CACFP TRAINING AGENDA (Complete agenda for each training and have attendees sign in)

Name of Center:	
Training Date:	
Location:	
Presenter(s):	
Agenda Topics (indicate specific topics covered):	
Note: CACFP regulations require initial and yearly training for key staff in key topics listed below:	
Required Key Topics Meal Pattern and serving sizes Point of Service meal counts Record Keeping requirements Reimbursement system Claim submission Review Procedures In addition to the key topics, Institutions are required to train all staff once a year on the following subject: Civil Rights Outside employment policy	Suggested Optional Topics Income Eligibility Forms Confidentiality Menu Planning Monitoring (requirements) Health and sanitation Meal Service environment Unannounced reviews Meal production records Accurate accounting of meal counts
Attach Copies of Handouts and Training Materials Used.	
Attendance Sign In (must be attendee signature):
Name	Position