



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
SUMMER FOOD SERVICE PROGRAM (SFSP)
DOCUMENTATION OF TRAINING TO PROGRAM PERSONNEL

NAME & ADDRESS OF SPONSOR		DATE OF TRAINING	
NAME OF TRAINER(S)		LOCATION OF TRAINING	
Check the topics covered and list any additional. Topics listed here are the minimum required.		☐ Purpose of the Program ☐ Meal Pattern Requirements ☐ Site Eligibility	☐ Site Operations ☐ Recordkeeping ☐ Duties of a Monitor ☐ Civil Rights ☐ Difference between Congregate and Rural Non-Congregate Meal Service
Attach additional pages if necessary or attach a copy of the training program outline.			
Training Participant (Print Name)	Participant's Signature	Participant's Title	Name of Participant's Site

Personnel Training Checklist
Manuals available at www.health.mo.gov/sfsp

Administrative Personnel:

- ☐ Refer to all SFSP Guidelines
- ☐ Purpose of the Program
- ☐ Difference between Congregate and Rural Non-Congregate Meal Service
- ☐ Site Eligibility
- ☐ Recordkeeping Requirements
- ☐ Organized Site Activities
- ☐ Meal Requirements
- ☐ Nondiscrimination Compliance
- ☐ Meal Service
 - ✓ How meals will be provided
 - ✓ The delivery schedule
 - ✓ What records must be kept
 - ✓ What forms to use
- ☐ Duties of the Monitors
 - ✓ Conduct site reviews
 - ✓ Site assignments
 - ✓ Monitoring schedule
 - ✓ Reporting procedures
 - ✓ Follow-up procedures
 - ✓ Office procedures

Monitor Personnel:

- ☐ Training for Administrative Personnel
- ☐ Monitoring Duties/Responsibilities
 - ✓ Assignment of sites
 - ✓ Conducting the site visits
 - ✓ Monitoring schedules
 - ✓ Reporting/recordkeeping requirements
 - ✓ Follow-up procedures
 - ✓ Local sanitation and health laws
 - ✓ Civil Rights
 - ✓ Ethnic and racial data collection
 - ✓ Personal safety precautions

Site Personnel

- ☐ Purpose of Program
- ☐ Difference between Congregate and Rural Non-Congregate Meal Service
- ☐ Site Eligibility
- ☐ Accurate Point of Service Meal Count Records
- ☐ Organized Activities at Sites
- ☐ Recordkeeping Requirements
 - ✓ Daily recordkeeping requirements
 - ✓ Delivery receipts
 - ✓ Second meals, leftovers, spoiled meals
 - ✓ Daily labor documentation, time sheets
 - ✓ Daily meal service forms
 - ✓ Camps and Closed Enrolled Sites Only
- ☐ Vended Site Operations
 - ✓ Meal pattern requirements
 - ✓ Delivery schedules
 - ✓ Adjustments in meal delivery
 - ✓ Facilities available for storing meals
 - ✓ Who to contact about problems
 - ✓ Approved level of meal service
- ☐ Self-Preparation Site Operations
 - ✓ Meal pattern requirements
 - ✓ Production records
 - ✓ Meal preparation adjustments
- ☐ Duties and Authority of the Monitors
- ☐ Civil Rights Requirements; Posters Displayed
- ☐ Miscellaneous Policies/Issues
 - ✓ Inclement weather and alternate service areas
 - ✓ How to address non-program adult meals
 - ✓ How to address discipline problems
 - ✓ Review equipment, facilities, and materials available for recreational activities
 - ✓ Review trash removal requirements
 - ✓ Discuss corrective action
 - ✓ Nutrition education

*Attendance records are applicable for Camps and Closed Enrolled Sites only.