Summer Food Programs Staff Training Record

Training is a responsibility of the sponsor. Training must be held for all staff involved in Summer Feeding Program. The following are the subject areas to be covered for the different program areas. Check off each area trained and then ask the training participants to sign the back of this form and retain for your records.

Required subject areas:		
Administration	**Monitoring**	**Operation**
☐ Purpose of the program	☐ **All Topics** covered under operation ⟶	☐ Purpose of the program
☐ Site Eligibility	☐ Site assignments	☐ Site Eligibility
☐ Civil Rights requirements	☐ Monitoring schedules	☐ Civil Rights requirements
☐ Record keeping requirements: what forms are kept, and forms used	☐ Conducting site visits and reviews	☐ Record keeping requirements– meal count record, delivery receipts, time sheets, production records, CN labels, recipes, menus, invoices, etc.
	☐ Follow-up Procedures	
	☐ Reporting racial / ethnic data	
☐ Meal Requirements	☐ Reporting and recordkeeping procedures (review forms to use)	☐ Site Operations – site rules, labor schedule and cleanup
☐ How meals are provided	☐ Food safety, local sanitation, and health laws	☐ Meal service requirements – meal pattern, second meals, mealtimes and point of meal service counts
☐ Delivery Schedule (if applicable)		☐ Delivery Schedules (if applicable)
		☐ How to monitor and adjust planned meal numbers
		☐ Storage of meals
		☐ Sponsor contact person
		☐ Alternate meal provisions for inclement weather
		☐ Field trips

Washington Office of Superintendent of
PUBLIC INSTRUCTION

Sponsor Name:
Date:
Location:
Trainer(s):

Printed Name of Participant	Role	Signature	Training Completed (check applicable)		
			☐ Admin.	☐ Monitor	☐ Operation
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