Documentation of TEFAP Civil Rights Training

Agency: _____

Date of Training	Person Trained	Title

Provide a copy of the Civil Rights Training to all front-line staff | volunteers who regularly interact with TEFAP participants or who are responsible for determining participant eligibility, annaully.

Keep this documentation form on file for at least three years, preferably in the same binder that contains TEFAP Self-Declaration of Need forms for the current year.