

ANNUAL STAFF TRAINING

Administrative Staff ___ Monitor Staff ___ Food Service Staff ___

DATE OF TRAINING _____ LOCATION OF TRAINING _____

Each sponsoring agency or center is required to provide yearly training in CACFP requirements for all Center staff involved in planning, preparing, serving and collecting data regarding meal service.

Check off one or all of the above staff areas that this training pertains to. Separate yearly training can be held for the three staff areas as applicable to their position or completed in one training.

Training REQUIRED

Meal Patterns
Point of Service Meal Counts
Claims Submission
Claim Review Procedures
Reimbursement Systems
Recordkeeping Requirements
Civil Rights

Recommended Training

Nutrition
Safety and Sanitation
Learning Activities Using Foods
Role of Adults at Meal Times
Portion Control
Mealtime Atmosphere

TRAINING GIVEN BY:

AGENDA: TOPICS COVERED

*Attach all pertinent agenda materials

STAFF TRAINED

*Attach sign in sheet as needed

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