

TRAINING CHECKLIST FOR ADMINISTRATIVE STAFF

These guidelines are for training sponsor administrative staff, including office assistants, clerks, bookkeepers, secretaries, area supervisor, and monitors.

1. General explanation of the Program
 - a. Purpose of the Program
 - b. Site eligibility
 - c. Recordkeeping requirements
 - d. Organized site activity
 - e. Meal requirements (sanitation and temperature controls)
 - f. Nondiscrimination compliance
2. How the Program Operates:
 - a. How meal will be provided
 - b. The delivery schedule, if applicable
 - c. What records are kept and what forms are used

Emphasize at all training sessions that they are representing your organization and as such they must understand that any practices and information given on forms in connection with the receipt of federal funds and any deliberate misrepresentation may subject them to prosecution under applicable state and federal criminal statutes.

TRAINING CHECKLIST OF SPECIAL DUTIES OF MONITORS

1. How to conduct site-visits and reviews
2. Sites for which each monitor is responsible
3. Monitoring schedule
4. Reporting and recordkeeping procedures
5. Follow-up procedures
6. Office procedures
7. Local sanitation and health laws
8. Civil Rights
9. Reporting racial/ethnic data
10. Personal safety precautions, if necessary

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TRAINING CHECKLIST FOR SITE STAFF

1. General explanation of the Program
 - a. Purpose of the Program
 - b. Site Eligibility
 - c. Importance of accurate records especially meal counts and delivery receipts
 - d. Importance of organized activities at site
2. How sites operate
 - a. For vended or meals delivered from Central Kitchen sites
 - i. Types of meals to be served and the meal pattern requirements (provide planned menus to post and hand-out to children/parents)
 - ii. Delivery schedules (give exact times)
 - iii. Who to call if meals are not delivered or if more are needed
 - iv. Adjustments in the number of meals delivered
 - v. Facilities for storing meals
 - vi. Who to contact about problems (name and phone number)
 - vii. Approved level of meal service
 - b. For self-preparation sites
 - i. Meal Pattern requirements
 - ii. Inventory (use inventory forms)
 - iii. Meal adjustments (use production records)
 - iv. Meal preparation adjustments
3. Recordkeeping requirements
 - a. Daily recordkeeping requirements
 - b. Delivery receipts (for delivery of food to you from food vendors [signed by driver and site supervisor and dated] or delivery of meals/w components and number and temperature of delivery)' from central kitchen [signed by driver and site supervisor and dated with components of meal, quantity, and temperature])
 - c. Seconds, leftovers, and spoiled meals (outdated milk or milk or meals out of temperature or sanitation requirements)
 - d. Daily labor-actual time spent on food service and time and attendance records
 - e. Collection of daily record forms
 - f. Copies of meal service forms (must be available at the location noted on the application up to including the day before a review announced or unannounced by State Agency or USDA)
4. Monitor's responsibilities (use site visit and review forms)
 - a. Duties and authority
 - b. Introduce monitors and discuss areas of assignment
5. Civil Rights requirements (use Site Supervisor's Guide)
6. Other policies/issues
 - a. What to do in inclement weather and alternate service areas (how to notify the public and State Agency)
 - b. How to handle unauthorized adults trying to eat meals
 - c. How to handle discipline
 - d. How to handle children or adults who leave with food instead of eating on site
 - e. Review equipment, facilities, and materials available for recreational activities
 - f. Review trash removal requirements
 - g. Discuss corrective action
 - h. Nutrition education
 - i. Have Civil Rights complaint forms available if asked for

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