



FOOD BANK
of ALASKA



Child Nutrition Programs

Food Bank of Alaska

2121 Spar Ave

Anchorage, Alaska 99501

Phone (907) 222-3107

Fax 1-888-797-0095

Monitor Training Sign In and Agenda for At-Risk Afterschool Meals Program FY2020

Site Name

Date of Training

Chelsea Donohue, Programs and Agency Relations Coordinator

Trainer(s)

Site Monitor Information and Monitor Responsibilities

The role of site monitor is of particular importance. As the key link between the Food Bank of Alaska and the site, site monitors must make sure that the sites operate in accordance with program guidance's and requirements. As Food Bank of Alaska's representative site monitors must develop and maintain open communications and cooperative relationships with site managers. Site monitors will also work with the site manager to correct any problems.

To be an effective monitor, you will be required to spend enough time at each assigned site to observe the meal service operation. Therefore, you must know the program requirements so you can identify problems at the sites quickly and recommend solutions.

All Food Bank of Alaska monitors receive a stipend for the monitoring services of the program. The stipend is \$200.00 and is good for the duration of the program. If monitoring duties are not completed a stipend will not be paid.

General Topics Discussed:

- ✓ Meal Counts (point of service, timing, compliance of counts)
- ✓ Civil Rights Requirements
- ✓ Required Materials to be Posted (posters, signs, employee/volunteer list)
- ✓ Monitor Forms and Reporting to FBA
- ✓ On site consumption meal service requirement

Reviewed needed monitoring dates for program operation:

1st review due _____ *Due within first 4 week of programing*

2nd review due _____ *Due within first 3 months of programing*

3rd review due _____ *Due prior to program closing in May 20*

PRINT MONITOR NAME:

JOB TITLE:

SIGNATURE:

--	--	--

PLEASE FAX THIS DOUCMENT ONCE TRAINING IS COMPLETED

1-907-277-7368