

# SUMMER FOOD SERVICE PROGRAM FOR CHILDREN (SFSP)

## Sample Training Agenda

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### PROGRAM EXPLANATION

- Purpose of the Program
  - Provide food service to children in needy areas during the summer
- 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 must conduct site(s) visits within 14 calendar days from operation start date
- Monitor must conduct food service review(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
- Leftover/returned milk
- 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/table
- Trash removal