Annual Child and Adult Care Food Program and Civil Rights Training
Agenda and Sign-In Sheet

Date of Training:	Location of Training:	Name of Trainer(s):

Materials Used:

- ☐ Arizona Department of Education (ADE) Health and Nutrition Services (HNS) Template Child and Adult Care Food Program (CACFP) Training
- ☐ ADE's Civil Rights Training
- ☐ Other (specify):

All staff involved in food service operations must receive annual CACFP and Civil Rights training. By signing below, you are certifying that you completed the online Civil Rights training and CACFP Training covering the following topics:

- **CACFP Topics:** Meal Pattern Requirements, Meal Counts, Review Procedures, Recordkeeping Requirements, Claims Submission, Reimbursement System
- **Civil Rights Topics:** Collection and Use of Data, Effective Public Notification Systems, Complaint Procedures, Compliance Review Techniques, Resolution of Non-Compliance, Requirements for Reasonable Accommodations for Persons with Disabilities, Requirements for Language Assistance, Conflict Resolution, Customer Service
- **Additional Topics Covered (if applicable):**

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Staff Name (Printed)	Staff Signature	*Date Civil Rights Training Completed*	*Staff Initials Certifying Completion*

Supplemental Signature Page | CACFP Staff Training Agenda & Sign-In Sheet

By signing below, you are certifying that you completed the online Civil Rights training and CACFP Training covering the following:

- **CACFP Topics:** Meal Pattern Requirements, Meal Counts, Review Procedures, Recordkeeping Requirements, Claims Submission, Reimbursement System
- **Civil Rights Topics:** Collection and Use of Data, Effective Public Notification Systems, Complaint Procedures, Compliance Review Techniques, Resolution of Non-Compliance, Requirements for Reasonable Accommodations for Persons with Disabilities, Requirements for Language Assistance, Conflict Resolution, Customer Service
- **Additional Topics Covered (if applicable):**

Staff Name (Printed)	Staff Signature	Date Civil Rights Training Completed	Staff Initials Certifying Completion