

Child and Adult Care Food Program (CACFP) Training Certification Sheet

All Programs are responsible for conducting annual training for all staff who will be working with the CACFP. New Programs must provide training prior to beginning operations. Any staff members that perform CACFP duties must receive training each year. Training provided must be documented and maintained and on file.

All staff members must receive training on the following annually:

- CACFP Meal Pattern
- Point of Service Meal Counting Procedures
- Recordkeeping Requirements
- Monitoring Requirements (Sponsoring Organizations only)
- Reimbursement System
- Claim Submission and Review Procedures
- Civil Rights

Sponsor Name:	Name(s) of personnel who conducted training:
Date of Training:	Method of Delivery (In-person, virtual, phone):

Agenda: Outline Training Topics Covered Attach any materials used to conduct the training	Names and Signatures of All Attendees:

This institution is an equal opportunity provider.

