

Training Requirements

Documentation of annual Child and Adult Care Food Program (CACFP) training is required. Independent centers and sponsor organizations are responsible for annual program training of staff and must include instruction, appropriate to the level of staff experience and duties, on the following (CACFP) **required** topics:

- The CACFP meal pattern.
- Meal count procedures.
- Recordkeeping requirements.
- Reimbursement system.
- Claim submission and review procedures.
- Adherence with Civil Rights requirements.

Reference: [7 CFR 226.15(e)(14) and FNS Instruction 113-1, XI].

This training is in addition to the orientation training provided by Community Food and Nutrition Assistance (CFNA). Your training can be formal or informal; however, it must be documented and per 7 CFR 226.15(e)(12) include:

- The training session dates.
- The training location.
- The CACFP topics presented.
- The names of each staff member trained (legible, printed names) and position/title.

The Annual CACFP Training Documentation form (CACFP-222) may be used to document your CACFP training or you may develop a form to include the training requirements. The CACFP-222 is located at: www.health.mo.gov/cacfp - Forms.

Online Civil Rights training is also available at: www.health.mo.gov/cacfp.

