Child and Adult Care Food Program
Agenda and Sign-In Sheet for:
☐ Annual CACFP Training
☐ Civil Rights Training

Date of Training:_____

Name of Institution: _____Location:_____

Name of Trainer(s):_____

Additional Topics covered:_____

CACFP Sponsors are required to provide adequate training on CACFP program duties ad responsibilities to key staff at least annually.

CACFP Required Training Topics trained on:

Meal Pattern ☐ Meal Counts ☐ Review Procedures ☐ Recordkeeping Requirements ☐ Claims Submission ☐

Reimbursement ☐ Additional training for Sponsoring Organizations: Sponsor's Monitoring Training ☐

Civil Rights Required Training Topics Collection and Use of Data ☐ Effective Public Notification System ☐

Compliance Review Techniques ☐ Resolution of Non-Compliance ☐ Requirements for Language Assistance ☐

Requirements for Reasonable Accommodations for Persons with Disabilities ☐ Conflict Resolution ☐ Customer Service ☐

Staff signing below attest that they have completed required CACFP Training and/or Civil Rights Training

Staff Name (Printed)	Staff Signature	Position	Site

"*This institution is an equal opportunity provider.*"

Staff Name (Printed)	Staff Signature	Position	Site

Staff Name (Printed)	Staff Signature	Position	Site