

After School Program Staff Monthly Training Verification



School:	Date:

By the first week of every month, provide the Food Services Manager with a list of all current After School Program (ASP) Staff from **all programs**. All ASP Staff working at a school with a Supper Program are required to be trained. Use the "ASP Hot Supper Program" PowerPoint training and issue the "Supper Program Quick Reference Guidelines" (located on the FSD website in the Supper & Snack page). Circle "Yes or No" to indicate if training has been received. If new staff has not been trained, they must receive training within 3 business days. All new staff are required to complete the Supper Training before working the Supper Program. If training was received at a different school, please request training documents from training school.

Print Name	Program Name (DO NOT WRITE BTB)	Training Complete
		Yes or No
		Yes or No