SUMMER FOOD SERVICE PROGRAM

SAMPLE TRAINING AGENDA

**PROGRAM EXPLANATION**

* Purpose of the Program
* Site eligibility (qualifying the area)
* Participant eligibility:
  + 18 years & younger
  + At the site
  + In the service line
  + 19 & older if disabled and attend an accredited school for the disabled

**CIVIL RIGHTS**

* All eligible children:
  + Must be served the same meal on a first-come, first-served basis
  + Must have equal access to facilities
* Non-discrimination poster (“And Justice for All”) displayed in a prominent location
* Collection and use of ethnicity and race data
* Complaint procedures
* Conflict resolution
* Customer service

**MEAL SITE OPERATIONS**

* Meal pattern requirements
* Delivery schedule
* Approved meal types
* Approved serving times
* Who to contact about problems
* Adjusting meal orders for the next day
* When to be at the site

**MONITOR DUTIES**

* Monitor visit to the site(s) within 7 calendar days from operation start date
* Monitor review of the site(s) within 28 calendar days from operation start date

RECORD KEEPING REQUIREMENTS

* Daily meal count record and signature
* Acceptance/delivery receipts for vended programs
* Procedure for collection of forms
* Necessity for accurate records

MISCELLANEOUS POLICIES AND GUIDELINES

* Animals at the site
* Adults not following the rules
* Filing a complaint (regarding meal service or Civil Rights)
* Food safety
* Inclement weather; alternate site
* Leftover meals
* Maintaining correct temperature for food & milk during meal service
* Meal site violations in the previous year
* Meal site rules
* Meals sold to non-program adults
* Nutrition education (optional)
* Problems with children’s behavior
* Program adult meals
* Running out of meals
* Safe site environment
* Sharing box
* Trash removal

TRAINING DVD

* Show the site supervisor DVD *“The Children are Growing on You”*
* Questions and answers