

## SFSP Sponsor Conducted Training – Certification

(Attach additional sheets if necessary)

Staff training must be completed prior first day of summer meal service, if hire additional staff at a later time, please send in this certification as documentation for their training at that time.

**Return after site personnel have been trained.** This must be completed and on file with Child and Adult Nutrition Services before any reimbursements can be paid. Suggest please scan and send this training certificate within 5 days after training occurs to [julie.mccord@state.sd.us](mailto:julie.mccord@state.sd.us)

This is to certify that all sponsor and site personnel have been trained in regard to Summer Food Service Program duties and responsibilities as outlines in the Sponsor's Handbook, and personnel have access to relevant materials such as the Monitor's Handbook, Sponsor Nutrition Guidance Handbook, and Site Supervisor's Guide as necessary.

\*First line signature of attendee, please print below signature for documentation.

Site Name/s	Persons Attending*	Training Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Training covering the following: (check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> program regulations<br><input type="checkbox"/> site responsibilities<br><input type="checkbox"/> time restrictions<br><input type="checkbox"/> meal pattern requirements<br><input type="checkbox"/> creditable foods<br><input type="checkbox"/> meal counts<br><input type="checkbox"/> Special diet form and requirements | <input type="checkbox"/> menus and production records<br><input type="checkbox"/> compliance with civil rights requirements<br><input type="checkbox"/> inventory systems<br><input type="checkbox"/> collection of required records<br><input type="checkbox"/> health and sanitation procedures<br><input type="checkbox"/> emergency training (site specific)<br><input type="checkbox"/> |
|--|--|

**A list of signatures of those who attended is to be maintained on file at the office of the sponsor.**

\_\_\_\_\_  
(Sponsor Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Authorized Representative)



# TRAINING TOPICS

At a minimum, sponsors should be certain that they cover the following topics in the training session for site personnel.

(See **Attachment 15** for this training outline.)

## 1 PROVIDE

### a general explanation of the Program:

- Purpose of the Program
- Site eligibility
- Necessity for accurate records
- Importance of organized activities at sites

## 4 OUTLINE

### the Monitor's responsibilities:

- Use the Sponsor Monitoring Handbook: <http://www.fns.usda.gov/sites/default/files/MonitorsGuide.pdf>
- Duties and authority
- Areas of assignment and introduction to site supervisors

## 2 DESCRIBE

### how the site will operate:

For sites obtaining meals from FSMCs/commercial meal vendors/commercial meal vendors, SFAs, or sponsor's central kitchen:

- Meal pattern requirements and the meal service offered (use planned menus)
- Delivery schedules (exact times)
- Adjustments in the delivery amount
- Facilities available for storing meals
- Who to contact about problems (provide sponsor's name/ phone number)
- Approved level of meal service or "site cap."

For sites where meals are prepared on site

- Meal pattern requirements
- Inventory (use inventory forms)
- Meal adjustments (use production records)
- Meal preparation adjustments

## 5 EXPLAIN

### Civil Rights requirements:

Use the Site Supervisor's Guide:

- English: <http://www.fns.usda.gov/sites/default/files/SiteSupervsGuide.pdf>
- Spanish: <http://www.fns.usda.gov/sites/default/files/sp-SiteSupervsGuide.pdf>

## 3 EXPLAIN

### recordkeeping requirements:

- Daily recordkeeping requirements
- Delivery receipts (sample forms)
- Seconds, leftovers, and spoiled meals
- Daily labor: actual time spent on food service and time and attendance records
- Collection of daily record forms
- Maintain copies of meal service forms

## 6 EXPLAIN

### Explain other miscellaneous policy (use sponsor's policy), such as:

- Problems of inclement weather and alternate service areas
- Problems with unauthorized adults eating Program meals
- Problems with discipline
- Review of equipment, facilities, and materials available for organized recreational activities
- Review of trash removal system
- Corrective action
- Nutrition education

**SUMMER FOOD  
SERVICE PROGRAM****Training Checklist  
for Administrative Staff**

Use this checklist for training sponsor administrative staff, including office assistants, clerks, bookkeepers, secretaries, area supervisors, and monitors.

**1. General explanation of the Program:**

- Purpose of the Program
- Site eligibility
- Recordkeeping requirements
- Organized site activity
- Meal requirements
- Nondiscrimination compliance

**2. How the Program operates:**

- How meals will be provided
- The delivery schedule, if applicable
- What records are kept and what forms are used

**3. Special duties of Monitors (include if separate training is not held for monitors):**

- How to conduct site visits and reviews
- Sites for which each monitor is responsible
- Monitoring schedule
- Reporting procedures
- Office procedures

**SUMMER FOOD  
SERVICE PROGRAM**

# Training Checklist for Monitors

- Sites for which they will be responsible
- Conducting site visits and reviews
- Monitoring schedules
- Reporting and recordkeeping procedures
- Follow-up procedures
- Office procedures
- Local sanitation and health laws
- Civil Rights requirements
- Reporting racial/ethnic data
- Personal safety precautions, if necessary

.....  
**SUMMER FOOD  
 SERVICE PROGRAM**  
 .....

# Training Checklist for Site Staff

## 1. General explanation of the Program

- Purpose of the Program
- Site eligibility
- Importance of accurate records especially meal counts
- Importance of organized activities at sites

## 2. How sites operate

### A. For vended sites:

- Types of meals to be served and the meal pattern requirements (provide planned menus)
- Delivery schedules (give exact times)
- Adjustments in the number of meals delivered
- Facilities for storing meals
- Who to contact about problems (name and phone number)
- Approved level of meal service

### B. For self-preparation sites:

- Meal pattern requirements
- Inventory (use inventory forms)
- Meal adjustments (use production records)
- Meal preparation adjustments

## 3. Recordkeeping requirements

- Daily recordkeeping requirements
- Delivery receipts (provide sample forms)
- Seconds, leftovers and spoiled meals
- Daily labor – actual time spent on food service and time and attendance records
- Collection of daily record forms
- Maintain copies of meal service forms

## 4. Monitors' responsibilities (use site visit and review forms)

- Duties and authority
- Introduce monitors and discuss areas of assignment

# Training Checklist for Site Staff, Continued

## 5. Civil Rights requirements (use Site Supervisor's Guide)

## 6. Other policies/issues

- What to do in inclement weather and alternate service areas
- How to handle unauthorized adults trying to eat meals
- How to handle discipline
- Review equipment, facilities, and materials available for recreational activities
- Review trash removal requirements
- Discuss corrective action
- Nutrition education