effective public notification systems
 - D. Complaint procedures
 - E. Compliance review techniques
 - F. Resolution of noncompliance
 - G. Training
 - H. Requirements for reasonable modification for persons with disabilities
 - I. Requirements for language assistance
 - J. Conflict resolution
 - K. Customer service
- III. Local agency will maintain records of completion of annual Civil Rights Training on the [Continuing Education Log](#).

Authority

7 CFR § 246.8

FNS Instruction 113-1

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Definitions/Supporting Information

Assurances – Nondiscrimination provisions in federal law, regulation and guidance must be agreed to by subrecipients of federal funding and is met through Local Agency signed and dated Master Agreement and WIC Annexes.