

Child and Adult Care Food Program

**TRAINING AGENDA**

For Independent Centers

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

Training Date(s): \_\_\_\_\_

Location: \_\_\_\_\_

**TRAINING TOPICS**

- **Recordkeeping**
- **Meal Patterns**
- **Meal Counts**
- **Civil Rights**
  - 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:

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

**Sign in sheet on reverse**

