Ohio Department of Education - Office for Safety, Health and Nutrition

CACFP
Training Documentation

Name of Institution: _____

Training Date: _____ Time: _____ Location: _____

Trainer: _____ Title: _____

Use this form to document CACFP training prior to center's CACFP participation/approval and annually (between October 1 and September 30th) thereafter to center's key staff. Key staff should be trained on topics that are related to their specific assigned CACFP duties for responsibilities. It is recommended that 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 centers' 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		Food Guide Pyramid
		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						

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(Over for Participant Sign-In Log)

Name	Position	Center/Location
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