



Documentation of Summer Food Service Program Training to Program Personnel

Sponsor entities must ensure all staff are trained on SFSP and Civil Rights topics each program year, prior to assuming SFSP duties. Entities that request advance payments must submit proof of training to their Health and Nutrition Services specialist. This template may be utilized to satisfy the documentation requirements.

Name and Address of Sponsor Entity	Date of Training
Name of Trainer(s)	Location of Training
Training Topics: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 45%;"> <input type="checkbox"/> Purpose of the Program <input type="checkbox"/> Meal Pattern Requirements <input type="checkbox"/> Site Eligibility <input type="checkbox"/> Site Operations (including meal counts) <input type="checkbox"/> Record Keeping </div> <div style="width: 45%;"> <input type="checkbox"/> Duties of a Monitor <input type="checkbox"/> Civil Rights <input type="checkbox"/> Other: _____ _____ </div> </div>	

Training Participant's Name	Signature	Title	Work Site Name

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