Summer Food Services Program (SFSP)
Tentative Agenda

HOMEWORK: Please print out or have a digital copy of the SFSP Administrative Guidance for Sponsors booklet available for reference. Review booklet before training.

8:30 am – 8:45 am Registration/Sign In

8:45 am – 9:15 am Ice Breaker
Personal Introductions and Organization Sharing – Be prepared to “share” one SFSP success from last summer (outreach and promotion, partnerships, activities, nutrition education, etc.)

9:15 am – 9:30 am Summer Food, Summer Moves promotional material from Team Nutrition. Order your free TN materials at USDA website.

9:30 am – 10:00 am Working with HCNP Systems - New Look this Year!
• User Authorization Forms (USER NAME: _______________)
• Sponsor and Site Applications – New functions!
• Budget & Claiming – New functions!
• Off-Line Forms – New Permanent Single Agreement (PSA)

10:00 am – 10:30 am Getting Ready to Operate: SFSP Administration Guide
• Planning Checklist: SFSP (Attachment 12)
• Training Checklists (Attachment 15)
• Pre-Operational Visit Worksheet
• Daily Meal Count Form (Attachment 18)
• Racial & Ethnic Data Form (Attachment 21)
• Checklists of Records (Attachment 22)
• Civil Rights Requirements – Poster & Nondiscrimination Statements

10:30 – 10:50 am Brain Break (Meal counting game)

10:50 – 11:20 am Review of Important USDA Policy Memos

11:20 – 11:45 am Introduction to SFSP Online Training Program

11:45 am – 12:15 pm Procurement: What to expect from your Food Vendor

12:15 pm – 12:25 pm Review Summer Calendar
• Program start and end dates
• Schedule Administrative and Site Review dates with Sponsors
• Conference calls

12:25 – 12:30 pm Evaluation