

Civil Rights Training for Site Staff

Site Name _____

Date of Training _____ Trainer _____

Required Training Topics:

- What is a Civil Rights complaint?
- “And Justice for All” poster
- Nondiscrimination Statement
- Where to post
- What to do if someone has a civil rights complaint
- Who handles the complaint at the site (gives complainant CR Complaint Form and documents in Civil Rights Complaint log)
- Who should the site staff inform of a civil rights complaint
- Civil Rights Complaint Log
- Civil Rights Complaint Form
- Collecting and recording racial and ethnic information on participants (beneficiary data)
- When to collect racial and ethnic information
- How to collect racial and ethnic information

Signatures of those attending:

| | |
|--|--|
| | |
| | |
| | |
| | |
| | |
| | |
| | |