Michigan Department of Education
Child and Adult Care Food Program
Annual Staff Training Checklist

Use this checklist to:
- To make sure all key staff receive initial and annual training on the required Child and Adult Care Food Program (CACFP) topics
- Utilize the Michigan Department of Education (MDE) resources available to meet the CACFP training requirements
    - **Website**: www.michigan.gov/cacfp
    - **Training Videos**: Child and Adult Care Food Program Videos - YouTube
    - **MDE Child Nutrition Program (CNP) Online Training Modules:** Online Training Modules

Instructions:
- Mark all topics that are covered during the training
- Keep this document, and supporting training materials, with your annual requirements
- Attach list of participants

Site /Facility Name: _____   **Location:** _____

1. **Civil Rights**
   Key Staff: All Staff
   - Effective public notification systems
   - Compliance review techniques
   - Requirements for reasonable accommodations of persons with disabilities
   - Conflict resolution
   - Collection and use of data
   - Complaint procedures
   - Requirements for language assistance
   - Resolution of noncompliance
   - Customer service

2. **Recordkeeping Requirements**
   A. **Enrollment Information**
      Key Staff: CACFP administrative staff and monitors
      - Enrollment forms are available for all participants (excluding At Risk After School (ARAS) and Emergency Shelters)
      - Enrollment documentation provided by Head Start for participants enrolled in Head Start
      - Participant name is the same on all forms
      - Includes days of care, times in care, and meals received

   B. **Household Income Eligibility Statements (HIES)**
      Key Staff: CACFP administrative staff and monitors
      - A current form is on file for each participant claimed in categories A or B
      - A participant is classified the same category on HIES and Meal Attendance Forms
      - Participants without a complete HIES form are placed in C on meal attendance form (especially new participants)
      - Participant's name is the same on all forms
      - Using current form and up to date eligibility guidelines

   C. **Daily Attendance Records**
      Key Staff: Teachers and other staff who maintain attendance records
      - Center Attendance (sign in and out sheets)
      - At-Risk Afterschool Supper and Snack Attendance

D. Meal Attendance
   Key Staff: Teachers and other staff who maintain attendance records, staff responsible for completing point of service (POS) meal counts or staff who supervise those who complete POS meal counts and monitors
   o   List participants by first and last name
   o   Clearly show date and identify specific meals and snacks
   o   Take at point of service (while participants are seated at the table)
   o   Mark with an "X"; leave blank if not eating
   o   Double-check with head count to be sure it matches number of participants
   o   Do not record prior to meal/snack being served
   o   Do not record a meal /snack based on the number of children expected to eat
   o   Do not record a meal/snack meal/snack count based on attendance or from attendance records
   o   Do not record adult meals on meal/snack count forms

E. Menus
   Key Staff: Staff who plan menus and monitors
   o   Clearly date and identify specific meals and snacks (each meal is labeled)
   o   List all meal components for Breakfast, Lunch/Supper, Snack requirements (using food chart)
   o   Include WG for whole grain products
   o   Portion sizes, by age group (see CACFP food chart)
   o   Indicate "HM" for homemade combination dishes
   o   Indicate "CN" for foods that are (child nutrition) CN-labeled
   o   Record all food substitutions on the menu
   o   Infant menus

3. CACFP Meal Pattern Requirements
   Key Staff: Food preparers, teachers present at mealtime, staff who plan meals, and/or review menus to verify meals and meets the meal pattern, and monitors
   o   Review meal pattern for participants ages 1-12
   o   Review meal pattern for infant (0-11) if applicable
   o   Understand required meal and snack components (breakfast, snack, lunch, supper)
   o   Understand minimum serving size requirements per age group
   o   Understand serving requirements for the meal service method followed (pre-plated, family-style dining, or cafeteria-style)
   o   Review any special dietary needs requirements

4. Sponsoring Organizations only
   o   Sponsor's reimbursement system: claim consolidation, edit checks and claim submission
   o   Frequency of site reviews and maintaining monitoring visits
   o   How to complete a site monitoring form
   o   Record keeping requirements

If MDE training resources and/or videos were used as part of your training, please list specific resources *(attach training materials used/provide watch date of video, if different than training date).*
_____
_____

Other CACFP Topics Covered
   o   Sanitation/Food Storage
   o   _____

Training Conducted by: _____   Date: _____