



**Georgia Dept
of Early Care
and Learning**

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Area **Numbered
Policies**
Programs **SFSP**

Training Requirements for the Summer Food Service Program, SFSP #6 (04-6)



LEGAL AUTHORITY

7 C.F.R. §225.4(c)(3); 7 C.F.R. § 225.6(e)(6); 7 C.F.R. § 225.7(a); 7 C.F.R. § 225.15(d); 7 C.F.R. § 225.2;
O.C.G.A § 20-1A-5

I. PURPOSE

The purpose of this policy is to clarify Bright from the Start: Georgia Department of Early Care and Learning's (DECAL) training requirements for participating in the Summer Food Service Program (SFSP).

II. APPLIES TO

This policy applies to all sponsors participating in the Summer Food Service Program (SFSP).

III. DEFINITIONS

"DECAL"- means Bright from the Start: Georgia Department of Early Care and Learning.

"Experienced Sponsor" means a sponsor which, as determined by the State agency, has successfully participated in the Program in the prior year.

"New Sponsor" means a sponsor which did not participate in the Program in the prior year, or, as

determined by the State agency, a sponsor which has experienced significant staff turnover from the prior year.

"Site" means a physical location at which a sponsor provides a food service for children and at which children consume meals in a supervised setting.

"Sponsor" means a public or private nonprofit school food authority, a public or private nonprofit residential summer camp, a unit of local, municipal, county or State government, a public or private nonprofit college or university currently participating in the National Youth Sports Program (NYSP), or a private nonprofit organization which develops a special summer or other school vacation program providing food service similar to that made available to children during the school year under the National School Lunch and School Breakfast Programs and which is approved to participate in the Program.

"Unanticipated School Closure" means any period from October through April (or any time of the year in an area with a continuous school calendar) during which children who are not in school due to a natural disaster, building repair, court order, labor-management disputes, or, when approved by the State agency, similar cause, may be served meals at non-school sites through the Summer Food Service Program.

IV. POLICY

Training Conducted by DECAL

It is the policy of DECAL to ensure the effective operation of the Summer Food Service Program (SFSP) by providing sufficient virtual and in-person training and technical assistance to sponsors participating in the SFSP. DECAL requires new applicants to the SFSP to attend SFSP New Sponsor training prior to participating in the program. SFSP New Sponsor training will provide vital information to potential sponsors that is necessary for them to participate in the program including a broad overview of SFSP participation information regarding operating the SFSP, SFSP regulations, DECAL policy, and additional pertinent SFSP information. Sponsors who have participated in the SFSP previously are required to attend SFSP Experienced Sponsor Training annually. Through SFSP Experienced Sponsor Training, sponsors receive detailed information pertaining to SFSP participation and operation guidelines and are updated on any changes or additions in Federal regulations and DECAL policies. The program contact, the person responsible for the daily operation of the SFSP for the sponsoring organization, should be the primary person attending any SFSP training sessions. DECAL is not required to conduct annual training for sponsors operating the SFSP during unanticipated school closures.

DECAL may provide training in addition to New Sponsor and Experienced Sponsor training to ensure the SFSP is properly administered. Attendance at the additional training session(s) may be mandatory or optional. DECAL will indicate whether a training session is mandatory or optional. Sponsors shall ensure that the program contact attends all training sessions DECAL deems mandatory.

DECAL requires the individual(s) responsible for operating the SFSP on the sponsor level to attend all mandatory training sessions. If there is a change in administration at the sponsor level, the owner must ensure that they contact DECAL and request an appointment for technical assistance and/or training for the new person responsible for operating the SFSP. If the person responsible for operating the SFSP

changes, the owner is responsible for ensuring that the new person responsible for operating the SFSP will register and attend the next available SFSP training the following year if the person has not previously attended. The person that attends SFSP training on behalf of a sponsoring organization must be a legal employee of that entity. DECAL encourages the attendance of other staff of the sponsoring organization at any of DECAL's mandatory or optional training sessions if/when space is available.

Training Provided by Sponsoring Organizations

Each sponsor must hold Program training sessions for its administrative and site personnel and must not allow a site to operate until personnel have attended at least one of these training sessions.

Training of site personnel must, at a minimum, include the following topics:

- The purpose of the Program;
- Site eligibility;
- Recordkeeping;
- Site operations, including both congregate and non-congregate meal services;
- Meal pattern requirements; and
- The duties of a monitor. Monitor specific training topics may include:
 - Sites for which they will be responsible;
 - Conducting site visits and reviews;
 - Monitoring schedules;
 - Reporting requirements;
 - Follow-up procedures;
 - Office procedures;
 - Local sanitation and health laws;
 - Civil Rights;
 - Reporting of race and ethnicity data; and
 - Considerations for personal safety, if necessary.
- If food service staff, staff must be trained on the following:
 - The goals of the SFSP;
 - The meal pattern requirements;
 - The importance of preparing nutritious meals that meet meal pattern requirements; and
 - The local health, safety, and sanitation standards.

Each sponsor must ensure that its administrative personnel attend DECAL training provided to sponsors, and sponsors must provide training throughout the summer to ensure that administrative personnel are thoroughly knowledgeable in all required areas of Program administration and operation and are provided with sufficient information to enable them to carry out their Program responsibilities. Those administrative personnel that were not designated by the sponsor to attend DECAL provided training,

must be trained on the responsibilities and duties of all sponsor personnel administering the SFSP. Personnel may include area supervisors and office staff, such as assistants, clerks, bookkeepers and secretaries.

Each site must have present a trained site supervisor during the entirety of any claimed meal service in order for the sponsoring organization to be reimbursed for that meal.

The sponsor must ensure any monitors, site staff, kitchen staff, and administrative staff for the sponsoring organization are trained prior to the onset of their SFSP duties. Sponsors must also schedule additional sessions for those staff that were absent, including any new staff hired during current Program operations. Sponsors are responsible for ensuring that new site staff receive all necessary training before beginning meal service duties.

Sponsoring organizations may conduct additional optional trainings for sponsor staff; however, if SFSP regulations and/or DECAL requires the sponsoring organization to conduct specific training, the sponsor must categorize that training as mandatory and ensure its sites attend that training. The sponsor shall be responsible for maintaining records of the training it has required of and offered to its sites.

V. PROCEDURES

DECAL will notify each sponsor of mandatory and optional training regarding the SFSP.

Unless otherwise noted, a sponsor must contact DECAL to register for training offered by DECAL. The sponsor must maintain records of training received/attended. Any DECAL certificate(s) provided to an individual who has attended DECAL training is sufficient documentation of training attended.

Sponsoring organizations, in maintaining site training records, must ensure that the records indicate the title of the training (its subject matter), the date the training was offered, and the name(s) and signature(s) of the attendees. The sponsoring organization should also maintain all materials that were used or distributed during the training. Documentation of attendance at mandatory trainings will be verified during SFSP reviews. (See [SFSP Policy #5 Recordkeeping requirements for the Summer Food Service Program](#))

VI. COMMENTS

Any questions concerning this policy should be directed to the Policy Administrator at (404) 651-8193.

