

Staff Training

OVERVIEW

Under Summer Food Service Program (SFSP) Code of Federal Regulations 7CFR, Part 225.7(a), the State agency is required to make available training in all necessary areas of Program administration to sponsor personnel prior to the beginning of operations. In New Mexico, this means that sponsor personnel are required to attend an annual training session held in a centralized location by the State agency. Typically, sponsoring organizations will have key personnel attend the State agency's annual training session. Later, a separate SFSP training session will be held by the sponsoring organization for their staff that was not able to attend the annual State agency training session.

SFSP personnel are classified into two basic categories, *operational and administrative*. *Operational* staff includes Site Supervisors, Food Service Workers (kitchen staff in general) and Delivery personnel. *Administrative* staff includes Program Directors, Program Coordinators, Monitors, Administrative Assistants (bookkeepers/record keepers) and fiscal personnel.

SFSP Code of Federal Regulations 7CFR, Part 225.15(d) requires sponsors of the Program to hold Program training sessions for its administrative and site personnel prior to the start of Program operations. Further, no site shall operate until personnel have attended at least one of these training sessions. At a minimum, training of site personnel shall include: the purpose of the Program, Civil Rights, site eligibility, participant eligibility, recordkeeping, site operations, meal pattern requirements, and the duties of the monitor.

Documentation of staff training must be developed and maintained by the sponsor, for review by the State agency. A training agenda must be made available to training participants and must include at a minimum the above mentioned training topics. The sponsoring organization may choose to utilize the sample training agenda developed by the State agency. Training attendees must also sign a record of attendance (*training sign-in sheet*) so that the sponsor's efforts to fulfill the requirement can be supported. A sponsor representative must certify the record of training attendance for their organization's SFSP staff by signing and dating the *training sign-in sheet*.

IN THIS SECTION YOU WILL FIND:

- Sample Training Agenda (NMSFSP Form #8.1)
- Training sign-in sheets (NMSFSP Forms #8.2, 8.3 & 8.4)
- Handout – The Purpose of the SFSP
- Handout – Participant Eligibility in the SFSP
- Handout – Site Eligibility in the SFSP
- Site Supervisor Responsibilities and Site Management Issues
- Monitor Responsibilities and Site Monitoring Requirements
- USDA 6-12 Year Old Meal Pattern Requirements

SPONSORS SHOULD PLACE INTO THIS SECTION:

- Training agenda used by the organization to train its SFSP staff
- Completed training sign-in sheets
- Certificates of Participation from the State agency annual training session
- Any other material used to by the organization to train its SFSP staff