

Employee Name: _____ Date: _____

NEW EMPLOYEE ORIENTATION TRAINING FOR THE
CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
(Initial each item that applies)

1. _____ I understand the importance of giving each child a complete serving of each item on the detailed menu record.
2. _____ I know how to look up serving sizes based on age and the type of meal by using the Food Chart or Infant Meal Chart.
3. _____ I understand each child must receive their full serving of milk unless there is a medical statement (from a medical authority) telling what they should get instead. It has also been explained to me that each child must get their own milk, and that passing it to someone else because they don't want it does not count.
4. _____ I have had Point of Service (POS) meal counts explained to me and understand that meal counts must be taken during the meal, after the child has received their complete meal and before they have left the table.
5. _____ I understand I do not mark children on the meal count sheets if they do not come to the table and are not served a meal.
6. _____ I understand infant meals must be served and recorded according to the Infant Meal Chart. I also understand infants up to one year old only get formula or breast milk (not regular milk) as part of a CACFP meal.
7. _____ I understand infant meals must be recorded as soon as possible (within 2 hours) after the infant was served.
8. _____ I have had the USDA Food Buying Guide and Utah Simplified Food Buying Guide explained to me.
9. _____ I understand menus must be planned least a week before the meal.
10. _____ I understand the Detailed Menu Record must contain the components served, the serving size per age group, the number of participants per age group, and that the actual number of participants served is completed as soon as possible after the meal, but no later than the end of the day.
11. _____ I have received Civil Rights training and understand children cannot be treated differently because of race, color, national origin, sex, age or disability, either intentionally or not.
12. _____ I understand food cannot be used as a punishment. Meals and snacks cannot be withheld or threatened to be withheld, or the child isolated during meals.
13. _____ I understand all meal service/food program records must be completed and filed for meals to be claimed.