**ANNUAL RENEWAL DOCUMENTATION**

Rhode Island Department of Education

Office of Statewide Efficiencies

Child Nutrition Programs

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| **Annual Training Certification** | | |
| **Program:**  SFSP | **Fiscal Year:**  2020 | **Approved by:**  Stephen Carey |
| This is to certify that all administrative staff at Enter Sponsor Name Here have reviewed all required training webinars and documents for the Summer Food Service Program and that all site personnel have been or will be properly trained in accordance with program regulations prior to the start of service. Administrative personnel of an organization are required to attend State Agency training in order to apply for participation in the SFSP. SFSP applications are due this year by June 30th. No application will be accepted unless/until this training certification is received by the RI Department of Education Office of Statewide Efficiencies, Child Nutrition Programs. Please complete the below information once you have reviewed the required training webinars and documents. | | |

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| **Name & Title of Employee** | **Date Program Accountability Training Completed** | **Date Civil Rights Training Completed** | **Date SFSP Procurement Document Reviewed** |
| Enter Name & Title of Employee | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap to enter a date. |
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| **I certify that the information on this form is true and correct to the best of my knowledge. I understand that this information is being given in connection with the receipt of federal funds and that deliberate misrepresentation may subject me to prosecution under applicable state and federal criminal statutes and may result in the disqualification of my organization from future program participation.** |

Signature: Click or tap here to enter text. Title: Click or tap here to enter text. Date: Click or tap to enter a date.

**To submit:**

1. Complete and save training certification online (except for signature)
2. Print certification, then physically sign
3. Return completed and signed certification either by scanning or sending a picture of the document to Roxi Booth at [Roxanne.Booth@ride.ri.gov](mailto:Roxanne.Booth@ride.ri.gov)