



Annual CACFP Staff Training

All center staff involved in planning, preparing, serving and collecting data regarding meals served to children must receive training yearly covering CACFP requirements. For more information on CACFP training requirements please refer to *Colorado's CACFP Program Manual*, Section 2, titled Administrative Record Keeping Requirements.

New cooks and directors are required to attend Colorado CACFP New Center-Staff Training, please contact CDPHE- CACFP for training dates and locations.

Training must cover:

- Meal patterns
- Creditable foods
- Minimum portion sizes
- Record keeping requirements
- Basic sanitation
- Civil Rights must include the following topics:
(CDPHE-CACFP has developed Civil rights training materials on website)
 - Collection and use of race and ethnic data
 - Public notification systems, which include the prominent display of the *And Justice for All* poster
 - Procedures to submit a discrimination complaint
 - Compliance with Civil Rights requirements
 - Resolution of noncompliance with Civil Rights
 - Requirements for reasonable accommodation of persons with disabilities
 - Requirements for language assistance
 - Conflict resolution
 - Customer service

Additional Recommended Training:

- Nutrition
- Mealtime atmosphere
- Learning Activities Using Foods
- Role of adult at meal time

Date of Training: _____

Name of Trainer: _____

Additional Topics Covered:

Staff in Attendance:

Note to Centers: Copy as needed.

