



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

Organization Name: _____ Agreement #: _____

Central Kitchen/Site Name: _____

Training Conducted By: _____ Date: _____

Name and Title

Type of Training Received	
Initial Training (New Employee)	Annual 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)

Type 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)

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 Topics Covered (Check all that apply):							
	Meal Pattern Requirements (check all that apply):		Infant		Child		Adult

