

CACFP FY21 TRAINING CERTIFICATION FORM

Institutions must train all key staff prior to the start of CACFP operations. Training must occur annually.

The following are considered to be 'key' staff:

- Center Director
- Executive Director
- Business Owner (if for-profit)
- Program Coordinator
- Financial staff involved with budget and claim preparation
- Teachers
- Cook
- Monitors
- Staff who plan meals
- Staff involved in income eligibility determinations

The following CACFP related topics must be included in training:

- Civil Rights compliance
- Recordkeeping (includes: food service cost documentation and monitoring requirements)
- Income Eligibility Forms and Annual Enrollment Forms
- Household Contact Policy
- New regulations and Program changes (updated regulations and guidance)
- CHAAMPS Claims submission and Reimbursement Process
- Applicable Meal Pattern Training (includes: meal counts and attendance)

The following training documentation must be kept on file and made available upon request by the State agency:

- Date of training session
- Time of training session
- Name and title of trainer
- Original sign-in sheet of attendees (including name, title, center name, and signature)
- Agenda

By signing this form I attest to attending the Virginia Department of Health's CACFP Training either in person or online, and I accept responsibility for, and ensure compliance with, FY21 CACFP training.

Print Name and Title

Date

Signature

The table below denotes who must sign the Certification Statement:

Type of organization	Required Signatures
Non-profit	Executive Director, President of the Board of Directors
Public Agency	Agency Department Head
Military	Department Head
Proprietary	Owner