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After completing highlighted areas, email to: svanochten@nmcaa.net

**Use this checklist to**:Michigan Department of Education

Child and Adult Care Food Program

Annual Staff Training Checklist

2023-2024

* 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)
  + **Brighton Training** [**Website:**](https://www.youtube.com/channel/UCSMX3crgJBmOxpKxHbQPVzQ) <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**

**X** Effective public notification systems

**X** Compliance review techniques

**X** Requirements for reasonable accommodations of persons with disabilities

**X** Conflict resolution

**X** Collection and use of data

**X** Complaint procedures

**X** Requirements for language assistance

**X** Resolution of noncompliance

**X** Customer service

1. **Recordkeeping Requirements**
2. **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

1. **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

1. **Daily Attendance Records**

**Key Staff: Teachers and other staff who maintain attendance records**

**X** Center Attendance (sign in and out sheets)

* + At-Risk Afterschool Supper and Snack Attendance

1. **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**

**X** List participants by first and last name

**X** Clearly show date and identify specific meals and snacks

**X** Take at point of service (while participants are seated at the table)

**X** Leave blank if not eating. iPad:click on box for that meal by name. (paper write B,L,S)

**X** Double-check with head count to be sure it matches number of participants

**X** Do not record prior to meal/snack being served

**X** Do not record a meal /snack based on the number of children expected to eat

**X** Do not record a meal/snack meal/snack count based on attendance or from  attendance records

**X** Do not record adult meals on meal/snack count forms

1. **Menus**

**Key Staff: Staff who plan menus and monitors**

**X** Clearly date and identify specific meals and snacks (each meal is labeled)

**X** List all meal components for Breakfast, Lunch/Supper, Snack requirements (using food chart)

**X** Include WG for whole grain products

**X** Portion sizes, by age group (see CACFP food chart)

**X** Indicate “HM” for homemade combination dishes

**X** Indicate “CN” for foods that are (child nutrition) CN-labeled

**X** Record all food substitutions on the menu

**X** Infant menus – For Early Head Start Learning Centers only

1. **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**

**X** Review meal pattern for participants ages 1-12

**X** Review meal pattern for infant (0-11) if applicable

**X** Understand required meal and snack components (breakfast, snack, lunch, supper)

**X** Understand minimum serving size requirements per age group

**X** Understand serving requirements for the meal service method followed (pre-plated, family-style dining, or cafeteria-style)

**X** Review any special dietary needs requirements

1. **Sponsoring Organizations only**
   * Sponsor’s reimbursement system: claim consolidation, edit checks and claim submission
   * Frequency of site reviews and maintaining monitoring visits
   * How to complete a site monitoring form
   * 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**

**X** Sanitation/Food Storage

* Training Conducted by: Sandy VanOchten\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_

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