Department of Health and Human Services Division of Child and Family Well-Being, Community Nutrition Services Section Child and Adult Care Food Program

## **Training Agenda for Sponsoring Organizations**



Institution Name: \_\_\_\_\_ Agreement #: \_\_\_\_\_

## **Training Topics (Required Annually)**

- Recordkeeping
- Meal Patterns
- Meal Counts
- Reimbursement Process
- Claim Submission
- Monitoring
- **Civil Rights** to include:
  - 6 Protected Classes:
    - Race
    - Color
    - National origin
    - Sex
    - Age
    - Disability
    - 9 Compliance Areas:
      - Collection and use of data
      - Effective public notification systems
      - Complaint procedures
      - Compliance reviews
      - Resolution of noncompliance
      - Requirements for reasonable accommodation of persons with disabilities
      - Requirements for language assistance
      - Conflict resolution
      - Customer service

- List any additional training topics covered:

  - \_\_\_\_\_
    - \_\_\_\_\_

Department of Health and Human Services Division of Child and Family Well-Being, Community Nutrition Services Section Child and Adult Care Food Program **Training Agenda for Sponsoring Organizations** 



Institution Name:	Agreement #:
Training Date(s):	
Location:	

Print Name Position Signature