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

- Recordkeeping
- Meal Patterns
- Meal Counts
- Reimbursement Process
- Claim Submission
- Monitoring
- **Civil Rights** to include:
  - o 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:
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# 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**

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ng Date(s):				
ation:				
Signature	Position			