Staff training must be completed prior first day of summer meal service, if additional staff are hired later, please send in this certification as documentation for their training at that time.

**Return after site personnel have been trained.** This must be completed and on file with Child and Adult Nutrition Services before any reimbursements can be paid.

Suggest please scan and send this training certificate within 5 days after training occurs to

[DOE.SchoolLunch@state.sd.us](mailto:DOE.SchoolLunch@state.sd.us)

This is to certify that all sponsor and site personnel have been trained in regard to Summer Food Service Program duties and responsibilities as outlines in the Sponsor’s Handbook, and personnel have access to relevant materials such as the Monitor’s Handbook, Sponsor Nutrition Guidance Handbook, and Site Supervisor’s Guide as necessary.

Date of Training:

**Type of Training** (circle one)**:** Administrative (bookkeeper, monitors, etc.)

Operational (site personnel, volunteers, cooks, servers, etc.)

Presenter(s):

Resources used:

* **SFSP Handbooks** ☐ **SFSP E-Learning** ☐ **Other:**

Topics Covered (or attach agenda):

|  |  |
| --- | --- |
| * Record Keeping Requirements * Reimbursement Process * Site Monitoring Procedures * Program Regulations * Meal Counts * Non-discrimination Policies/Civil Rights * Other (please list): | * Menu Planning and production records * Time Restrictions * Meal Service Requirements * Recordkeeping Requirements * Meal Pattern Requirements * Creditable Foods * Meal Counts * Inventory Systems * Health and Sanitation * Collection of Required Records * Site Responsibilities and Monitoring * Non-discrimination Policies/Civil Rights * Special Dietary Needs and form * Emergency Training (Site Specific) * Other (please list): |

Attendees (please sign-in):

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