**SFSP Staff Training Agenda**

Date: June 11, 2018

**PROGRAM OVERVIEW**

* Purpose
* Eligibility
* Meal Requirements
* Nondiscrimination Compliance
* Civil Rights Compliance

**PROGRAM OPERATION**

* How Meals Will Be Provided
* Delivery Schedule (If Applicable)
* Meal Adjustments
* Accurate Point-Of-Service Meal Counts
* Field Trip Procedures

**RECORD KEEPING REQUIREMENTS**

* Daily Record Keeping Requirements
* Delivery Receipts
* Seconds, Leftovers, And Spoiled Meals
* Daily Labor—Time Sheets
* Receipts/Invoices, Etc. To Document Expenses
* Collection Of Daily Record Forms

**JOB DUTIES OF THE STAFF**

* Who They Answer To
* What They Are Responsible For
* Accountability

**MONITORING PROCEDURES**

* Requirements Of Staff Monitors
* Duties Of Staff Monitors
* What To Expect When A State Monitor Comes
* How To Follow-Up And Correct The Problems Cited