Annual Training Plan for the Child and Adult Care Food Program

This Training Plan is an optional resource to help plan and track progress toward the annual CACFP training requirements. All training certificates must be kept and submitted during renewal as verification of training completion.

Training Requirements:
The following training is required every program year (October 1 – September 30).

1 | CACFP Training

Complete 10 hours
Choose from a menu of online and in-person options!

Nutrition and Administration
Complete at least 1 training from each category

Designated Official (DO) and Authorized Signers (AS)[2]
Every person listed on the Permanent Agreement must complete at least one training

2 | Civil Rights Training[1]
At least one DO or AS from the organization must complete.

Fiscal Year 20_ Training Plan						
Staff Member	**Staff Role**	**Training Title**	**Training Hours**	**Category (Nutrition or Admin)**	**Anticipated Training Date**	**Training Completion Date**
	DO or AS[1]	Civil Rights Compliance	N/A	N/A		
	DO[2]					
	AS1[2] ☐ N/A					
	AS2[2] ☐ N/A					
	AS3[2] ☐ N/A					
Total Anticipated Training Hours*: *Must be at least 10				**Total Completed Training Hours*:** Must be at least 10		