

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

## Summer 2024

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):





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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](https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/Training_Documentation_Form_SFSP.pdf).

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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](mailto:program.intake@usda.gov)

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