

TRAINING



Training is one of the major administrative responsibilities of a sponsor. A smoothly operated Program demands that sponsors provide training throughout the duration of the Program.

Sponsor Training Requirements

One or more representatives from the sponsoring organization is required to annually attend or complete State Agency training (in person or online). These person(s) then are required to train all other staff and/or volunteers working with the SFSP before they undertake their responsibilities. Given different staff have different responsibilities, offering separate trainings to focus on specific Program duties is recommended.

Methods of Training

Sponsors may provide training by having staff attend a DPI training and/or review the SFSP E-learning Course, however the sponsor **must also** follow that up with training staff on how specifically their Program will operate. These additional training sessions can be conducted in a group setting or one-on-one as needed.

Sponsors may also develop their own online learning for SFSP staff to refer to throughout the summer, however whenever possible, the online learning should provide the opportunity for live interaction with the trainers to answer questions and clarify requirements.

Documentation

The date, names of attendees, and documentation of the topics covered must be recorded for each training session offered. A copy of the training materials used should also be maintained on file. Training checklists for administrative, monitor, and site staff training sessions as well as training documentation forms, can be found online on the [SFSP Materials & Resources](#) page.

Training Plan

A plan for training staff is submitted as part of the SFSP application. The training plan should always include the possibility of having to train new staff throughout the summer, as needed. Whenever and wherever training is provided, remember to document what was covered and have the trainee sign-off on the training.

Administrative Staff

The training session offered for administrative staff will explain the responsibilities and duties of all sponsor personnel helping to administer the SFSP at the sponsor level. These personnel may include the director, assistant director, office staff (assistants, clerks, bookkeepers, and secretaries), school principals, area supervisors, and monitors.

General Job Duties

- ✓ Completing the application
- ✓ Notifying the health dept of operation
- ✓ Procuring food and supplies
- ✓ Consolidating and submitting the claims for reimbursement
- ✓ Bookkeeping (payroll, tracking revenue & expenses)
- ✓ Documenting race/ethnicity data
- ✓ Assistance with outreach
- ✓ Training other staff

Important Points to Cover

- Overall requirements of the program
- Job duties for specific staff
- Deadlines
- Forms to use
- Record retention
- Civil rights requirements

Monitoring Staff

For larger programs requiring more than one monitor to visit and review the sites, it is recommended that a separate training be held where the monitoring policy and procedure can be thoroughly covered.

General Job Duties

- ✓ Visiting sites to ensure compliance with rules of the Program
- ✓ Documenting the monitoring visits
- ✓ Communication with other site personnel to correct problems identified during visits
- ✓ Communication with food service when making decision on number of meals to prepare/send to sites,
- ✓ Discussing need to for follow-up visits/review with other administrative staff

Important Points to Cover

- Overall requirements of program
- Site monitoring assignments/schedule
- Forms to use & recordkeeping
- Follow-up procedures
- Meal requirements, OVS
- Policy regarding adult meals, inclement weather
- Sanitation & food safety requirements
- Civil rights

Site Staff

Regulations require that at least one person who has been trained by the sponsor be present at each of the sponsor's sites during the time of the meal service. These personnel are required to be trained before site operation begins.

General Job Duties

- ✓ Preparing meals or receiving meals
- ✓ Documenting meal preparation (self-prep sites)
- ✓ Serving Meals
- ✓ Counting meals served, by type at the Point of Service
- ✓ Clean-up
- ✓ Follow-up with the sponsor

Important Points to Cover

- Overall requirements of program
- Meal requirements – what's needed for a complete meal
- Approved time(s) of meal service
- How to document production/meals received
- How to count meals, by type
- What to do with leftovers
- Policy regarding adult meals, inclement weather, trash removal, etc.
- Sanitation & food safety requirements
- Process for reporting meal counts
- Who to contact with problems

E-learning, training checklists and training documentation forms can be found at:
<https://dpi.wi.gov/community-nutrition/sfsp/market> under the Training tab.

Communication & Retraining

As Program operations begin, check in on staff to help ensure that everyone is understanding the processes and retrain, as needed. Monitors will be checking on sites throughout the summer and will provide on-going training, as well. Weekly meetings with monitors will help identify common issues that may need to be addressed with further training, yet that summer Remember, all training is required to be documented – initial and any retraining that occurs throughout the summer.