

**Missouri Department of Health & Senior Services
Bureau of Community Food and Nutrition Assistance
Summer Food Service Program
2008 Training Schedule**

The Missouri Department of Health & Senior Services, Bureau of Community Food and Nutrition Assistance will be offering training for sponsors of the Summer Food Service Program (SFSP). It is recommended that all new sponsors view the video "Summer Meals for Kids" available at <http://www.dhss.mo.gov/sfsp/>.

Sponsors who have participated previously in the SFSP may attend one of the Previous Sponsor Training sessions. These sessions will include program changes for 2008, a refresher on program requirements, and training on the new SFSP web-based application and claiming system.

For sponsors who did not participate in the SFSP last year, it is mandatory that you attend one of the New Sponsor Training sessions. It is strongly recommended that sponsors who have new personnel administering the SFSP also attend the New Sponsor Training session. These sessions provide a more comprehensive overview of the SFSP.

AGENDA	
PREVIOUS SPONSOR TRAINING	NEW SPONSOR TRAINING
<p><u>TOPICS</u></p> <p>Big News for 2008 – Look Back at 2007 Making Changes Outreach and Nutrition Education Record Keeping Review/Allowable Costs Meal Service Requirements Review Allowable Costs and Calculating SFSP Reimbursement Completing the SFSP Application On-line Completing the Claim for Reimbursement On-line Commodities Civil Rights Compliance Review Monitoring Evaluation and Adjourn Camps & Enrolled Sites Only – Income Eligibility Review</p>	<p><u>TOPICS</u></p> <p>Introduction to the SFSP Sponsor and Site Eligibility Requirements SFSP Meal Pattern/Meal Service Requirements Site Management and Record-keeping Requirements Allowable Costs and Calculating SFSP Reimbursement Completing the SFSP Application MDHSS Monitoring of SFSP Sponsors – What to Expect Commodities Making Changes Completing the Claim for Reimbursement On-line Civil Rights Requirements/Appeal Procedures Tips for Increasing Participation Evaluation/Adjourn Camps & Enrolled Sites Only – Income Eligibility Forms</p>

Please complete the following registration information and return it to our office at least one week prior to the training date of your choice. You may mail it to the Missouri Department of Health & Senior Services, Bureau of Community Food and Nutrition Assistance, P.O. Box 570, Jefferson City, MO 65102, or call toll-free at 888-435-1464 or fax it to us at 573-526-3679. Relay Missouri for Hearing and Speech Impaired 1-800-735-2966

Name(s) of attendee(s): _____
Organization: _____
Address: _____
Phone Number: _____
Fax Number: _____
Date, location & time you plan to attend training: _____ (See dates and locations on reverse.)

TRAINING DATES AND LOCATIONS

PREVIOUS SPONSOR TRAINING

DATES	LOCATIONS
March 6, 2008 April 16, 2008 9:00 a.m. – 12:00 p.m.	Missouri Department of Health and Senior Services WIC Training Room 930 Wildwood Jefferson City, MO
March 5, 2008 (9:00 am-12:00 pm Rural Sponsors) (12:30 pm-3:30 pm Urban Sponsors) April 10, 2008 (9:00 am-12:00 pm Rural Sponsors) (1:00 pm-4:00 pm Urban Sponsors)	Northwestern District Health Office Truman Conference Room 3717 S. Whitney Avenue Independence, MO
March 7, 2008 April 4, 2008 9:30 a.m. – 12:30 p.m.	Eastern District Health Office 220 South Jefferson St. Louis, MO
March 7, 2008 and March 28, 2008 9:00 a.m. – 12:00 p.m.	Cape Girardeau Area Health Office 710 Southern Expressway, Suite B Cape Girardeau, MO
February 28, 2008 and February 29, 2008 March 31, 2008 9:00 a.m. – 12:00 p.m.	Library Station - Frisco Room 2535 N Kansas Expressway Springfield, MO
March 5, 2008 10:00 a.m. – 1:00 p.m.	Southwest Baptist University Mountain View, MO

NEW SPONSOR TRAINING

DATES	LOCATIONS
March 5, 2008 April 15, 2008 9:00 a.m. – 3:00 p.m.	Missouri Department of Health and Senior Services WIC Training Room 930 Wildwood Jefferson City, MO
March 6, 2008 April 11, 2008 9:30 a.m. – 3:30 p.m.	Eastern District Health Office 220 South Jefferson St. Louis, MO
March 10, 2008 April 10, 2008 9:00 a.m. – 3:00 p.m.	Library Station - Frisco Room 2535 N Kansas Expressway Springfield, MO 65803
March 27, 2008 April 11, 2008 9:00 a.m. – 3:00 p.m.	Cape Girardeau Area Health Office 710 Southern Expressway, Suite B Cape Girardeau, MO

**For directions or additional information, please call our toll free number at 888-435-1464.
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