SFSP Training Documentation Form

Instructions: Keep this documentation form with a copy of the resources used for training.

Date of Training: **Trainers(s):**

Resources used: ☐ **SFSP Training Binder**   ☐ **SFSP E-Learning**   ☐ **Civil Rights Training PowerPoint**   ☐ **Other (Attach)**

Administrative	Operational	Satellited/Vended Sites

☐ Review of Program
☐ Site Eligibility/Activities
☐ Procurement Procedures
☐ Record Keeping Requirements
  o Processing Invoices
  o Allocating Expenses
☐ Reimbursement Process
  o Meal Count Records
  o Claim Consolidation & Submission Deadlines
☐ Site Monitoring Procedures
  o Monitoring Forms
  o Schedule
  o Follow up Procedures
  o Site Meal Ordering/Adjustment Policy
  o Sanitation/Food Safety
☐ Non-discrimination Policies/Civil Rights
☐ Other (please list):
	☐ Review of Program
	☐ Site Eligibility/Activities
	☐ Meal Pattern Requirements
	☐ Offer Versus Serve
	☐ Production Documentation
	  o CN Labels
	  o PMF Statements
	  o Standardized Recipes
	☐ Delivery Schedule
	☐ Food Safety and Sanitation
	☐ Site Monitoring
	☐ Non-discrimination Policies/Civil Rights
	☐ Special Dietary Needs
	☐ Field Trips
	  o Sponsor notification process
	  o Required documentation
	☐ Point of Service Meal Count Method(s)
	  o Non-Program and Program Adult Meals
	  o Policy on taking fruit, vegetable, or grain off-site
	  o Procedure for submission to Sponsor
	☐ Other (please list):
		☐ Types of meals to be delivered
		☐ Approved level of meal service
		☐ Delivery Schedule
		☐ Site Meal Ordering/Adjustment Policy
		☐ Procedure for leftover meals/items
		☐ Collection of daily meal count forms
		☐ Other (please list):

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Attendees (please sign-in):

Name of Site	Print Name	Signature	Job Title or Function

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