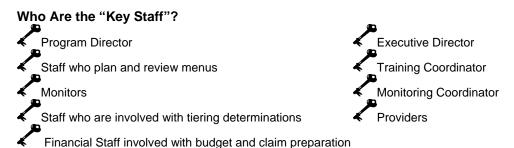
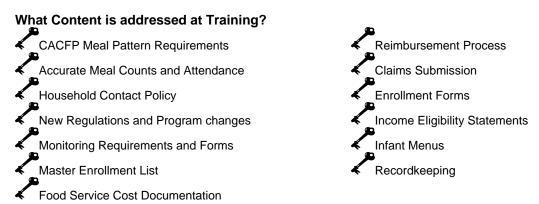
## Documenting the Training of "Key Staff"



(For Family Day Care Sponsors)



ALL KEY STAFF MUST BE TRAINED PRIOR TO PERFORMING CACFP FUNCTIONS, AND THEY MUST BE TRAINED ANNUALLY, THEREAFTER.



THERE IS NO MINIMUM TIME REQUIREMENT FOR TRAINING. IT IS UP TO THE SPONSOR TO DETERMINE THE SCOPE OF THE TRAINING. ALSO, TRAINING CAN VARY DEPENDING UPON THE EXPERIENCE LEVEL OF THE KEY STAFF BEING TRAINED. THE SPONSOR CAN JUST FOCUS ON TROUBLESOME CACFP AREAS. THE ABOVE LIST IS NOT ALL INCLUSIVE; OTHER TOPICS SHOULD BE ADDRESSED AS NEEDED.

NOTICE.	NING, THE PROVIDER CAN BE ISSUED A SERIOUSLY DEFICIENT
What is documented on the Training Form?	<b>£</b>
Date of Training Session	Time of Training Session
Name and Title or Position of Trainer	Topics Discussed at the Training
Sign-in Sheet of Attendees	
I certify that I understand and will ensure co training requirements.	empliance with the Child and Adult Care Food Program
Name	Date
Title	

(Signer must be Executive Director or Person with final responsibility of CACFP operations.)