

## Child and Adult Care Food Program (CACFP) Annual Training Requirements

All new and participating institutions and sponsoring organizations must provide annual CACFP training to staff with CACFP job responsibilities. Newly hired staff must receive training prior to starting CACFP job responsibilities and current employees must receive appropriate training related to their CACFP job responsibilities annually, within the program year (October – September).

### Use the Checklist Below to Ensure

- All key staff received initial and annual training on the required CACFP topics related to their job responsibilities.
- Document topics reviewed and resources used to complete the required training.

### Required Areas of Training

1. CACFP Meal Pattern
  - a. Infant, child, and/or adult meal pattern
  - b. Food components and serving size requirements
  - c. Reimbursable meal requirements
  - d. Creditable and non-creditable foods
  - e. Special diets and meal modifications
2. Point of Service Meal Counting Procedures
  - a. Procedures for taking meal counts at the time of meal service or immediately after.
  - b. Meal counts **may not** be taken before meal service or from attendance records.
3. Record Keeping Requirements
  - a. Attendance records
  - b. Enrollment forms and income eligibility information
  - c. Menus and meal record requirements
  - d. Meal counts
  - e. Medical statements for special dietary accommodations
  - f. Income and expense records
4. Monitoring Requirements (*Sponsoring organizations only*)
  - a. Monitoring requirements according to [7CFR 226.16](#)
  - b. Site review form
  - c. Issues of non-compliance and corrective action requirements



5. Reimbursement System
  - a. Reimbursement rates
  - b. VTCNP application and claiming system
6. Claim Submission and Review Procedures
  - a. Claim preparation including edit checks (e.g. enrollment and income eligibility documentation, meal counts compared to attendance records, menus compared to meal pattern)
  - b. Monthly claim submission due dates (e.g. 60-day deadline)
7. Civil Rights
  - a. [Civil Rights Recorded Webinar](#)
  - b. [Civil Rights PowerPoint](#)
  - c. [Civil Rights Training Documentation Sheet](#)

## **Documentation Requirements**

All training performed with staff must be documented. Documentation must include the date(s) of training, topics covered, and names and signatures of attendees. Copies of materials used for each CACFP training session must also be retained and on file. It is suggested to use the State agency [Training Certification Sheet](#) to capture this information.