

## General Session: Training, Resources, Civil Rights, Farm to Child Care Panel and Move & Learn



Child and Adult Care Food Program (CACFP) Summit  
Idaho State Department of Education  
Child Nutrition Programs  
August 21-22, 2014  
Boise, ID  
Kim Huntley, Jean Zaske, Jennifer Aumeier and Angela Miller



Welcome to the CACFP Annual Training. I am Kim Huntley, the CACFP Coordinator with SDE. We have two full days of training planned for all of you whether you are participating in the Food Service or Administrative Track. This training is a refresher training of the CACFP requirements. The majority of the information you will receive in the next two days of training is not new to the program. Each of you are assigned to a specific track based on your type of Institution or operation and we are hoping you will have the opportunity to network with other sponsors. At this point, I would like to start with introducing all of the SDE staff here today and helping with this training:

Now lets cover some house keeping: Restrooms, time for lunch each day, item in summit bag, rules on passport.....

## Topics

- Training Requirements and Resources
- Civil Rights
- Move and Learn
- Farm to Child Care Panel



During this general session we will provide you with Training requirements in CACFP and resources, view the new Civil rights training video available on our website, take part in a active move and learn activity and conclude with a presentation from our Farm to Child care panel.



## Training Requirements in CACFP

**Idaho SDE** provides training and technical assistance to key staff in:

- New Institution's; and
- Renewing Institutions annually

*In turn*, Institutions train their new and key staff.

Let's get started!

As I go through the training requirements, you will notice that I am using certain terms that may be unfamiliar, so I want to take a minute to define them.

SDE refers to the State Department of Education – which is the state agency.

Institution refers to an independent child care center or sponsoring organization that has entered into an agreement with SDE to operate the CACFP.

A facility is any child care center or day care home that is under the auspices of a sponsoring organization.

Now, back to the training requirements in CACFP.....

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

In turn, Institutions must provide CACFP training and require their staff who did not attend SDE training, to attend their training prior to the Institution's participation in CACFP, and annually thereafter.

The training must be provided to all staff who are involved with CACFP operations and record keeping. In addition, sponsoring Organizations are responsible for training their monitoring staff on monitoring requirements and their monitoring procedures.

Institutions are required to train all new staff in the Institution or sponsored facilities on CACFP and Civil Rights requirements soon after they are hired and before they take responsibility for their CACFP duties.

To provide adequate back-up, more than one staff person should be thoroughly trained in each CACFP function.

## Key Staff to Attend Annual Training



### ***Key Staff required to attend SDE Annual Training–***

- Executive Director; and/or
- Program contact and/or

- 
- Alternate program contact; or
  - Claim contact (financial or business manager)



Each year at least one Institution key staff must attend the SDE CACFP training.

Mandatory annual training occurs in August of each year and may be a combination of online and in person training. SDE will notify Institutions each year of the dates and places of the annual training(s) and provide registration information.

The Annual training highlights changes in policies and procedures, provides program updates, and focuses training on review findings from the current fiscal year.

For returning Institutions, the training is a refresher course of CACFP administrative requirements.

The Key staff required to complete SDE annual training are:

The Executive Director; and/or

The Program contact and/or alternate program contact; or

The Claim contact (financial or business manager)

## Sponsoring Organization's Facility Training

- Organizations are required to train all new and renewing facilities (day care homes or centers)
- Facilities must train their staff
- Both Sponsoring Organizations and Facilities must offer training annually



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The sponsoring Organization (SO) must provide training and technical assistance to new and renewing facilities (day care homes or centers).

In turn, the facility must provide CACFP training and require any staff they may hire that did not attend the Sponsoring Organization training, to attend their training prior to the facility's participation in CACFP, and at least annually thereafter.

The training must be provided to all staff who are involved with CACFP operations and record keeping.

