Summer Food Service Program Training

Date of Training:

Type of Training (circle one)**:** Administrative (bookkeeper, director, monitors, etc.)

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

Presenter(s):

Topics Covered (or attach agenda):

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

Attendees (please sign-in):

Signature	Job Title or Function	Name of Site

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