



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

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

### 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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