



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](http://www.michigan.gov/cacfp)
  - **Training Videos:** <https://www.youtube.com/playlist?list=PLQNV-MrTjyhJkfQ1ZaAlBu4pju1YCJsfl>
  - **Brighton Training Website:** <https://misponsortraining.com/>
- Document topics reviewed to complete the required training

**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).**

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**Other CACFP Topics Covered**

- o Sanitation/Food Storage
- o \_\_\_\_\_

Training Conducted by: \_\_\_\_\_ Date: \_\_\_\_\_