FP Assistance
Feeding the Future

Teacher and Cook CACFP and Civil Rights Training Log

Contract Year 10-1-2019 to 9-30-2020

_____
Center Name and Code – location of training

TEACHER/STAFF TRAINING LOG – These employees have been trained on the following topics: Civil Rights; 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.

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

Name of Management Team Trainer (must have been trained by FPA): _____
**use *one training log per trainer*. If there is a different trainer, please start a new training log

Employee Name	Signature	Title	Employee email address	Date of Training
_____	_____	_____	_____	____/____/_____
_____	_____	_____	_____	____/____/_____
_____	_____	_____	_____	____/____/_____
_____	_____	_____	_____	____/____/_____
_____	_____	_____	_____	____/____/_____
_____	_____	_____	_____	____/____/_____
_____	_____	_____	_____	____/____/_____
_____	_____	_____	_____	____/____/_____
_____	_____	_____	_____	____/____/_____
_____	_____	_____	_____	____/____/_____
_____	_____	_____	_____	____/____/_____

COOK TRAINING LOG – in addition to the above topics, the cook has been trained on menu planning, meal production records, milk audits, necessary receipts and record retention.
The cook's additional Key Activities are Meal Preparation, Meal Production Records and Procurement.

_____	_____	_____	_____	____/____/_____
_____	_____	_____	_____	____/____/_____