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