



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

### Independent Center Staff Training

*List the name(s) of the trainer(s) and dates when organization staff will be trained.*

Topics	Name of Trainer	Position Title	Scheduled Training Date
<b><i>Food Service Topics</i></b>			
USDA meal requirements			
Menus			
Food safety and sanitation			
Meal service procedures			
Delivery tickets/Procedure on receiving vendor meals			
Weekly HACCP Checklist ( <i>at-risk only</i> )			
Other ( <i>specify</i> )			
<b><i>Administrative and Record Keeping Topics</i></b>			
Income Eligibility Statements			
Attendance records			
Civil rights			
Budget			
Record keeping requirements and procedures			
Financial management record keeping			
Seriously deficient process			
Claim submission procedures			