

**CHILD and ADULT CARE FOOD PROGRAM
ANNUAL TRAINING FOR DAY CARE CENTER STAFF**

Date: _____ Time: _____ Place: _____

AGENDA

Child Care Food Program Requirements

A. Duties and responsibilities of each staff person in regards to Child Care Food Program Requirements may vary. A listing of who should attend each section is included

- (1.) Record Keeping- *Administrator, Director, Owner, CACFP coordinator*
 - a. Menu Record Book – Infants & older children
 - b. Meal Counts & Attendance
 - c. Income Eligibility Applications
 - d. Receipts, Invoices & payroll records
 - e. Monitoring- completed 3 times per year. Review the monitor form
 - f. Nutrition Education
- (2.) Meal planning and preparation – *Cook, cook's helper, director*
 - a. Menu planning
 - b. Purchasing and planning – allowable costs, receipt tracking
 - c. Menu record book recording
 - d. Meal Pattern & Creditable foods
 - e. Food safety and sanitation, storage
- (3.) Meal service – *Teachers, cook, director, supervisor*
 - a. Family Style Dining
 - b. Point of service recording of meal counts
 - c. Meal Pattern
- (4.) Income Eligibility Applications- *Administrator, director, receptionist*
 - a. Distribution of forms – Use new forms only
 - b. Review of forms when received- to ensure completion of required information
 - c. Enrolled children listed separately from other HH members
 - d. Total Household size and Income included; Income is monthly unless noted or the family qualifies categorically (SNAP or FDPIR)
 - e. Requirement for SS#, signature and date for form to be complete.
 - f. Requirement to have a form for every free & reduced child reported on the claim and to only report those who were present for at least one day of the month
 - g. Forms are only good for 12 months. Then the parent needs to complete a new form.
- (5.) Nutrition Education- *Teachers, CACFP Coordinator, directors*
 - a. Formal requirement for activity once a month- documentation required
 - b. Informal educating of children during meal time
- (6.) Financial – *Administrator, financial staff, directors CACFP coordinator*
 - a. Claim for reimbursement must be filed by 10th of month using information taken directly from meal count sheets and IEA summary of those present for at least one day during the month of the claim.

