

# Training Requirements in the Child and Adult Care Food Program (CACFP)



## Training Requirements

- CACFP Sponsors are responsible for ensuring adequate training is conducted and documented for every employee that works in CACFP operations and record keeping.
- Training must be provided for all new staff prior to participation in CACFP, and annually thereafter. 7CFR 226.16(d)(2)and(3).
- This requirement includes Civil Rights training (FNS113-1).

- The State Department of Education (SDE), provides training and technical assistance to new and renewing Institution's key staff.
- In turn, Institution's key staff provide training for center/site staff that includes procedures specific to the operations of the center/home/site.



## Planning

### Understand Your Training Needs

- Review past training documentation, monitor a meal service, monitor record keeping and read recent SDE Memorandum and correspondence.
- CACFP Manual sections 8-13 contain training information specific to the sponsoring organization. These can be found on the CACFP page of the SDE website.
- Maintain a written plan and procedure for conducting training to organization and facility key staff annually.

#### Handbooks & Manuals

Child and Adult Care Food Program (CACFP) Manual

- 1 Acknowledgements and Introduction
- 2 Acronyms and Definitions
- 3 Application Process and Annual Updates
- 4 Serious Deficiency Process
- 5 Claiming System and Required Records
- 6 Income Eligibility Forms
- 7 Financial Audits and Requirements (Coming Soon)
- 8 Independent Centers
- 9 Sponsoring Organizations of Centers
- 10 Sponsoring Organization of Day Care Homes
- 11 At-Risk Afterschool Centers
- 12 Outside School Hour Centers
- 13 Adult Day Care Centers



This institution is an equal opportunity provider.

## Attend Mandatory SDE Training

The SDE provides training and technical assistance to new and renewing Institution's key staff.

Key staff members may include: Center Owner, Center Director, Program Contact, Financial or Business Manager or any other employee the SDE may request to attend.

## Conduct Training for Center/Site Staff

### Center and Site staff may include:

- Cooks and Assistant Cooks
- Teachers and Assistant Teachers who supervise meals
- Staff who develop and plan menus
- Administrative staff who approve Income Eligibility Forms, develop the monthly enrollment eligibility roster, distribute and collect enrollment information and Infant Feeding Benefit Notification Forms
- Administrative or clerical staff who compile monthly meal counts and complete reimbursement claims
- Financial or business manager who develops the budget and completes expenditure and revenue reports

## Document

### All training must be documented with the following information:

- Date, time and location of training
- Name of the trainer
- Topics covered
- Names, positions, signatures of staff in attendance
- Training materials used

## Minimum Training Requirements Established by SDE Include the Following:

- Meal pattern and serving size requirements for the different ages of participants
- How to serve meals to participants including how and when to take meal counts
- How and when to record attendance
- Menu planning including how to complete and use menu production records to plan and prepare meals
- How to ensure meals provided by vendors meet CACFP requirements
- Meal service styles (family, cafeteria (pre-plate), combination style)
- Sanitation and kitchen safety requirements
- How to approve Income Eligibility Forms
- How to complete the monthly enrollment eligibility roster
- Civil rights requirements (Must be provided to all frontline staff)
- Accommodating children with special dietary needs
- 25% certification for For-Profit organizations
- Monitoring and training requirements

Additional training resources can be found under the Links tab on the CACFP web page