

# Child and Adult Care Food Program

## Annual Staff Training

### Agenda and Sign-In Sheet

Date of Training: \_\_\_\_\_

Name of Institution: \_\_\_\_\_ Location: \_\_\_\_\_

Trainer(s) Signature and Date: \_\_\_\_\_

CACFP Sponsors are required to provide adequate training on CACFP program duties and responsibilities to key staff at least annually.

**CACFP Required Annual Staff Training Topics are in BOLD (Mark all that apply to this specific training session)**

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**Meal Patterns**

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**Meal Counts**

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**Claim Submission and Claim Review Procedures**

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**Recordkeeping Requirements**

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**Reimbursement System Explanation**

Required for Sponsoring Organizations:

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**Monitoring Staff Training**

Optional Topics Provided:

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Civil Rights Topics:

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**Collection and Use of Data**

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**Effective Public Notification System**

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**Complaint Procedures**

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**Compliance Review Techniques**

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**Resolution of Non-Compliance**

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**Requirements for Language Assistance**

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**Reasonable Accommodations**

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**Conflict Resolution**

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**Customer Service**

Staff signing below attest that they have completed the training indicated in the agenda above.

Staff Name (Printed)	Staff Signature	Position	Site



