

Annual staff training on Civil Rights and Food Program duties and responsibilities are a required part of participation in the CACFP. 7 CFR 226.16 states “At a minimum, such training must include instruction, appropriate to the level of provider experience and duties, on the Program’s meal patterns, meal counts, claims submission and review procedures, recordkeeping requirements, and reimbursement system.”

**To track documentation of provider training:**

- Click on “Staff” on the main dashboard.
- Click on the name of the staff who participated in training.
- Scroll to the bottom and click the blue “Add” button in the Training section.
- Enter the fields as follows:
  - **Training Date (required):** use the date picker or type in the date on which the training occurred.
  - **Training Type (required):** select Civil Rights and CACFP Required Elements or Other.
  - **Description** (optional): for your recordkeeping.
  - **Upload Training:** you may wish to upload a copy of the training agenda, training materials and/or a signed training roster.
- Click “Save”.

### Staff Training

Training Date	<input type="text"/>
Training Type	<input type="text" value="Select"/> ▼
Description	<input type="text"/>
Upload Training	<input type="button" value="Browse..."/>