

**South Carolina Department of Social Services
Child and Adult Care Food Program
CENTER TRAINING PLAN**

Agreement No.: _____ Institution: _____

Federal regulations at 7 CFR Part 226.17(b)(9) stipulate, *“Each child care center must require key staff, as defined by the State agency, to attend Program training prior to the center’s participation in the Program, and at least annually thereafter, on content areas established by the State agency.”* **In addition, 226.19a(b)(11) stipulates,** *“Each adult day care center must require key operational staff, as defined by the State agency, to attend Program training prior to the facility’s participation in the Program, and at least annually thereafter, on content areas established by the State agency. Each meal service must be supervised by an adequate number of operational personnel who have been trained in Program requirements as outlined in this section.”*

When completing the Training Plan, please follow these instructions:

1. **Training Dates** should be between **August of the current year** and **September of the following year**.
2. For **Name of Trainer**, include in the appropriate box the name of the person(s) who will present the information to attendees.
3. For **Subject(s) to be Covered**, indicate in the appropriate box the subjects to be discussed at each training. Subject(s) should be information that pertains to CACFP. In other words, CACFP trainings conducted at your facility should involve CACFP program materials, CACFP Policy or CACFP program requirements.

Examples of Subjects: Civil Rights, Production Records, Attendance Records, Meal Count Records, Delivery Tickets, Master Roster, Free and Reduced-Price Meal Application, Nutrition, Menus, Milk Inventory, Milk Receipts, Food Preparation, Food Purchase, Monitoring, Preparation of Claims, Maintenance of Financial Records, etc. *Civil Rights is one topic that must be trained on annually with all staff that interact with participants or their family members.*

4. For **Staff assigned to attend**, indicate in the appropriate box the staff that will be required to attend the training. All staff that have CACFP responsibilities must be trained annually on CACFP requirements.

NOTE: Do not include trainings sponsored by the CACFP office. However, we recommend you utilize CACFP training materials and program aides in conducting your facility trainings. Additionally, trainings relating to or required by ABC, Day Care Licensing or programs other than the CACFP can be included on this Training Plan, however, CACFP related trainings conducted for your program staff must be included on this Training Plan.

Dates of Training	Name of Trainer	Subject to be Covered	Staff Assigned to Attend
		Civil Rights	All Staff

Signature of Authorized Representative

Date