

Belit Stockfleth

Authorized Signature

Number: SS-IM-08-013
Issue Date: 03/17/2008

Topic: Food Benefits

Subject: Civil Rights Training

Applies to (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Message: Each year staff who have contact with any applicants or recipients of food stamp benefits need to complete Civil Rights training. This requirement can be met by taking the online Civil Rights training that was developed by the Food Stamp Policy Unit. The training takes approximately 10 to 15 minutes to complete.

In order to take the training you need to log into the Learning Center and register for the **Online: Food Stamp – Civil Rights 2007**. To receive credit for taking the class you must complete every page of the training. If you have not taken the course in 2008 please take the time to do so now.

If you have any questions about this information, contact:

Contact(s):	Dawn Myers	(503) 945-7018
	Eliza Devlin	(503) 947-5105
	Rosanne Richard	(503) 945-6077
	Sandy Ambrose	(503) 945-6092
	Sarah Lambert	(503) 945-6220
	Anne Hilgers	(503) 945-6105
Phone:		Fax:
E-mail:		