

**STATEMENT REGARDING ANNUAL CIVIL RIGHTS TRAINING for TEFAP and/or CSFP
AGENCIES 2025**

Agency Name: _____ **BRAFB account number(s):** _____

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 and/or staff presently participating in the distribution or handling of TEFAP/CSFP 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, ethnicity, national origin, age, sex, disability, religion, sexual orientation, language spoken, immigration status or veteran status
- (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 by:
 - Finding out what languages are spoken in the community
 - Providing translated written materials if there are many people who speak a language other than English
 - Taking 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 make other physical accommodations.
- (e) Agencies must respond appropriately if a person states that they have been treated differently based on a protected class, see (a):
 - Try to resolve the issues to the satisfaction of the client
 - Offer the client a Civil Rights Complaint form
 - Offer to mail the completed Civil Rights Complaint form to the USDA for the client

Signature of Person Completing this Statement: _____

Today's Date: _____