

# TRAINING

## INSERVICE TRAINING

All centers must designate a person as the Child and Adult Care Food Program (CACFP) trainer. The person designated by the institution as the program's trainer **MUST** conduct annual CACFP workshop training and maintain documentation of this training.

Training of all personnel involved with the CACFP, including all shifts and new personnel, is the institution's responsibility. Documentation of all personnel training must be maintained.

Inservice training documents must include:

- Date
- Location
- Agenda (topics covered)
- Signatures of participants (personnel in attendance)

Required topics, at a minimum, include:

1. CACFP meal patterns
2. Reimbursement process
3. Accurate meal counts
4. Claims submission
5. Record keeping

Acceptable training methods include:

1. Conference/meeting style
2. One-on-one
3. Online\*
4. Self-paced curriculum\*

\* These methods must include documentation of posttraining test and benchmarks, e-mail confirmation, questions and answers, and sign-in/log-in records.

## EXAMPLE

### CHILD AND ADULT CARE FOOD PROGRAM INSERVICE TRAINING AGENDA

Trainer—Jane Jones  
October 3, YYYY

Toys N Noise  
1234 NW Block Street  
Oklahoma City, Oklahoma 73124

- Record-Keeping Requirements
  - I. Attendance
  - II. Meal Count Worksheet
  - III. Receipts/Expenses
- CACFP Meal Patterns
  - I. Child Care Meal Pattern—Breakfast, Lunch, and Snack Meal Components and Quantities for Teachers
  - II. Bread/Cereal Chart—Breakfast, Lunch, and Snack Items
- Food Production Records
  - I. Food Production Record—Emphasis on the Importance of Proper Documentation
  - II. Food Production Record Documentation Examples
- Reimbursement Process
- Accurate Meal Counts
- Claims Submission

SIGN-IN/Name and Position

*Freda Fryer, Cook*  
*L. Simon, Teacher*  
*C. Smith, Teacher*  
*Hilda Brand, Director*

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