

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

Instructions: Complete agenda for each training session or staff meeting and have attendees sign in on the back of this form.

Training/Meeting Date: _____

Start and End time: _____

Trainer(s): _____

Agenda Topics (indicate specific topics covered)

<p>➤ The required topics listed below (in the left column) must be covered with new sponsor staff before they are assigned CACFP responsibilities AND then again each year with all CACFP staff.</p> <p>➤ All trainings or staff meetings that review the required topics must be clearly documented to show when and what topics were covered with which staff. The materials used for each training session must be kept with a record of who attended the training.</p>	
<p style="text-align: center;">Required Topics</p> <p><input type="checkbox"/> CACFP Meal Pattern – Components & Serving Size Requirements</p> <p><input type="checkbox"/> Recording Meal Counts and Menus</p> <p><input type="checkbox"/> Record Keeping Requirements</p> <p><input type="checkbox"/> The Sponsor’s Reimbursement Process <i>(For payments to Providers)</i></p> <p><input type="checkbox"/> Submitting Accurate Claims</p> <p><input type="checkbox"/> The Sponsor’s Process for Reviewing Provider’s Monthly Submitted Claims</p> <p><input type="checkbox"/> Civil Rights</p>	<p style="text-align: center;">Suggested Optional Topics</p> <p><input type="checkbox"/> Household Size-Income Statements</p> <p><input type="checkbox"/> CACFP Enrollment Forms</p> <p><input type="checkbox"/> Confidentiality</p> <p><input type="checkbox"/> Menu Planning</p> <p><input type="checkbox"/> Monitoring requirements</p> <p><input type="checkbox"/> Health and Sanitation</p> <p><input type="checkbox"/> Meal Service Environment</p> <p><input type="checkbox"/> Special Dietary Needs (Medical Statements)</p> <p><input type="checkbox"/> Financial Management Requirements</p> <p><input type="checkbox"/> Other _____</p>

➤ **Attach copies of handouts and training materials (i.e. guidance memorandums) used during this training or meeting session.**

This form is optional; other documentation methods may be used as long as they clearly show that the sponsor has provided training on the required topics to all CACFP staff annually.

Guidance Memorandum E, revision date 7/15

All Guidance Memorandums for home sponsors: http://fns.dpi.wi.gov/fns_homememos

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(Sign-in sheet on back)

