

On-site Sanitation and Food Safety Training Record for Child Nutrition Programs

Pursuant to Public Health Code 19-13-B42(s)(8)(A) the Qualified Food Operator (QFO) of each food service establishment is responsible for ensuring training of food preparation personnel. Training shall include, but not necessarily be limited to, instruction in proper food temperature control, food protection, personal health and cleanliness, and sanitation of the facility, equipment, supplies, and utensils.

The QFO of each food service and catering food service establishment shall maintain written documentation of a training program, and training records of individual employees, and shall make these records available to the local health departments upon request. Training records should be retained for the term of employment of all current food workers.

Date: _____ **Time:** _____

Location: _____ **Trainer:** _____

Topics covered: _____

Food Service Personnel Trained	
Name	Position
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Food Service Personnel Trained	
Name	Position
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For guidance regarding the requirements and implementation of Connecticut PHC Section 19-13-B42, visit the Connecticut State DPH [Food Protection Program](#) website and the CSDE's [Food Safety for Child Nutrition Programs](#) webpage, or contact the [school nutrition programs staff](#) at the Connecticut State Department of Education, Boulevard, Suite 504, Hartford, CT 06103-1841

This document is available at https://portal.ct.gov/-/media/SDE/Nutrition/FoodSafe/Onsite_Training_Record_Food_Safety.pdf.

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:** U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** program.intake@usda.gov

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