## **Civil Rights Training Log**

USDA/TEFAP (The Emergency Food Assistance Program)

In accordance with the provisions of The Emergency Food Assistance Act of 1983, Public Law 98-8, as amended, together with regulations of the United States Department of Agriculture ("USDA")

In order to receive and distribute USDA foods, Recipient Agencies (RA) are responsible for training their "frontline staff" who interact with applicants or participants <u>on an annual basis</u>. (RAs are required to keep a training log documenting yearly trainings of staff and volunteers.)

Name of Recipient Agency (RA):

Agency ID#:\_\_\_\_\_

Address:

**Instructions:** RA's are responsible for providing the "<u>USDA\_TEFAP - Civil Rights Training.pdf</u>" packet or file annually to their frontline staff and volunteers. After the packet has been reviewed each person must sign and date this Civil Rights Training Log. The RA is required to file and store this log onsite as well as present during audit and site visit processes.

DATE	NAME OF PERSON TRAINED

## Other USDA/TEFAP Requirements:

• Display the "And Justice For All" Poster in a prominent location for all to view

• If you need any of the above mentioned USDA materials please contact the Food Bank