

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):

<i>Note: CACFP regulations require initial and yearly training for key staff in key topics listed below:</i>	
<p>Required Key Topics</p> <input type="checkbox"/> Meal Pattern and serving sizes <input type="checkbox"/> Point of Service meal counts <input type="checkbox"/> Record Keeping requirements <input type="checkbox"/> Reimbursement system <input type="checkbox"/> Claim submission <input type="checkbox"/> Review Procedures	<p>Suggested Optional Topics</p> <input type="checkbox"/> Income Eligibility Forms <input type="checkbox"/> Confidentiality <input type="checkbox"/> Menu Planning <input type="checkbox"/> Monitoring (requirements) <input type="checkbox"/> Health and sanitation <input type="checkbox"/> Meal Service environment <input type="checkbox"/> Unannounced reviews <input type="checkbox"/> Meal production records <input type="checkbox"/> Accurate accounting of meal counts <input type="checkbox"/> Procurement Code of Conduct
<p><i>In addition to the key topics, Institutions are required to train <u>all staff</u> once a year on the following subject:</i></p> <input type="checkbox"/> Civil Rights <input type="checkbox"/> Outside employment policy	<p>Attach Copies of Handouts and Training Materials Used.</p>

Attendance Sign In (must be attendee signature):

Name	Position