Summer Food Service Program Staff Training Plan

Complete this form with information on the SFSP training plan for SFSP staff.

Trainer(s):

Training location or method:

If training will be done in person, Planned Training Date(s): mm/dd/yyyy

(Use complete date(s))

**GENERAL TOPICS**

**Explanation of the Program: Staff Positions to Be Trained (Admin, Monitoring, Site, etc.)**

Purpose of the Program

Site eligibility

Recordkeeping requirements

Organized site activity

Meal requirements

Civil Rights Requirements

OTHER

## **How the Program operates: Staff Positions to Be Trained (Admin, Monitoring, Site, etc.)**

How meals will be provided

The delivery schedule, if applicable

What records are kept and what forms are used

OTHER

## **Monitor duties: Staff Positions to Be Trained (Admin, Monitoring, Site, etc.)**

How to conduct preapproval visits

How to conduct site visits

Monitoring schedule

Reporting procedures

Office procedures

OTHER