## Key Staff to Attend Training in a Center



- Cooks and Assistant Cooks
- Teachers and Assistant Teachers who supervise meals
- Staff that develop and plan menus

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- Administrative staff
  - Clerical staff
  - Financial or business manager



Center staff that must be trained prior to starting duties in CACFP and at least annually thereafter 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, and 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 the quarterly expenditure and revenue reports

## Minimum Training Requirements

- Meal pattern requirements and serving sizes
- How and when to take meal counts and attendance records
- Menu planning and center menu production records
- Vendor meals
- Meal service styles (family, cafeteria, combination style)
- Sanitation and kitchen safety requirements
- Income Eligibility Forms
- Center monthly enrollment eligibility roster
- Civil Rights requirements
- Special dietary needs
- 25% certification for For-Profit Organizations
- Monitoring and training requirements

Minimum training requirements in the Child and Adult Care Food Program are:

Meal pattern requirements for the different ages of participants  
Serving sizes for the different age groups  
How to serve meals to participants  
How and when to take meal counts  
How and when to record attendance  
Menu planning  
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, combination style)  
Sanitation and kitchen safety requirements  
How to approve Income Eligibility Forms  
How to complete the monthly enrollment eligibility roster  
Civil Rights requirements (and remember, this must be provided to all center staff)  
Accommodating children with special dietary needs  
25% certification of Free or Reduced-Price eligibility for For-Profit Organizations  
Monitoring and training requirements

## Required Training Topics for Facilities with Infants in Care

- Infant Feeding Benefit Notification form
- Meal pattern requirements for infants
- Recording daily menu requirements for infants
- How and when to record meal count for infants
- Creditable foods in infant meals



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The following are required training topics for facilities with infants in care:

- Infant Feeding Benefit Notification form
- Meal pattern requirements for infants
- Recording daily menu requirements for infants
- How and when to record meal count for infants
- Creditable foods in infant meals

## Recommended Training Topics

- Encouraging healthy eating habits
- How to incorporate more whole grain foods, vegetables and fruits into menus
- Ways to encourage participant milk consumption
- Developmentally appropriate physical activities for children



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Recommended training topics for CACFP staff include:

Encouraging healthy eating habits

How to incorporate more whole grain foods, vegetables and fruits into menus

Ways to encourage participant milk consumption

Developmentally appropriate physical activities for young children

## Training Documentation



- The date, time, and location of training
- The name of the trainer
- The topics covered

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- The names, positions and signatures of staff in attendance
  - The training material(s) used



All training must be documented with the following:

The date, time, and location of training

The name of the trainer

The topics covered

The names, positions and signatures of staff in attendance

The training material(s) used

Institutions may use the CACFP Staff Training Form to document staff training or they may develop a form of their own. The CACFP Staff Training Form is located in MyIdahoCNP under download forms.

We encourage Institutions to train their staff more frequently than annually – ideally, on an ongoing basis. Periodically we will issue new or revised policy through memoranda that may require additional training of the Institution's or facility staff throughout the year.

To determine staff training needs, Institutions should review past training documentation, monitor a meal service, monitor record keeping, and read recent USDA memoranda and correspondence.

SDE is developing training videos that Institutions will be able to use for training their staff and over these two days we are providing several training tools and resources to assist Institutions with their internal CACFP training.

## Tour of CACFP Website

<http://www.sde.idaho.gov/site/cnp/>

Child Nutrition Home Page

Child Nutrition Staff

NSLP

Special Milk Program

Child and Adult Care Food Program (CACFP)

Idaho CACFP Manual

FNS Manuals

USDA Handbooks

Summer Foods Program

HealthierUS School Challenge

Farm To School

Fresh Fruit & Vegetables

Wellness Policy

USDA Foods

State Guidance

MyIdahoCNP

Training Resource Ctr

Webinar Center

Statistics & Finance

Civil Rights

Direct Certification

### Child and Adult Care Food Program (CACFP)



The Child and Adult Care Food Program (CACFP) is a federally funded program administered nationally by the U.S. Department of Agriculture (USDA), Food and Nutrition Service (FNS). The primary goal of the program is to provide nutritious meals for children enrolled in childcare centers, outside school hours centers, after school "at risk" snack programs, homeless shelters, family daycare homes and adults enrolled in daycare centers.

USDA's Child and Adult Care Food Program plays a vital role in improving the quality of day care and making it more affordable for many low-income families. In Idaho each day, 23,000 children and infants receive nutrition meals and snacks through CACFP.



