

## Summer Food Service Program (SFSP) Training Schedule

Name of Sponsor: \_\_\_\_\_

### Training Sessions

*(Training is mandatory for all sponsor and site personnel.)*

Name(s) and title(s) of Person(s) responsible for conducting training sessions for <u>sponsor</u> personnel			
<i>Name</i>		<i>Title</i>	
Name(s) and title(s) of person(s) responsible for conducting training sessions for <u>site</u> personnel			
<i>Name</i>		<i>Title</i>	
DATES OF TRAINING SESSIONS			
SPONSOR PERSONNEL TRAINING		SITE PERSONNEL TRAINING	
<i>Date</i>	<i>Name of Training</i>	<i>Date</i>	<i>Training Topics Covered</i>

*This institution is an equal opportunity provider.*

## Training Requirements

Training is one of the sponsor's major administrative responsibilities. Sponsors are required to train all staff in Summer Food Service Program (SFSP) requirements each year, prior to operation of their program or any site. Training must be documented with a sign-in sheet of attendees and an agenda showing topics covered. Depending on the size of the organization, a sponsor may have to conduct different types or numbers of trainings. Trainings should be conducted and documented for administrative staff, monitoring staff, and site staff.

### [7 CFR 225.15\(d\) Training and monitoring](#)

(1) Each sponsor must hold Program training sessions for its administrative and site personnel and must not allow a site to operate until personnel have attended at least one of these training sessions. The State agency may waive these training requirements for operation of the Program during unanticipated school closures.

(i) Training of site personnel must, at a minimum, include: the purpose of the Program; site eligibility; recordkeeping; site operations, including both congregate and non-congregate meal services; meal pattern requirements; and the duties of a monitor.

(ii) Each sponsor must ensure that its administrative personnel attend State agency training provided to sponsors, and sponsors must provide training throughout the summer to ensure that administrative personnel are thoroughly knowledgeable in all required areas of Program administration and operation and are provided with sufficient information to enable them to carry out their Program responsibilities.

(iii) Each site must have present at each meal service at least one person who has received this training.