



COMMODITY SUPPLEMENTAL FOOD PROGRAM
POLICY AND PROCEDURE MANUAL

SUBJECT:	Training, Monitoring and Technical Assistance	Chapter:	6
		Section:	6.2
REFERENCES:	7 CFR 247	Page:	1 of 1
		Revised:	04-2011

PURPOSE: To outline the training, monitoring, and technical assistance required of local agencies participating in the Commodity Supplemental Food Program.

POLICY: All local agency staff, volunteers and sub-agency staff shall receive appropriate training at least annually to assure that issuance of supplemental food is in accordance with FNS food package instructions and Program regulations. All sub-agencies under CSFP agreements with the local agency shall be monitored annually for compliance with Program regulations.

PROCEDURES:

- A. Local agencies must implement a process for training and evaluation of all staff and volunteers involved in the CSFP including at least one representative from each sub-agency under CSFP agreements with the local agency. Training should be appropriate to the degree and frequency of an individual's involvement in the CSFP.
 - 1. Training shall be documented including date, topics covered, persons attending and sites represented.
 - 2. There shall be an evaluation component of such training and a mechanism for trainees to provide input.

- B. Local agencies shall provide technical assistance and at least annually, monitor the certification of participants and receipt and issuance of supplemental food on site and at sub-agencies to assure compliance with Program regulations, policies and procedures. Monitoring shall be documented using the Monitoring Review – CSFP Certification and Distribution Sites, Attachment 6.2 or similar format including date of review, findings, corrective actions and follow-up.

- C. The State provides technical assistance for local agency staff upon request. Seminars and teleconferences shall be provided for periodic updates. Resources and links are available at <http://www.health.mo.gov/living/wellness/nutrition/foodprograms/csfp>.