



CACFP Training Checklist

CACFP regulations require initial and annual training of all CACFP staff.

Instructions: Complete the list below by checking off the topics covered at each training session or staff meeting. On the back page, have attendees sign-in.

Agency Name:	
Training Date(s):	
Trainer(s):	

Training Topics (check off specific topics covered)

A Sponsoring Organization must train key staff, at all sites, on the CACFP requirements applicable to their responsibilities. The 7 required topics below must be covered with key staff from every site before they are held responsible for CACFP tasks and annually thereafter. Refer to the [CACFP Training Resources for Sponsoring Organizations \(GM 5\)](#) for resources that may be used. Attach copies of handouts and training materials used during this training session or meeting.

Required CACFP Topics:

- CACFP Meal Pattern Components & Serving Size Requirements
(Choose applicable meal pattern(s) below):
 - 1-18 year olds
 - Infants
 - Adult Care Component
- Time of Service Meal Counts
- Record Keeping Requirements
- Reimbursement System
- Claim Submission
- Review Procedures
- Civil Rights: [CACFP Civil Rights Training Handout](#)

Suggested Topics, as applicable:

- Financial Management
- Menu Planning
- Meal Service Environment
- Production Records
- Special Dietary Needs (Medical Statements)
- Health and Sanitation
- Monitoring Requirements (including unannounced reviews)
- CACFP Enrollment Forms
- Household Size-Income Statements
- Confidentiality
- Attendance Recordkeeping (At-Risk Afterschool Programs)
- Enrichment Activity Requirement (At-Risk Afterschool Programs)
- Other:

