

Ohio Department of Education - Office of Integrated Student Supports

Child and Adult Care Food Program (CACFP)

Training Documentation

Sponsor Organization: _____

Training Date: _____

Time: _____

Location: _____

Trainer: _____

Title: _____

Use this form to document CACFP training prior to center's CACFP participation/approval and then annually (between October 1 - September 30) to key staff. Key staff should be trained on topics that are related to their specific assigned CACFP duties for responsibilities. It is recommended to keep on file any other agenda or handouts covered or distributed to training participants.

REQUIRED ANNUAL CACFP TRAINING TOPICS

Req.	Meal Patterns for Infants (components/portion sizes)	Claim Review Procedures (Checking accuracy of claim)	Reimbursement System
CACFP	Meal Patterns for Children (components/portion sizes)	Claims Submission Procedures	Civil Rights
Topics	Meal Count Records (Point of service)	Recordkeeping Requirements and Policies	

Topics below are recommended if applicable to your center's operation. Space is provided to list other topics.

Administrative and Operations	Income Eligibility Applications	Daily Time Logs for Admin. Labor	WIC Information
	Income Eligibility Master List	CACFP Budget	Operational Procedures
	Enrollment Forms	CACFP Management Plan	Inventory
	Daily Attendance Records	Monitoring Reviews	Edit Checks
	Master List	Food Procurement Procedures	Block Claim Investigation
	Monthly Cost Documentation	Document Storage	New State Policies
	Food & Non-Food Receipts	Recordkeeping System	Personnel Policies
Nutrition and Meal Service	Creditable Foods: Infant	Vended Meal Service	Meal Planning
	Creditable Foods: Child	Meal Counts by Total Head Count	Meal Preparation
	Infant Menus	Meal Counts by Individual	My Plate
	Child Menus	Special Diets	Food Labeling
	Milk Requirements	Infant Formula/Breast Milk Letter	Standardized Recipes
	Combination Foods	Cultural Diversity	Quantity Cooking
	Daily Time Logs for Program Labor		
Health Safety and Well-Being	Day Care Licensing Violations	Food Borne Illness	Handwashing Procedures
	Food Service Licensing Violations	Hot/Cold Temperatures	Dishwashing Procedures
	Abuse & Neglect	Use of Leftovers	Refrigeration of Food
	Emergency Procedures	Dry Food Storage	Sanitary Kitchen Procedures
Other Topics			

This institution is an equal opportunity provider

Rev. 09/2019

(Continue to back side for participant sign-in log)

Staff Signature	Position	Center Name
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