

ARIZONA DEPARTMENT OF ECONOMIC SECURITY  
Division of Community Assistance and Development (DCAD)  
Coordinated Hunger Relief Program

## ANNUAL CIVIL RIGHTS TRAINING

Food Nutrition Services (FNS) requires civil rights training for people involved in all levels of the administration of programs that receive Federal financial assistance. Staff and all frontline volunteers, such as individuals who regularly interact with program applicants and participants who determine eligibility must receive full civil rights training on an annual basis as outlined in FNS Instruction 113-1, Section XI.

**Note:** A signed copy must be kept on file at Agency.

There is flexibility in how the training is provided. Note below how you participated in the required training.

For which program:      TEFAP      CSFP

Instructor led training?      Date: \_\_\_\_\_

Review of Power Point?      Date: \_\_\_\_\_

Webinar?      Date: \_\_\_\_\_

Agency Name \_\_\_\_\_

Name (*Print or type*) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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