



STATE OF HAWAII
DEPARTMENT OF EDUCATION
650 IWILEI ROAD, SUITE 270
HONOLULU, HAWAII 96817

HAWAII CHILD NUTRITION PROGRAMS

March 1, 2017

TO: Summer Food Service Program Sponsors

FROM: Jennifer Dang, SFSP Coordinator

SUBJECT: **2017 Summer Food Services Program Mandatory Sponsor Training**

Hawaii Child Nutrition Programs (HCNP) will conduct workshops for new and returning sponsors operating the USDA Summer Food Services Program (SFSP) in 2017. Personnel responsible for administering the SFSP are required to attend.

TRAINING DAYS & LOCATIONS:

- MAUI, Wed., 3/15/17, 8:30 – 12:30 am, Maui ITC @ King Kekaulike HS, H204
- BIG ISLAND, Friday, 3/17/17, 8:30 – 12:30 am, Hilo ITC @ Hilo District Annex
- KAUAI: Wednesday, 3/22/17, 1 – 4 pm via Webex (tentative)
- OAHU: Friday, 3/24/17, 8:30 – 12:30 am, McKinley CSA ITC Rm. 218

A tentative agenda is attached. (Attachment A). Please complete the attached registration form (Attachment B). List the names of all attendees and return the form via fax 808-587-3606 or email to Jennifer_dang@notes.k12.hi.us by **Friday, 3/10/16**.

ONLINE TRAINING: In addition to the face-to-face training, a minimum of one representative from each sponsoring organization will be required to complete four lessons (approximately 3.75 hours) as well as a Civil Rights module (30-60 minutes) on HCNP's SFSP online training program. The online training program will cover must-know topics such as Eligibility and Site Selection, Meal Service Planning, Staffing and Recordkeeping. You may choose to personally go through the modules as a review or require another staff member or staff members to complete certain lessons as a group. Either way, your organization must demonstrate successful completion of all five (5) modules by May 1, 2017 before your SFSP application can be approved.

More information about the online training modules will be distributed at the March trainings.

If you have any questions, contact Jennifer via email or call (808) 587-3600 x234.

Attachments