TEFAP Civil Rights Training Guidelines

This training is required for all TEFAP participating agencies that receive federal funding from USDA. This mandatory training is designed for providers and their staff administering USDA food programs. The goal of this training is to guarantee services that are available to all beneficiaries in a non-discriminatory manner for any USDA food program.

1) Providers are required to complete the civil rights training annually.
2) Each Agency must submit a certification with Level 1 and Level 2 training annually by the end of March to TEFAPcivilrights@lafoodbank.org
3) All staff and volunteers assigned to determine program eligibility or handle confidential information of beneficiaries must review and sign the Civil Rights checklist (level 1):
   📄 FDU113 Civil Rights Level 1 & 2.pdf
4) All staff and lead volunteers at any distribution site must review and complete the Civil Rights presentation (level 2): 🅿 Civil Rights Training Level 2.pptx
5) If your agency has multiple sub-sites or is constantly recruiting new staff/volunteers throughout the year, please ensure to continue administering the Civil Rights training and submit any new certifications to TEFAPcivilrights@lafoodbank.org
6) The Civil Rights certifications must be filed and kept at your agency site for review during monitor site visits.
7) Documents with no agency name and/or agency number will be discarded.
8) If training documents are not received by the due date, your account will be placed on hold.
9) If your agency continues to be on hold for over 60 days due to noncompliance of the Civil Rights certification, your agency will be endangered of being removed from the TEFAP program.
10) The LA Regional Food Bank does provide a virtual TEFAP Civil Rights Training on the first Wednesday of the month. It is not mandatory but to ensure that your agency completes the Civil Rights certification on time, please ensure to attend the training.

If you have any questions feel free to contact us via email at TEFAPcivilrights@lafoodbank.org