

Division of Child Care & Early Childhood Education

P.O. Box 1437, Slot S155, Little Rock, AR 72203-1437

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Annual Training Log

Orgai		Agreement #:							
Centr	ral Kitchen/Site Name:								
	Name	and	Title						
Typo	of Training Received								
туре									
	Initial Training (New Employee)		Annu	ual Refresher Training (Existing Employee)					
New	Employee Checklist Items:								
	Training was received on site level Policies and Procedures								
	Training provided on Program Requirements appropriate to the level of staff experience and duties per 7 CFR 226.15 (e)(14).								
	Certificate of Authority on file for SNP System/Claims System (if applicable)								
Туре	of USDA Program (check one):								
(Child and Adult Care Food Program (CACFP)			National School Lunch Program (NSLP)					
(Child and Adult Care Food Program (CACFP At-Risk))		Summer Food Service Program (SFSP)					
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Required for All Staff (Initially and Annually):					Date Completed:				
	Civil Rights Training including procedure for reporting civil rights complaints in accordance with FNS Instruction 113-1, XI								
USDA	A Topics Covered (Check all that apply):								
	Meal Pattern Requirements (check all that apply)	:			Infant		Child		Adult
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Recordkeeping Requirements/Documentation	Review Procedures
Meal Count Records (time/point of service)	USDA/Arkansas DHS Forms
Menus	Procurement
Creditable Foods	USDA Food Buying Guide
Reimbursement System/Claims Submission	USDA Handbooks
Food Allergies/Substitutions	Transportation
Monitoring	
USDA Topics (Not Listed Above):	

Participant Sign-In Log

Print Full Name	Position/Title	Date (mm/dd/yy)