

Child and Adult Care Food Program

CACFP training requirements must be completed by Sept. 30 each year. Agencies are encouraged to complete their required trainings throughout the year to avoid missing the deadline. Once Trainings have completed, staff will need to complete and pass the associated quiz to receive credit for taking training.

Print and save your training certificates for documentation.

Below is a list with the required trainings, and the staff required to take trainings.

Annual Training Resources:

Training:	Required Staff:
CACFP Recordkeeping	Authorized Representative/Program Director/Food Service Director and others that work with program records.
CACFP Claims	Auth. Rep/Program Director and others that work with completing and submitting claims.
CACFP Meal Counting	Authorized Representative/Program Director/Food Service Director and others that work with completing and submitting meal counting.
CACFP Production Records	Authorized Representative/Program Director/Food Service Director and others that work with completing the production records.
CACFP Free and Reduced- Price Meal Applications	Authorized Representative/Program Director/Food Service Director and others that submit, approve, and work to assist families with free and reduced applications.
CACFP Children Meal Patterns	Authorized Representative/Program Director/Food Service Director and others that help with ensuring meal patterns are met.
CACFP Infant Meal Pattern Requirements	Authorized Representative/Program Director/Food Service Director and others that work with infants and if meals are claimed for reimbursement.
Civil Rights	All CACFP staff.