

Training

IN THE SUMMER FOOD SERVICE PROGRAM

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

Sponsors are required to annually attend or complete State agency training and must train all administrative staff and site staff before they undertake their responsibilities.

Because these staffing groups have different program responsibilities, most sponsors will want to offer different training sessions to focus on each group's specific functions. The date, names of attendees, and documentation of the topics covered must be recorded for each training session offered. Training checklists for administrative, monitor, and site staff training sessions as well as training documentation forms, can be found online at: <https://dpi.wi.gov/community-nutrition/sfsp/train>.

After a comprehensive training effort on Program requirements is complete, a weekly or bi-weekly meeting will help ensure that monitoring, site, and administrative personnel are performing according to program regulations, that all meals will be eligible for reimbursement, and that accurate and adequate records are available to document the costs and meals claimed. Comprehensive training and coordination of efforts can also improve site quality and maximize the benefit received by participating children.

To enhance this training effort, good communications (both internal and external) should be established with the state agency, the school vendor or FSMC, the in-office staff members, the monitors, and the site staff. For example, meetings and telephone contacts with site and monitoring staff will provide opportunities to ask questions, discuss site operations, and provide specific training on any problem areas. In addition, discussions of job descriptions and explanations about the organizational structure enable staff members to understand their own responsibilities as well as those of their coworkers.

The size and type of a sponsor's SFSP will dictate many of the sponsor's staffing needs. The sponsor must provide adequate personnel for overall Program management and monitoring. Examples of specific duties and responsibilities of each staff position can be found in the Sponsor Administrative Guidance Manual: <https://www.fns.usda.gov/sfsp/handbooks>.

Sponsor Training of 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.

The specific training needs of sponsor administrative staff will vary. Specific areas of the training may require greater depth with different employees. However, all training for administrative staff should cover the following:

Provide a general explanation of the Program, emphasizing the following topics:

- Purpose of the Program
- Site eligibility
- Recordkeeping requirements
- Organized site activity
- Meal requirements
- Nondiscrimination compliance
- Outreach

Describe how the Program will operate within the framework of the organization, including:

- How meals will be provided
- The delivery schedule (if applicable)
- What records are kept and what forms are used.
- Staff Responsibilities

Sponsor Training of Monitor Personnel

Monitors should be present at both the site and administrative training to ensure a comprehensive understanding of program operations at both levels.

The sponsor must provide monitors with thorough training because only those monitors knowledgeable in program requirements and duties will be able to provide meaningful feedback to the sponsor. Since the monitoring function is so important to proper program operations and full reimbursement, sponsors should conduct separate training sessions for monitors that highlight their specific functions. This training should outline the specific duties of monitors including:

- Sites for which they will be responsible
- Conducting site visits/reviews
- Monitoring schedules
- Reporting/recordkeeping procedures
- Follow-up procedures
- Office procedures
- Local sanitation and health laws
- Civil rights
- Reporting of race and ethnicity data
- Considerations for personal safety

Materials to use include the site visit and review forms, monitor mileage log, Monitor's Guidance Manual and ethnic/racial data form.

Sponsor Training of Site Staff

SFSP regulations require that no food service site may operate until personnel at the site have attended at least one of the sponsor's training sessions. This is an annual requirement.

Sponsors must document the attendance at site training sessions and schedule additional sessions for those staff that are absent. Regulations also 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. This means that if a site supervisor who has attended the sponsor's training session resigns during the summer, the sponsor is responsible for ensuring that the new site supervisor receives all necessary training before taking charge of the site. At a minimum, sponsors should be certain that they cover the following topics in the training session for site personnel:

Provide a general explanation of the Program, emphasizing the following topics:

- Purpose of the Program
- Site eligibility
- Recordkeeping requirements
- Organized site activity
- Meal Pattern requirements
- Nondiscrimination compliance

Describe how the site will operate:

- Approved meal services, meal times
- Delivery schedules (exact times)
- Meal adjustments for number prepared or requested delivery amount
- Facilities available for storing meals
- Who to contact about problems (provide sponsor's name/phone number)
- Sponsor policy regarding adult meals, inclement weather, trash removal, etc.
- The food safety rules and sanitation guidelines

Explain Recordkeeping Requirements:

- Daily Recordkeeping requirements
- Delivery Receipts (sample forms)
- Seconds, leftovers and disallowed meals
- Daily labor records, actual time spent
- Collecting and submitting daily meal count records

NOTE:
No site may operate until site personnel have attended a SFSP site operations training session.

