

**Summer Food Service Program  
Annual Staff Training Agenda & Sign-In**

Name and Address of Sponsor:	Date of Training:
Name of Trainer(s):	Location of Training:
<p>Required Topics – for all programs:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purpose of the program</li> <li><input type="checkbox"/> Meal pattern requirements</li> <li><input type="checkbox"/> Site eligibility</li> <li><input type="checkbox"/> Congregate feeding</li> <li><input type="checkbox"/> Food safety &amp; sanitation</li> <li><input type="checkbox"/> Meal counting procedures</li> <li><input type="checkbox"/> Record-keeping requirements</li> <li><input type="checkbox"/> Duties of the monitor, review procedures, corrective action</li> <li><input type="checkbox"/> Civil rights: E-Learning ___ and/or DEED PowerPoint ___</li> <li><input type="checkbox"/> Other _____</li> </ul> <p><b>Attach additional pages if necessary or attach copy of training program outline.</b></p>	<p>Suggested Optional Topics – depending on staff duties:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Income eligibility (for camps &amp; enrolled sites)</li> <li><input type="checkbox"/> Menu planning &amp; recipe requirements</li> <li><input type="checkbox"/> Site activities</li> <li><input type="checkbox"/> Special dietary needs (medical statements)</li> <li><input type="checkbox"/> Financial management requirements</li> <li><input type="checkbox"/> Meal count consolidation</li> <li><input type="checkbox"/> Claims submission</li> <li><input type="checkbox"/> Other _____</li> </ul>

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Training Participant (Print Name)	Participant's Signature	Title	Name of Participant's Site

Training Requirements:

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1. Training must be provided for monitors, food service staff and site personnel.
2. Please fill out the training agenda with the proposed dates and personnel.
3. When training has been completed please maintain training agenda, a copy of any training materials provided and sign-in with your yearly SFSP file. This will be checked on review.

If you should have staff changes any time during the program, please provide the proper training and keep the training agenda and sign-in documentation for each new staff.

All staff working with the Summer Food Service Program should be trained on Civil Rights. They should know what to do in case of a complaint. Resources are available from Child Nutrition Programs.

Monitors should receive the Monitors Guide, a USDA handbook, to assist them with their duties of monitoring the Summer Food Service Program.

Site Supervisors should receive the Site Supervisors Guide, a USDA handbook, to assist them with their duties of supervising a Summer Food Service Program site.

Food Service staff may refer to the Nutrition Guidance for Sponsors, a USDA handbook, for guidance on menu planning, meal pattern requirements and nutrition education.

