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Training Steps

Steps

1	Submit Forms from Orientation (License, W-9 and Center Application)	
2	Collect Enrollments/Income Eligibility Form (IEF) from enrolled families	Make copies of completed forms for center files. Enrollment forms collected by CACFP Official.

3A Sponsor (SO) will email a Welcome Letter from Minute Menu (MM) with directions to download the Minute Menu program.

3 B	Training Video	Video Title	Link	Date viewed	Center staff
1		Center Monthly Process Overview (12 minutes)	http://www.youtube.com/watch?v=GDnrLMOIETA&feature=plcp&context=C4b8a24dVdVQa1PpcFMicQwgR8iLWodrj9g-9riKjTve8s3IA8=&width=640&height=360		
2		Center Dashboard (4 minutes)	http://www.youtube.com/watch?v=rwJcMmo8QDc&feature=plcp&context=C41d33ebVDvjVQa1PpcFMicQwgR8iLWII7TifsfK8ce6TczOP4_YA=&width=640&height=360		
3		Record Menus (3 minutes)	https://www.youtube.com/watch?v=XJ6AB0jWqxk		
4		Estimated Attendance (3 minutes)	https://www.youtube.com/watch?v=fQA5qs5ZuXY		

Center's staff listed have viewed and understand the above training videos and are ready to start the next steps.

When steps 1-3 have been completed Owner/Director date and sign this section and email to Sponsor.

Signature of Center
Owner/Director

cacfpcenters@stvincentdepaulcda.org

and

tina@stvincentdepauca.org

By signing this document you are certifying the above is true and correct.