

 VERMONT DEPARTMENT FOR CHILDREN AND FAMILIES Family Services Policy Manual		<h1>301</h1>
Chapter:	Federal Assurances	
Subject:	Civil Rights Methods of Administration	Page 1 of 1
Approved:	Cynthia K. Walcott, Deputy Commissioner	Effective: 3-26-2014
Supersedes:		

Purpose

All State Administering Agencies (SAAs) have a responsibility to monitor their Subrecipients to ensure the Subrecipients are complying with the civil rights laws applicable to recipients of federal financial assistance.

Procedure

Addressing Discrimination Complaints

Any discrimination complaint received by Juvenile Justice Director of DCF-Family Services will refer the complainant to the Vermont Human Rights Commission, 14-16 Baldwin Street, Montplier, Vermont 056333 for investigation.

Notifying Subrecipients of Civil Rights Requirements

Subrecipients of DCF-FSD are notified of civil rights requirements through assurances on application forms and special conditions within award documents. Subrecipients are required to certify compliance with guidelines and provide a description of procedures.

Monitoring for Compliance with Civil Rights Requirements

Monitoring of civil rights compliance is conducted as a part of routine monitoring activities and is included in desk review and onsite review checklists.

Training Subrecipients on Civil Rights Requirements

DCF-Family Services provides training resources through the department website, department staff, and referral to OCR staff as appropriate. All Subrecipients are required to review training materials and certify completion as a condition of award. Subrecipients also certify they have read the current Grant Manual which includes a section on civil rights requirements with links to training and personnel at OCR. DCF-FSD staff may provide technical assistance to Subrecipients during new grantee training or upon request. Subrecipients may also submit TA requests to the Juvenile Justice Director for specific training.