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)

- ☐ **Meal Patterns**
- ☐ **Meal Counts**
- ☐ **Claim Submission and Claim Review Procedures**
- ☐ **Recordkeeping Requirements**
- ☐ **Reimbursement System Explanation**

Required for Sponsoring Organizations:

- ☐ **Monitoring Staff Training**

Optional Topics Provided:

- ☐
- ☐

Civil Rights Topics:

- ☐ **Collection and Use of Data**
- ☐ **Effective Public Notification System**
- ☐ **Complaint Procedures**
- ☐ **Compliance Review Techniques**
- ☐ **Resolution of Non-Compliance**
- ☐ **Requirements for Language Assistance**
- ☐ **Reasonable Accommodations**
- ☐ **Conflict Resolution**
- ☐ **Customer Service**

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

Staff Name (Printed)	Staff Signature	Position	Site

Staff Name (Printed)	Staff Signature	Position	Site

Staff Name (Printed)	Staff Signature	Position	Site