

Instructions for Conducting Group Trainings:

Before the Training - Complete these steps at least one to two weeks before the training:

1. Verify you can access the On Demand modules by selecting [Click Here to Begin](#) to login to your JSI account. A single login user name can be used for group trainings.
 - a. If you do not already have a JSI login, select [Not registered yet? Sign Up Here](#) to create your login. **Please allow up to two business days for new user approval.** If earlier access is required, please call us at 508-626-4756 to expedite approval.
 - b. If you have forgotten your password, select [Click Here to Begin](#) and select [Help! I can't remember my password](#)
2. Request the post-test and answer key for the desired module via email to: johnstalker@framingham.edu
3. Prepare a sign-in sheet to include the following: Date of training, Name of training, Location (name of school and district), Participant names printed clearly or typed and signature as confirmation of attendance.
4. Schedule the training date and time and reserve a quiet, comfortable room with internet and AV access.

On the day of the training:

1. Set up computer, projector, screen and speakers. Be sure you have access to the internet.
2. Ask participants to sign-in.
3. Show the training to your group.
4. Upon completion of the training, distribute the post-test and pencils/pens to your staff to complete.
5. Review the answers and ask your staff to correct their own test.
6. Address any questions.
7. Collect the completed post-tests and review as desired.

After the training:

1. Email the sign-in sheet to johnstalker@framingham.edu and request the certificate of completion.
2. You do not need to submit the post-tests.
3. Maintain an electronic file and a printed copy of the certificate of completion attached to your sign-in sheet for staff who attended the training for documentation for your Administrative Review.

Civil Rights Training: To be completed every school year (June 1 – May 31) by all school nutrition program staff

[Nuts & Bolts of School Nutrition Programs On Demand online module: Civil Rights for Child Nutrition Programs](#) is a 45-minute, **State approved training module** to assist in the annual staff training requirement. If you have any questions please contact Nutrition@doe.mass.edu.

Background: Since [FNS Instruction 113 Civil Rights Compliance and Enforcement – Nutrition Programs and Activities](#) was issued in 2005, there has been an increased focus on ensuring that everyone has equal access to the benefits of Child Nutrition Programs and ensuring that the rights of anyone who comes into contact with Child Nutrition Programs is protected and all programs are in compliance with federal and state laws. Per the [Civil Rights Training Requirements memorandum issued on June 18, 2019](#), one of the contacts listed under the “Authorized Signatures” section of your [application packet](#) will need to complete the state-approved training module and needs to be uploaded into the Civil Rights Training Certificate of Completion Component of the Application Packet. All other program staff are required to complete the same training annually and documentation will be reviewed during the administrative review. Additional Resources:

- [Decision Tree: Handling complaints in Child Nutrition Programs](#) – Reference to help you/your staff decide what to do when you receive a complaint.
- [Sample Civil Rights Complaint Log](#) - A customizable template you can use to document civil rights complaints you have received. Pro Tip: Don’t wait until you receive a complaint to develop a log! Start a blank log today and label it “SY19/20”. If you don’t receive any complaints, you can just file an empty log to show that no complaints were received.

Food Allergy Awareness Training: To be completed every 5 years by all school nutrition program staff.

[Nuts & Bolts of School Nutrition Programs On Demand Food Allergies](#) is a one-hour training recognized by DESE and MDPH as an acceptable training required in the Allergen Awareness Act, M.G.L.c.140, § 6B. If you have any questions please contact Nutrition@doe.mass.edu.