OSPI Child Nutrition Services Reference Sheet

Training Documentation

Child Nutrition Programs require staff training. Each program has different training requirements surrounding program requirements. Please refer to the program training webpage for information on what trainings are mandatory or optional.

Requirements

- ✓ Sponsor's responsibility must conduct and document job specific training for all program personnel.
- ✓ Required training must be documented and retained according to record retention requirements.
  - Maintain a copy of all training materials, handouts, and a copy of slides as applicable.
  - Document information on:
    - Training date(s)
    - Location(s)
    - Topic(s) presented
    - Participant attendance
      - Printed name
      - Signature
      - Work Site (as applicable)
  - Documenting attendee information:
    - In-Person Training
      - Create a sign-in sheet and have all attendees sign the form.
      - Have trainer(s) sign and date form.
    - E-Learning
      - Documentation depends on the platform capabilities.
      - Registration lists are not considered adequate documentation – attendance or participation must be documented.
      - Common ways to document attendee information includes:
        - Download an attendees list that details if someone attended or not.
        - Download a registrants list and manually document who is in attendance.

Washington Office of Superintendent of
PUBLIC INSTRUCTION

- o Have participants type name into chat feature and download the chat report.
- o Require participants to email a confirmation of attendance, maintain these emails.
- o For recorded sessions - require participants to register to watch the session then download a registration list.
- o Require participants to complete a quiz and maintain documentation supporting completion.

References
- Child and Adult Care Food Program (CACFP) Requirements - 7 CFR 226
- National School Lunch Program (NSLP) Requirements - 7 CFR 210
- Summer Food Service Program (SFSP) Requirements - 7 CFR 225

Resources
- CACFP Training Webpage
- FFVP Training Webpage
- NSLP Training Webpage
- SFSP Training Webpage
- SFSP Administrative Sponsors Guide
- SSO Webpage
- USDA Professional Standards Website
- USDA Food and Nutrition Service Website

Acronym Reference
- CACFP- Child and Adult Care Food Program
- CFR- Code of Federal Regulations
- CNS- Child Nutrition Services
- E-Learning- Electronic Learning
- FFVP- Fresh Fruit and Vegetable Program
- NSLP- National School Lunch Program
- OSPI- Office of Superintendent of Public Instruction
- SFSP- Summer Food Service Program
- SSO- Seamless Summer Option
- USDA- United States Department of Agriculture