

Child and Adult Care Food Program (CACFP) Application Renewal Staff Training Form

October 1, 2026 – September 30, 2027

CACFP sponsors must train staff at all sites on the required CACFP and civil rights topics at least annually. Institutions must maintain records from each training session that includes the agenda, date and sign-in sheets with evidence of attendance by all participants (e.g., signatures). Training sessions may be conducted electronically such as PowerPoint presentations/webinars, and/or online video platforms (e.g., Zoom, WebEx, Microsoft Teams, FaceTime, etc.). Training sessions must be conducted by an individual who is knowledgeable about CACFP rules, regulations, and policy, or who has recently attended a Connecticut State Department of Education (CSDE) CACFP training session.

Instructions

Complete parts 1 and 2 below. Submit this form to the CSDE no later than **September 26, 2026**, by uploading it into the “Checklist” section of the CSDE’s [Connecticut Online Application and Claiming System for Child Nutrition Programs \(CNP System\)](#).

Sponsor name: _____ Agreement number: _____

Signature: _____ Title: _____ Date: _____

Part 1: Questions

1. All appropriate staff will attend required CSDE training sessions.
☐ Yes ☐ No
2. The organization will address o-going staff training needs, and communicate CACFP changes and organization policies procedures to all staff at all sites
☐ Yes ☐ No
3. Prior to CACFP approval of a new site, the organization will train the site staff.
☐ Yes ☐ No
4. The organization will ensure that a make-up training session will be held for staff who did not attend annual CACFP and civil rights training.
☐ Yes ☐ No

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Part 2: Charts

CACFP Topics	Trainer	2026-27 Dates
Meal patterns		
Meal counts		
Claim submission		
Review procedures		
Recordkeeping requirements		
Reimbursement system		

Other CACFP Topics (specify)	Trainer	2026-27 Dates

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Civil Rights Topics	Trainer	2026-27 Dates
Collection and use of data		
Public notification systems		
Complaint procedures		
Compliance review techniques		
Resolution of noncompliance		
Reasonable accommodation for persons with disabilities		
Requirements for language assistance		
Conflict resolution		
Customer service		

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In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

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The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems, gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion, intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; status as a victim of domestic violence; or criminal record in state employment, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email louis.todisco@ct.gov.

For more information, visit the [CACFP](#) section of the CSDE's Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System) webpage or contact the [CACFP staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This form is available at https://portal.ct.gov/-/media/sde/nutrition/cnpsystem/cacfp_application_renewal_summary_checklist.pdf

