



ADMINISTERING THE SUMMER FOOD SERVICE PROGRAM: TRAINING

OSDE Child Nutrition Programs
www.sde.ok.gov/summerfood






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OBJECTIVES

Training requirements for:

- The Food Program Coordinator
- Administrative Staff
- Monitor Personnel
- Site Staff




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BENEFITS OF TRAINING

- Smoothly operated program
- The program is operated according to program regulations
- Meals will be eligible for reimbursement
- Records are accurate and adequate
- Improvements in site quality
- Benefits received by children are maximized

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TRAINING REQUIREMENTS

- The SA annually trains Food Program Sponsors
- Sponsor must annually train administrative, monitor, and site staff before beginning program operations

Note: The Training Checklist (Attachment 15 in the USDA Administrative Guidance for Sponsors) gives a complete list of training topics for administrative staff, monitoring staff and site staff. Also, Training Guidelines are found under *Forms* on the SDE webpage.

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TRAINING REQUIREMENTS: ADMINISTRATIVE STAFF

Administrative staff may include

- Office staff
 - ✓ Assistants
 - ✓ Clerks
 - ✓ Bookkeepers
 - ✓ Secretaries
- Area Supervisors
- Monitors

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TRAINING REQUIREMENTS: STAFF

Specific areas of training may require greater depth with different employees



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TRAINING REQUIREMENTS: ADMINISTRATIVE STAFF

Topics to Cover :

- General Overview of SFSP
- Program Operations
- Specific Duties of Monitors (unless a separate training is provided)

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TRAINING REQUIREMENT: MONITOR STAFF

- Knowledgeable in Program requirements and duties
- Separate training highlighting their specific roles and duties



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TRAINING REQUIREMENTS: MONITOR STAFF

- Sites for which they are responsible
- Conducting site visits/reviews
- Schedule
- Reporting/record keeping
- Follow-up procedures
- Office Procedures
- Local sanitation and health laws
- Civil Rights
- Racial Ethnic Data Collection
- Personal Safety



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TRAINING REQUIREMENTS: MONITOR STAFF CONTINUED

Materials used for training:

- Site visit and Site Review forms
- Monitor Mileage Log
- Racial Ethnic Data Form
- Monitor's Guide

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TRAINING REQUIREMENTS: SITE STAFF

Annual Requirement

- Document attendance at training
- Schedule session for those not in attendance
- Minimum one trained person at each site during meal service

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TRAINING REQUIREMENTS: SITE STAFF CONTINUED

General Program Overview

- Purpose of the Program
- Site eligibility
- Necessity of accurate records
- Importance of organized activities

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**TRAINING REQUIREMENTS:
SITE STAFF CONTINUED**

How the site will operate:

- Types of meals, meal pattern requirements and adjusting the number of meals
- Procedures for sites obtaining meals from food service management companies, other commercial meal vendors or the sponsor's central kitchen as appropriate
- Delivery schedules and who to contact regarding problems


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**TRAINING REQUIREMENTS:
SITE STAFF CONTINUED**

Recordkeeping Requirements:


- **Daily** recordkeeping requirements
- Delivery receipts
- Records documenting seconds, leftovers, and spoiled meals
- Daily labor records
- Collection of daily record forms, and
- Maintaining copies of meal service forms

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**TRAINING REQUIREMENTS:
SITE STAFF CONTINUED**

- Discuss the monitor's duties and authority
- Areas of assignment
- Introduction to site supervisors

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TRAINING REQUIREMENTS: SITE STAFF CONTINUED

Civil Rights Requirements:

A Civil Rights training is provided by the SA on Civil Rights requirements.

This training can be found at:

<https://osdeconnect.pdx.catalog.canvaslms.com/courses/cacfp-fdch-and-sfsp-civil-rights-training-fy2023>

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TRAINING REQUIREMENTS: SITE STAFF CONTINUED

Other miscellaneous Sponsor policies regarding:

- Inclement weather and alternate service areas
- Problems with unauthorized adults eating program meals
- Problems with discipline
- Use of equipment, facilities, and materials available for organized recreational activities
- Regarding trash removal
- Implementing corrective action
- Nutrition education

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TRAINING REQUIREMENTS: SITE STAFF CONTINUED

- Planned Menus
- Food Production Forms
- Inventory or delivery forms
- Monitoring forms
- Daily meal count forms
- Site Supervisors Guide
- Sponsor's policies (if applicable)

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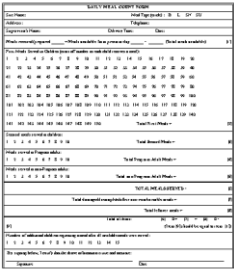


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TRAINING REQUIREMENTS: SITE STAFF CONTINUED

Meal Counts
 Accurate Point-of-Service Meal Counts are *critical!*

- Site personnel who have been trained in point-of-service meal counts may sign the daily meal count records



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SUMMARY

Training Requirements:

- Sponsor
- Staff

[USDA SFSP Administrative Guidance for Sponsors](#)

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GUIDANCE MATERIALS

The following USDA SFSP guidance materials are available to assist sponsors with program implementation.

- Administrative Guidance for Sponsors
- Monitor's Guide
- Site Supervisor's Guide
- Nutrition Guidance for Sponsors
- Food Buying Guide
- Food Buying Guide Calculator

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GUIDANCE MATERIALS CONTINUED...

The USDA SFSP guidance materials are available at <https://www.fns.usda.gov/sfsp/handbooks>

The Food Buying Guide is available on USDA's Web page at: foodbuyingguide.fns.usda.gov

The Food Buying Guide Calculator is also available at foodbuyingguide.fns.usda.gov

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Questions?

Contact the State Agency @ 405-521-3327
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