



# St Vincent de Paul North Idaho Child & Adult Care Food Program Center Staff Training

Revised agenda for FY 2021

SITE NAME \_\_\_\_\_ DATE \_\_\_\_\_

STARTING TIME: \_\_\_\_\_ ENDING TIME: \_\_\_\_\_ Initial Training  Annual Training

PLACE: \_\_\_\_\_

TRAINER(S): \_\_\_\_\_

Submit a copy of training documentation with 14 days of the training to the office. Annual training to be completed within 60 days of SVDP annual workshop.

### GENERAL TOPICS DISCUSSED

\_\_\_\_\_ Record Maintenance

\_\_\_\_\_ Meal Counts

\_\_\_\_\_ "Point of Meal Service"

\_\_\_\_\_ Attendance Records

\_\_\_\_\_ Combined Income Eligibility and Enrollment Form

\_\_\_\_\_ Update Enrollment Forms Annually

\_\_\_\_\_ Medical Statements for Food Substitutions

\_\_\_\_\_ Infant Feeding Benefit Notification and Acknowledgement Form (Parent Letter) and Infant Formula Form

\_\_\_\_\_ Civil Rights Requirements

\_\_\_\_\_ Option 1 ICN trainings  
\_\_\_\_\_ CR in Child Nutrition Programs

\_\_\_\_\_ CACFP Meal Pattern Training

\_\_\_\_\_ Option 2 NCA Training Summit  
\_\_\_\_\_ CR in Child Nutrition Programs

\_\_\_\_\_ Nutrition and the Brain

\_\_\_\_\_ CN Labels and PFS

\_\_\_\_\_ Prep to plate: CACFP portion sizes

\_\_\_\_\_ Planning menu and recipes during Covid Shortages

### MEAL PLANNING

\_\_\_\_\_ Required Food Production Documentation (infant daily reports & detailed menus)

\_\_\_\_\_ Meal Service Style (Family, Restaurant, Cafeteria, or Combination)

\_\_\_\_\_ CACFP Meal Pattern and Portion Sizes

\_\_\_\_\_ OTHER

**PRINT STAFF NAME:**

**POSITION:**

**SIGNATURE:**

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