Documentation of TEFAP Civil Rights Training - 2017

Agency: _____

Date of Training	Person Trained	Title

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 2017.

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.

Provide a copy of the Civil Rights training to all **new** front-line staff | volunteers identified above on an ongoing basis as part of their orientation process.