



**Arizona Department of Education  
Health and Nutrition Services  
CACFP Annual Training Plan**

The following training is required every fiscal year (October 1 – September 30). Please access the menu of online and in-person training options on the CACFP Training Webpage.

**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)<sup>2</sup>**

Every person listed on the Permanent Agreement must complete at least one training.

**2 Civil Rights Training<sup>1</sup>**

At least one DO or AS from the organization must complete.

This Training Plan is an optional resource for institutions to plan and track progress toward the 10-hour annual CACFP training requirement. All training certificates must be kept and submitted during renewal as verification of training completion.

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 <sup>1</sup>	Civil Rights Compliance	N/A	N/A		
	DO <sup>2</sup>					
	AS1 <sup>2</sup> <input type="checkbox"/> N/A					
	AS2 <sup>2</sup> <input type="checkbox"/> N/A					
	AS3 <sup>2</sup> <input type="checkbox"/> N/A					
Total Anticipated Training Hours*: <small>*Must be at least 10</small>				Total Completed Training Hours*: <small>*Must be at least 10</small>		