

SFSP Training Documentation Form

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

Date of Training:

Type of Training (circle one):

Administrative (bookkeeper, director, monitors, etc.)

Operational (site personnel, cooks, servers, etc.)

Presenter(s):

Resources used:

SFSP Training Binder SFSP E-Learning Other: _____

Topics Covered (or attach agenda):

Administrative	Operational
<input type="checkbox"/> Review of Program	<input type="checkbox"/> Review of program
<input type="checkbox"/> Site Eligibility/Activities	<input type="checkbox"/> Site Eligibility/Activities
<input type="checkbox"/> Record Keeping Requirements	<input type="checkbox"/> Menu Planning
<input type="checkbox"/> Reimbursement Process	<input type="checkbox"/> Meal Service Requirements
<input type="checkbox"/> Site Monitoring Procedures	<input type="checkbox"/> Recordkeeping Requirements
<input type="checkbox"/> Non-discrimination Policies/Civil Rights	<input type="checkbox"/> Health and Sanitation
<input type="checkbox"/> Other (please list):	<input type="checkbox"/> Site Monitoring
	<input type="checkbox"/> Non-discrimination Policies/Civil Rights
	<input type="checkbox"/> Special Dietary Needs
	<input type="checkbox"/> Other (please list):

Attendees (please sign-in):

Signature	Job Title or Function	Name of Site

