

Organization Technical Assistance



Action	Form	Question	Date	Comments
View	100 - Training	101 - Does the sponsor have documentation of training, dates, and names of personnel who attended?	08/24/2022	At the time of the Sponsor Review, the training documentation did not list training dates. See TA 102.
View	600 - Meal Count Records	601 - Are all sections of the daily meal count forms (POS) complete including signature and date?	09/12/2022	USDA requires all sponsors to maintain accurate record keeping when operating the Summer Food Service Program (SFSP). This includes point of service (POS) sheets for each site that contains first meals served to program children, second meals served to program children, meals served to program adults, meals served to non-program adults, and excess/leftover meals. Each section/category of the POS sheet must be completed accurately and in its entirety. During the Sponsor Review it was determined that the sponsor did not complete the POS sheet correctly. The site supervisor drew a straight line through the numbers instead of ticking off the individual numbers as the meals were served. Forms also had incorrect date of service indicated. In the future the sponsor must ensure when completing POS sheets, they are taking the meal count as the meals are being served and all dates must be accurate.
View	100 - Training	102 - Does the sponsor's training include all applicable topics for that sponsor? (See supplemental document "Training Checklist" for training topics.)	08/24/2022	At the time of the Sponsor Review, the training documentation did not include all the required training topics. Special Instructions: Training templates that include training topics are available in the Forms section of Download Forms. PEARS - Download Forms PDE-09004 - Training Documentation for Sponsor's Staff PDE-09005 - Training Checklist for Admin Staff, Monitors and Site Staff