

**Child and Adult Care Food Program
Documentation of Training**

**ATTACH COPIES OF ALL
TRAINING HANDOUTS.**

Training Requirements: This form should be used to record both mandatory trainings on 1) CACFP requirements, and 2) civil rights requirements.

- 1) CACFP Training – Mandatory training on CACFP policies and procedures must be conducted annually for **key staff** with CACFP responsibilities. *Key staff* includes the owner of private for-profit child care center, director, cook, and other persons with CACFP record keeping responsibilities. The training can be individualized for each person specific to their job responsibilities or conducted as group training so everyone can learn from the information presented. Training must be conducted *annually* and for any *new facility added* to the CACFP.

Sponsoring organizations with more than one CACFP facility must ensure *key staff from their institution, each sponsored center, and all monitors* are trained annually and *new facility* staff are trained prior to beginning the CACFP. The training should be appropriate to the level of staff experience and their duties. This training must include, at a minimum, instruction on CACFP meal patterns requirements (the Infant Meal Pattern when applicable), meal counts procedures, submission of monthly Claims for Reimbursement, an explanation of how CACFP reimburses for meals, and other record keeping requirements. The monitors must also be trained on what to look for during a review and how to complete a review document.

- 2) Civil Rights Training – Training on civil rights requirements is mandatory so all persons involved in all levels of CACFP understand these requirements. For information on civil rights, refer to our website at www.isbe.net/nutrition, click on the *Child and Adult Care Food Program*.

<p>Instructions: Complete the information below to document CACFP training.</p> <p>Type of Training (<i>Check all that apply</i>)</p> <p><input type="checkbox"/> Mandatory CACFP Annual Training for:</p> <p style="margin-left: 20px;"><input type="checkbox"/> Key staff from institution</p> <p style="margin-left: 20px;"><input type="checkbox"/> Key staff from each sponsored center <i>(Sponsoring Organizations ONLY)</i></p> <p style="margin-left: 20px;"><input type="checkbox"/> Monitors and those with monitoring responsibilities <i>(Sponsoring Organizations ONLY)</i></p> <p><input type="checkbox"/> Mandatory training for new staff facility prior to beginning CACFP operations</p> <p><input type="checkbox"/> Mandatory Annual Civil Rights Training for:</p> <p style="margin-left: 20px;"><input type="checkbox"/> Frontline staff who interact with children and parents, including monitors</p> <p style="margin-left: 20px;"><input type="checkbox"/> Supervisors of frontline staff</p>	<p>DATE _____</p> <hr/> <p>LOCATION OF TRAINING _____</p> <hr/> <p>LENGTH OF TRAINING</p> <p>Start Time: _____ a.m. p.m.</p> <p>End Time: _____ a.m. p.m.</p> <hr/> <p>NAME OF INSTRUCTOR(S)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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AGENDA: (Topics covered)

NAME OF PARTICIPANTS: (Also include name of sponsored centers – *Sponsoring Organizations ONLY*)