### Brochures



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Now I'd like to show you some of the resources available on the SDE website.

(Bring up SDE/CNP website and show:

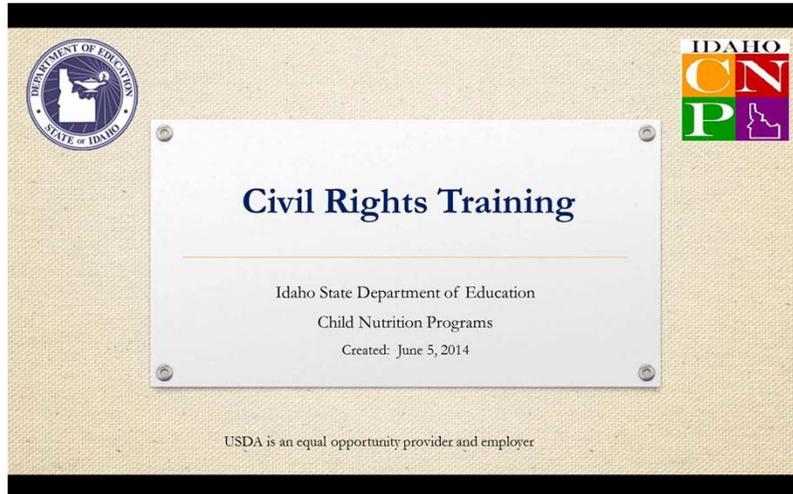
Idaho CACFP Manual

FNS Manuals

USDA Handbooks)

Next, Jennifer will cover Civil Rights.....

## Civil Rights Training Video



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Let's watch the new Civil Rights Training Video. This video is available on the SDE website under Civil Rights. Here is the link:

<http://www.sde.idaho.gov/site/cnp/civilRights/>

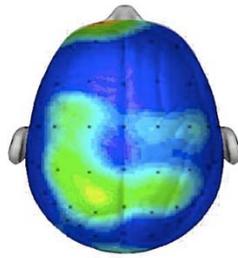


## Move and Learn

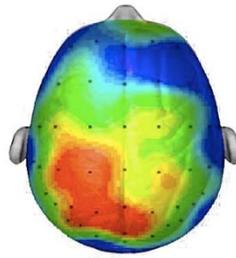
- Why?
- What?

## Why? And Prizes are Involved?

Composite of 20 student brains taking the same test



After sitting quietly



After 20 minute walk

Research/Scan compliments of Dr. Chuck Hillman University of Illinois

## My Bonnie Lies Over the Ocean

- Everyone Stand up

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- Each time a word starts with the letter “B,” switch between standing or sitting...

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- Everybody ready???

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## Farm to Child Care Panel



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### **Leah M. Clark –**

Trade Specialist and Manager of the Idaho Preferred® Program  
Idaho State Department of Agriculture

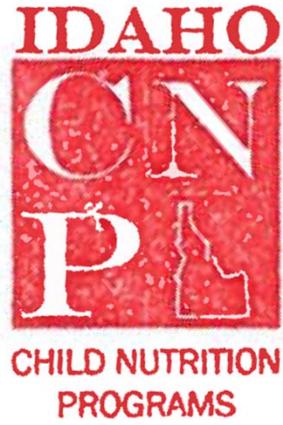
Leah joined the Marketing division of the Idaho State Department of Agriculture in 2004 to manage the Idaho Preferred® program. Idaho Preferred® is a program designed to identify and promote Idaho food and agriculture products through advertising, public relations, retail and foodservice promotions. She served as the state lead for the National Farm to School network for two years and works with the Idaho State Department of Education to carryout statewide Farm to School programs. Prior to joining the Idaho State Department of Agriculture, Leah served as the Executive Director of the Idaho Beef Council for 15 years. She has a Bachelors degree in Agribusiness Management from Arizona State University and a Master of Agriculture degree in Marketing and Finance from Oklahoma State University.

## Wrap Up

Get your passport stamped  
before you leave!

Remember to complete the  
evaluation.

Thank you!



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