

Posted: 1/27/2015

To: SFSP Directors and Area Managers

Subject: SFSP-15-01 2015 Summer Food Service Program One-Day Training

The Louisiana Department of Education (LDOE) is pleased to offer a Summer Feeding Program training during the month of March. This training is intended for SFSP Directors and Area Managers and will provide attendees with training on a variety of topics. Areas to be covered include, but are not limited to the following:

- *2015 SFSP site information sheet (utilized for new sites)*
- *Overview of site types (i.e. open, restricted open, etc.)*
- *SFSP 2015 reimbursement rates*
- *Online forms and claims for reimbursement – how to complete/updates to the system*
- *SFSP documentation*
- *Administration (director, managers, monitors roles in the SFSP)*
- *Field trip requests*
- *SFSP meal pattern and offer versus serve (OVS) guidelines*
- *Permitting/Inspection requirements for SFSP sites (we hope to have Department of Health and Hospital [DHH] staff at these trainings)*
- *SFSP reviews performed by state agency staff – what to expect*
- *Latest memos/updates and 2015 SFSP guidance/forms books*
- *Civil rights*

There will be two (2) opportunities to attend this training. One session will be held in Baton Rouge, Louisiana. The other will be held in Alexandria, Louisiana. The sessions will cover the same agenda.

Please complete the registration form and send back to Toya Porter by email (toya.porter@la.gov), fax (225-342-3305) or mail (at the address below this email).

Training location details are as follows:

Tuesday, March 10, 2015 Training Session

Location: Baton Rouge Diocese Central Office. 1800 South Acadian Thruway, Baton Rouge, Louisiana 70808

Meeting room: Small Auditorium –Located in the back right corner of the main parking area (behind the main facility)

Training time: 8:00 AM – 4:00 PM

Thursday, March 12, 2015 Training Session

Location: Rapides Parish School Board, 619 Sixth Street, Alexandria, Louisiana 71301

Meeting room: Media Center –Located on side of the main facility in a separate building

Training time: 8:00 AM – 4:00 PM

Summer Food Service Program Training Registration Form

Training Locations: Baton Rouge March 10, 2015
 Alexandria March 12, 2015

SPONSOR NAME	ATTENDEE	LOCATION ATTENDING
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Please complete the 2015 SFSP Training Registration Form and submit to the LA Department of Education, Division of Nutrition Support, by mail to Post Office Box 94064, Baton Rouge, LA 70804-9064, email to Toya Porter (toya.porter@la.gov) or by fax to (225-342-3305). **Deadline to submit form is Monday, March 2, 2015.**