

## NEW JERSEY DEPARTMENT OF AGRICULTURE DIVISION OF FOOD AND NUTRITION CHILD AND ADULT CARE FOOD PROGRAM

## **CACFP ANNUAL STAFF TRAINING DOCUMENTATION**

(Staff Training and Documentation Must Be Completed Annually For CACFP Compliance)

SPONSORS ARE REQUIRED TO PROVIDE ANNUAL TRAINING FOR ALL STAFF INVOLVED WITH THE CHILD AND ADULT CARE FOOD PROGRAM (INCLUDING BOARD MEMBERS). BOARD MEMBERS MUST HAVE ADEQUATE OVERSIGHT OF THE PROGRAM, WHEREBY IT PERIODICALLY ASSESSES PROGRAM MANAGEMENT AND KNOWS OF ANY COMPLIANCE ISSUES RESULTING FROM CACFP REVIEWS OR AUDITS. AGENCIES ARE REQUIRED TO MAINTAIN A ROSTER OF BOARD MEMBERS, AND MINUTES OF BOARD MEETINGS, TO DOCUMENT THAT THE BOARD: EXISTS, MEETS ON A REGULAR BASIS, AND PERFORMS ITS REQUIRED FUNCTIONS.

THESE TRAININGS MUST BE CONDUCTED AFTER THE RECEIPT OF THE CACFP APPLICATION AND ANNUAL RENEWALS. THIS FORM MUST BE USED. YOU MAY INCLUDE OR ATTACH ADDITIONAL SHEETS OR TRAINING DOCUMENTATION, BUT ALL TRAINING TOPICS MUST BE COVERED AND THIS FORM MUST BE COMPLETED TO MEET PROGRAM COMPLIANCE. KEEP THIS COMPLETED FORM ON FILE FOR REVIEW BY THE CHILD AND ADULT CARE FOOD PROGRAM DURING ADMINISTRATIVE REVIEWS.

CACFP SPONSOR NAME:		
CACFP SPONSOR AGREEMENT #		
DATE OF TRAINING SESSION:		
TIME OF TRAINING SESSION:		
NAME AND TITLE OR POSITION OF TRAINER:		
TOPICS DISCUSSED:	Meal Pattern Requirements	
(Check ( $\sqrt{\ }$ ) the box for each topic discussed during the session.)	Menus	
	Meal Count Procedures	
	Enrollment Statements	
	Income Eligibility Classifications	
	Record Keeping Procedures	
	Itemized Receipts	
	Time and Attendance Logs	
	Training Requirements	
	Monitoring Requirements (If your agency has programs on Schedule A, located at a different address.)	
	Claim Completion and Submission Procedures	
	Daily Attendance Records	
	Sanitation	
	Serious Deficient Process for Facilities	
	Block Claiming/Household Contact	
	Civil Rights Requirements	
	Other	
	STAFF	
NAME	TITLE OR POSITION	
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