



# DEPARTMENT OF EDUCATION


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October 20, 2023

## MEMORANDUM

**TO:** Directors of Residential Child Care Institutions  
Other Appropriate Personnel

**FROM:** Aimee F. Beam, MS, RD   
Education Associate, Nutrition Programs

**RE:** **SY 2023-2024 Operational Memo #13**  
**FY24 Annual Civil rights Training**

United States Department of Agriculture (USDA) regulations require that all Child Nutrition Programs sponsors receive Civil Rights training annually. In order to streamline this process for Delaware sponsors, the Department of Education (DOE) Nutrition team has combined each program specific Civil Rights training into one. This means that if you participate in multiple Child Nutrition Programs (School Nutrition, Summer Food Service Program and Child and Adult Care Food Program) that the course now only needs to be taken one time per year instead of three.

Only one person from each sponsor is required to take this course for DOE annually. The course can then be downloaded and used by sponsors to train their internal staff to meet annual training requirements at the sponsor level.

The Child Nutrition Program Civil Rights course is now available online. You must register for the course in PDMS, then take the course in Schoology:

- Course number: 31043, Section number: 74570

Once the course is complete you will need to take the quiz and then send your certificate to Jeremy Coleman at [Jeremy.coleman@doe.k12.de.us](mailto:Jeremy.coleman@doe.k12.de.us).

Please contact us at 302-857-3356 with any questions.

Attachment: How to Register and Access Nutrition Courses and Certificates

cc: Nutrition Team