

Training Documentation Form for the Summer Food Service Program (SFSP)

The U.S. Department of Agriculture requires SFSP sponsors to maintain training documentation, which must include topics covered and staff trained. The USDA's *Administration Guide Summer Food Service Program* indicates the federally required training topics for the SFSP (chapter 7), and includes training checklists for administrative staff, monitors, and site staff.

Instructions: Complete all information below. Attendees must complete and sign the "Attendance Sign-in Sheet" on pages 2-3. Copy additional pages of this form as needed.

- If the sponsor has **conducted staff training** prior to submitting the online SFSP application packet, upload the completed *Training Documentation Form*.
- If the sponsor has **not conducted staff training** prior to submitting the online SFSP application packet, upload the *Training Documentation Form* with the **planned** agenda items. Obtain all attendee signatures at the training. Maintain the completed *Training Documentation Form* on file for state audit during the SFSP administrative review process.

Sponsor name: _____ **Date of training:** _____

Name and title of trainer: _____

Type of training: sponsor personnel site personnel

Topics covered (List all training agenda items and topics):

Training Documentation Form for the SFSP



For information on the SFSP, visit the CSDE's [SFSP](#) webpage or contact the [Summer Meals staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/Training_Documentation_Form_SFSP.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/ad-3027.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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