

**Civil Rights Action Plan**

**Lafayette County UW-Extension**

# Lafayette County UW-Extension Office Team Action Plan:

* Everyone in the Lafayette County UW-Extension office is included as a valued member of the Extension Office Team. Therefore, civil rights compliance is everyone's responsibility in our office.
* All staff in the UWEX Lafayette County Office will meet annually to update and continually work on updating resource materials in the general county civil rights files. Two members in the office were hired in 2018, and have never gone through a Civil Rights Review, so they are learning.
* The Extension office team will annually devote at least one staff meeting to an internal office civil rights review to ensure the resource materials in the general county office civil rights files are updated appropriately. Agents will have the opportunity to update and add new contacts to the diversity

mailing list.

* Each individual staff member will develop a personal civil rights action plan to enhance their efforts to meet the needs of our county's diversified clientele groups and individuals.
* The Civil Rights Action Plan will be updated annually and will be shared, along with county demographic data, with the Agriculture and Extension Education Committee.
* Annual State Civil Rights reports will be filed in the state reporting system by December 31st for the calendar year.
* By December 1st, Agents will update the mailing list of organizations that work with UW-Extension. This list will be used for sending our non-discrimination letters and to seek inclusion policies from the organizations.
* The non-discrimination reminder letter will be sent annually.
* Annually, there will be a review of civil rights issues and scenarios for all staff at one of the monthly staff meetings.
* Documents needing language translation will be sent to the language access team for modifications.
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* The Language Access Line directions are also available for clientele whose primary language is not English.
* “Justice for All” poster will be displayed at public nutrition classes in multiple languages.

# Support Staff

The Green County University Extension Office support staff is committed to providing equal opportunity, treatment and services to all who approach our office whether in person, via written communication, email, or

phone. Some of our outreach efforts include:

* Lafayette County Extension website is hosted by UWEX and is fully ADA accessible.
	+ UW-Extension Lafayette County website: <http://lafayette.extension.wisc.edu>
* All brochures, pamphlets and newsletters contain non-discrimination policy declarations, and an office contact phone number to call for special accommodation if needed.
* The UW-Extension Office support staff will maintain the general office civil rights files.
* Extension publications which are used by Agents, are available in Spanish upon request.

# and Youth Development

* + - Conduct an annual Expansion and Review process, as means of reviewing the current policies and practices of the Lafayette County 4-H Youth Development program, to insure that the program is open, inclusive and actively seeking parity, particularly for youth from protected and underserved audiences.
* Meeting locations will be wheelchair accessible and will be chosen with consideration of the appropriateness of setting and ease of access for learners/participants.
	+ - The process will include, but will not be limited to:
			* The 4-H Adult Leaders Association will annually devote at least a portion of a meeting to reviewing the demographics of the county and the 4-H program, in order to identify positive action steps to assure improved access and engagement of protected and underserved audiences.
			* Provide ongoing education through trainings, meetings and individual conversations for youth and adult leaders on our civil rights responsibilities, which includes building an equitable, diverse and inclusive 4-H youth development program.
		- Ongoing review of policies, practices, publications and promotional efforts of the 4-H Youth Development program as it relates to:
			* Financial accessibility and assistance for low income families.
			* Providing a welcoming and inclusive environment for youth with disabilities.
			* Needs and interests of racial and ethnic minority populations
		- Title VI, Title IX and ADA Statements will be included in all emails, correspondences, newsletters and flyers.

# Agriculture and Natural Resources

* The agriculture agent will send a separate outreach letter to all minorities and/or underserved land owners that have been identified by the Farm Service Agency in Green County to cultivate new

contacts.

* Title VI, Title IX and ADA Statements will be included in all emails, agriculture newsletters, flyers and correspondence.

# Health and Well-Being

* The Health and Well-Being Educator will update resources offered on the county HWB website to improve and expand accessibility to Spanish-speaking and low literacy clientele.
* The Health and Well-Being Educator will work to bring resources to enhance the outreach of the Agriculture Educator, FoodWise Educator and 4-H/youth Educator to build relationships with Spanish-speaking families and farm-workers.
* Program planning will include consistent attention to how programs, services, and resources are made available to, and at times intentionally target Lafayette County disabled, elderly, minorities and other underserved groups; and how the Health and Well-Being Educator can work to improve these resources for these individuals and families. Effort will be focused on increased resources and programming to be offered in multiple forms of media and languages to reach foreign language speakers, low literacy and illiterate clients.
* Meeting locations will be wheelchair accessible and will be chosen with consideration of the appropriateness of setting and ease of access for learners/participants.
* Title VI, Title IX and ADA statements will be included in all Health and Well-Being newsletters, flyers and program brochures.
* An intentional effort will be made to disseminate information in locations, media form, and through local channels consistent with the minority or underserved group being targeted.

# FoodWIse

* The FoodWIse staff delivers the evidence-based Supplemental Nutrition Assistance Program Education (SNAP-Ed) designed for a 5th grade reading level and that can be taught in both English and Spanish with attention to cultural differences and adaptations.
* The FoodWIse staff builds partnerships with agencies and other groups that serve low-income and racially/ethnically diverse families with children. They do outreach and obtain referrals through multiple methods to be able to reach and teach the targeted low-income and diverse audiences.
* Efforts are made to market the program in Spanish, including Spanish-language resources, targeted outreach, and having an interpreter available.
* Title VI, Title IX and ADA Statements are included in all SNAP-Ed newsletters, flyers and program brochures.
* “Justice for All” poster will be displayed at public nutrition classes in multiple languages.
* Spanish versions of some brochures/flyers will be available on the Nutrition webpage (food pantry list)
* Interpreter services and procedures are in place, if interpreter costs are to come through Extension’s Department of Diversity, Equity & Inclusion, to assist the FoodWIse staff programming.