

Michigan Department of Education  
Child and Adult Care Food Program  
**Annual Staff Training Checklist**  
(Mark all that apply/are covered during the training)

**Institution/Facility Name:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Meal Attendance**

- List participants by first and last name
- Clearly show date and identify specific meals and snacks
- Take at point of service (while participants are seated at the table)
- Mark with an "X"; leave blank if not eating
- Double-check with head count to be sure it matches number of "X"s

**Daily Attendance Records**

- Center Attendance
- Afterschool Supper and Snack Attendance
- Computing Average Daily Attendance
- Emergency Shelter
- Adult Day Services

**Menus**

- Clearly date and identify specific meals and snacks (each meal is labeled)
- Components for Breakfast, Lunch/Supper, Snack requirements (using food chart)
- List all components on menu
- Portion sizes, by age group (see CACFP food chart)
- Indicate "HM" for homemade combination dishes
- Indicate "CN" for foods that are (child nutrition) CN-labeled
- Record all food substitutions on the menu
- Infant menus: must have separate menus for children 0-11 months: components for all meals (using food chart)

**Enrollment**

- Enrollment forms are available for all participants (excluding At-Risk and Emergency Shelters)

**Household Income Eligibility Statements (HIES)**

- 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
- Documentation provided by a Head Start or Even Start official verifying the enrollment of children in Head Start or Even Start programs

**Civil Rights**

- Collection and use of data
- Complaint procedures
- Resolution of noncompliance
- Requirements for language assistance
- Customer service
- Effective public notification systems
- Adult Day Services
- Requirements for reasonable accommodations of persons with disabilities
- Conflict resolution

**Facility Monitors (Sponsoring Organizations only)**

- Meal patterns discussed
- Claims submission
- Record keeping requirements
- Frequency of site reviews
- Meal counts
- Claim review procedures
- Sponsor's reimbursement system
- How to complete site monitoring forms

**Other CACFP Topics Covered**

- \_\_\_\_\_ Sanitation/Food storage
- \_\_\_\_\_

Attach a list of participants and samples of all CACFP-related training materials used.

Training conducted by: \_\_\_\_\_ Date: \_\_\_\_\_