# SNP Memo #2022-2023-15

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: August 24, 2023

TO: Directors, Supervisors, and Contact Persons Addressed

FROM: Sandra C. Curwood, PhD, RDN, ***Sandy***

## SUBJECT: Online Civil Rights Training Now Available in Virtual Virginia

The purpose of this memorandum is to inform school nutrition directors and community sponsors of the new [Online Civil Rights Training course](https://vdoelearning.catalog.instructure.com/courses/vdoe-civil-rights-training) now available in Virtual Virginia. The Civil Rights Training course was formerly offered through the Rise.com platform but has since been transitioned to Virtual Virginia. Anyone with a Virtual Virginia account may enroll in this course. Those who do not yet have Virtual Virginia accounts will be asked to register for a free account before accessing the course.

### Civil Rights Training

According to FNS Instruction 113-1, Civil Rights training is required annually for all individuals involved in the administration of programs that receive federal financial assistance, which includes school and child nutrition programs. State agencies are responsible for training state agency staff and local agencies. Local agencies are responsible for training their subrecipients, including frontline staff. Training must include the following topics:

* collection and use of data,
* effective public notification systems,
* complaint procedures,
* compliance review techniques,
* resolution of non-compliance,
* requirements for reasonable accommodation of persons with disabilities,
* requirements for language assistance, conflict resolution, and
* customer service.

The [Online Civil Rights Training course](https://vdoelearning.catalog.instructure.com/courses/vdoe-civil-rights-training) was adapted from the training provided to the Virginia Department of Education, Office of School Nutrition Programs, by the USDA-FNS Civil Rights Division. The course covers each of the required topic areas and fulfills the annual training requirement.

### For more information

For questions or for more information about the courses available in Virtual Virginia, please contact Callie Nickles, SNP Training and Marketing Specialist, via email at [Callie.Nickles@doe.virginia.gov](mailto:Callie.Nickles@doe.virginia.gov).

For questions regarding civil rights training requirements, please reach out to your SNP specialist for school divisions or your CNP specialist for community sponsors.

SCC/KNS/cc