October 2023

FP Assistance
Feeding the Future

**Teacher and Cook Annual Food Program Training Documentation**
**Contract Year 10-1-_____ to 9-30-_____**

**Use this form throughout the contract year to record each time an employee completes Food Program Training.

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| **Teacher/basic Training Topics:**<br><br>**Kitchen Staff Training Topics:** | **TEACHER/BASIC STAFF TRAINING**<br>Food Program training includes the following topics: Program Meal Patterns; Serving Sizes for All Age Groups; Creditable Foods; Meal-Service Styles; Accommodating Special Needs Diets; Point of Service Meal Counts; and Attendance Counts. These employees conduct these Key Activities for the Food Program: Attendance/Meal Counting, and Meal Service.<br><br>**KITCHEN STAFF TRAINING**<br>Cook Training includes the teacher training topics PLUS the following topics: menu planning, meal production records, milk audits, necessary receipts and record retention. The kitchen staff's additional Key Activities are Meal Preparation, Meal Production Records and Procurement. |
| **Center Name and Code – location of training:** | _____ CODE:_____ |
| **Name of Management Team Trainer:**<br>**(use one training log per trainer**. If you used Crisp videos to train, enter 'Leah Penna' as the trainer) | Trainer: _____ |

| Employee Name | Title/Role | Employee Signature | Email | Teacher/basic Training Date Completed | Kitchen Staff Training Date Completed |
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***Submit this form to FP Assistance each time training is completed