



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! <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• Program start and end dates• Schedule Administrative and Site Review dates with Sponsors• Conference calls
12:25 – 12:30 pm	Evaluation