

ADMINISTERING THE SUMMER FOOD SERVICE PROGRAM: TRAINING

www.sde.ok.gov/sde/summerfood



OBJECTIVES

Training requirements for

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



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



TRAINING REQUIREMENTS

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

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



TRAINING REQUIREMENTS: ADMINISTRATIVE STAFF

Administrative staff may include:

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



TRAINING REQUIREMENTS: STAFF

Specific areas of training may require greater depth with different employees



TRAINING REQUIREMENTS: ADMINISTRATIVE STAFF

Topics to Cover :

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



TRAINING REQUIREMENT: MONITOR STAFF

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



TRAINING REQUIREMENT: MONITOR STAFF

Topics to Cover

- 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



TRAINING REQUIREMENTS: MONITOR STAFF

Materials used for training:

- Site visit and Site Review forms
- Monitor mileage log
- Racial Ethnic Data Form
- Monitor's Guide



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



TRAINING REQUIREMENTS: SITE STAFF

General Program Overview

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



TRAINING REQUIREMENTS: SITE STAFF

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



TRAINING REQUIREMENTS: SITE STAFF

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



TRAINING REQUIREMENTS: SITE STAFF

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



TRAINING REQUIREMENTS: SITE STAFF

Civil Rights Requirements:

- A separate training is provided by the SA on Civil Rights requirements [Part II (2.3) – USDA Civil Rights and the SFSP]. This training can be found on the webpage.



TRAINING REQUIREMENTS: SITE STAFF

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



TRAINING REQUIREMENTS: SITE STAFF

Training Checklist for Site Staff on
webpage under “Forms”



TRAINING REQUIREMENTS: SITE STAFF

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



TRAINING REQUIREMENTS: SITE STAFF

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

Attachment 1B

DAILY MEAL COUNT FORM																			
Site Name: _____ Meal Type (check): <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> SN <input type="checkbox"/> SU																			
Address: _____ Telephone: _____																			
Supervisor's Name: _____ Delivery Time: _____ Date: _____																			
Meals received/prepared _____ - Meals available for program use _____ (Total meals available) (1)																			
First Meals Served to Children (rows of numbers on each child receives a meal):																			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150	Total First Meals =									
(2)																			
Second meals served to children:																			
1	2	3	4	5	6	7	8	9	10	Total Second Meals =									
(3)																			
Meals served to Program adults:																			
1	2	3	4	5	6	7	8	9	10	Total Program Adult Meals =									
(4)																			
Meals served to non-Program adults:																			
1	2	3	4	5	6	7	8	9	10	Total non-Program Adult Meals =									
(5)																			
TOTAL MEALS SERVED =																			
(6)																			
Total damaged/unused/lost/other non-reimbursable meals =																			
(7)																			
Total In-house meals =																			
(8)																			
Total on-site: (6) - (7) = (8) - (8) =																			
(9) (Note: (9) should be equal to item (1))																			
Number of additional children requesting a meal after all available meals were served:																			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15					
By signing below, I certify that the above information is true and accurate:																			
Signature: _____ Date: _____																			



SUMMARY

Training Requirements:

- Sponsor
- Staff

*USDA SFSP Administrative Guidance for Sponsors



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

The USDA SFSP guidance materials are available on the USDA's SFSP Resource Web page under "Handbooks" at <http://www.fns.usda.gov/sfsp/sfsp-faqs-about-sponsors-0>.

The Food Buying Guide is available on USDA's Web page at:
<http://www.fns.usda.gov/tn/foodbuying-guide-child-nutrition-programs>.

The Food Buying Guide Calculator is available on National Food Service Management's (NFSMI's) Web page at <http://fbg.nfsmi.org/>.



QUESTIONS?

Contact the State Agency @ 405-521-3327



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(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

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