Michigan Department of Education
Child and Adult Care Food Program
Annual Staff Training Checklist
(Mark all that apply/are covered during the training)

Institution/Facility Name: ______________________ Location: ____________________

Meal Attendance
○ List participants by first and last name
○ Clearly show date and identify specific meals and snacks
○ Take at point of service (while participants are seated at the table)
○ Mark with an “X”; leave blank if not eating
○ Double-check with head count to be sure it matches number of “X”s

Daily Attendance Records
○ Center Attendance
○ Afterschool Supper and Snack Attendance
○ Computing Average Daily Attendance

Menus
○ Clearly date and identify specific meals and snacks (each meal is labeled)
○ Components for Breakfast, Lunch/Supper, Snack requirements (using food chart)
○ List all components on menu
○ Portion sizes, by age group (see CACFP food chart)
○ Indicate “HM” for homemade combination dishes
○ Indicate “CN” for foods that are (child nutrition) CN-labeled
○ Record all food substitutions on the menu
○ Infant menus: must have separate menus for children 0-11 months: components for all meals (using food chart)

Enrollment
○ Enrollment forms are available for all participants (excluding At-Risk and Emergency Shelters)

Household Income Eligibility Statements (HIES)
○ A current form is on file for each participant claimed in categories A or B
○ A participant is classified the same category on HIES and Meal Attendance Forms
○ Participants without a complete HIES form are placed in C on meal attendance form (especially new participants)
○ Participant’s name is the same on all forms
○ Documentation provided by a Head Start or Even Start official verifying the enrollment of children in Head Start or Even Start programs

Civil Rights
○ Collection and use of data
○ Complaint procedures
○ Resolution of noncompliance
○ Requirements for language assistance
○ Customer service
○ Effective public notification systems
○ Adult Day Services
○ Requirements for reasonable accommodations of persons with disabilities
○ Conflict resolution

Facility Monitors (Sponsoring Organizations only)
○ Meal patterns discussed
○ Claims submission
○ Record keeping requirements
○ Frequency of site reviews
○ Meal counts
○ Claim review procedures
○ Sponsor’s reimbursement system
○ How to complete site monitoring forms

Other CACFP Topics Covered
○ Sanitation/Food storage

Attach a list of participants and samples of all CACFP-related training materials used.

Training conducted by: _______________________________ Date: ____________________

S: CACFP/Forms/Annual Staff Training Checklist Rev. 7/2016