

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