

**SUMMER FOOD SERVICE PROGRAM TRAINING CERTIFICATION**

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION  
CHILD NUTRITION AND FOOD DISTRIBUTION PROGRAMS  
Revised (04/23)

<b>Sponsor Name:</b>
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This is to certify that all sponsor and site personnel have viewed the SFSP on-line training. All personnel have access to relevant materials such as the SFSP Administrative Guide for Sponsor's, Monitor's Guide, Nutrition Guidance for Sponsors, and Site Supervisor's Guide, as necessary. Questions pertaining to the program have been discussed with State staff.

<b>Date(s) of Training Session(s):</b>
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***\*\*Please note: Each training has a code that must be used in the table below to document the training(s) that were completed by site staff. (ex. AT1, FST4, CR1)***

**Administrative Training Options:** AT1 Sponsor Responsibilities and Record Keeping, AT2 Current Updates USDA Regulations, AT3 Meal Reimbursement and Claiming Meals, AT4 Procurement and CR1 Civil Rights

**Food Service Training Options:** FST1 Meal Pattern Requirements and Reimbursable Meals, FST2 Approved Meals Services, FST3 Daily Meal Count Documentation and tracking, FST4 Production Records and CN labeling, and CR1 Civil Rights

<b>First and Last Name (Please print)</b>	<b>Site Name</b>	<b>List the training options completed (Code only):</b>

This is to further certify that no site will operate the SFSP at any time unless the personnel at the site have been trained.

<b>Signature and Title of Authorized Sponsor Representative:</b>	<b>Date:</b>
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Training must be conducted prior to the opening of the food service operations. No meals may be claimed for reimbursement until training is complete and the State has received the completed training certification form. **Once completed by the sponsor representative, submit Training Certificate to dpicnfd@nd.gov or fax to 701-328-9566.** All other staff/volunteer training must be documented and kept on file at the sponsor.

This institution is an equal opportunity provider.