



Child and Adult Care Food Program Training 2025
September 25, 2025
Schedule and Session Descriptions

REGISTRATION (8:00 – 9:00 a.m.)

GENERAL SESSION 1 (9:00 – 9:30 a.m.)

We will start the day together as a large group for some quick updates, reminders, and an ice-breaker group activity.

MINI SESSION (9:45 – 10:15 a.m.)

Course Title and Description	Intended Audience*
<p>Cereal and Yogurt Added Sugar Limits</p> <p>Take a closer look at how to determine if cereal and yogurt meet CACFP added sugar limit requirements.</p>	ALL
<p>Meal Requirements Calculator and Grains Calculator</p> <p>Learn about two tools that can help you determine the minimum amount of food to prepare at CACFP meals and snacks.</p>	ALL
<p>Farm to Early Care and Education (Farm to ECE)</p> <p>Farm to ECE activities are a natural fit for the 0-5 age group and offer extensive benefits in these formative years. Learn about the benefits, resources, and how to get started!</p>	Programs with participants in 0-5 age group
<p>Choking Prevention</p> <p>Learn why choking prevention for younger children is important, foods that are high risk for choking, and ways to safely prepare foods.</p>	ALL

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BREAKOUT 1 (10:30 – 11:45 am)

Course Title and Description	Intended Audience*
<p>CACFP Meal Pattern Requirements and Creditable Foods</p> <p>Take a close look at the Child and Adult Care Food Program (CACFP) meal patterns for breakfast, lunch/supper, and snacks. This session will explore the five required meal pattern components and highlight foods that are creditable (and not creditable).</p>	ALL
<p>Feeding Infants / Infant Meal Record</p> <p>Learn about the CACFP infant meal pattern including required components and creditable infant foods, introducing solid foods and developmental readiness, determining when a meal is reimbursable, and how to claim infant meals. This session will also go through the Infant Meal Record which is required to be completed by programs claiming infant meals to document daily infant meal counts and foods served.</p>	Programs with infants Not for FDCH
<p>Whole Grain-Rich</p> <p>This session will go through different methods for determining if a grain meets CACFP whole grain-rich criteria.</p>	ALL <i>Not for School Food Authorities operating AR using the NSLP meal pattern</i>
<p>Meal Planning and Menu Documentation Requirements</p> <p>This session will go through planning CACFP-compliant meals and snacks including ideas for serving vegetarian meals, ethnic/cultural meals, and WI seasonal foods. CACFP menu documentation requirements will also be covered.</p>	ALL but FDCH
<p>Financial Management</p> <p>Learn about maintaining organized and accurate financial records, how to track CACFP expenses, and how to submit the CACFP Financial Report.</p>	ALL but FDCH

LUNCH ON YOUR OWN (11:45 a.m. – 1:00 p.m.)

Enjoy lunch on your own at one of the local restaurants.

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BREAKOUT 2 (1:00 – 2:15 p.m.)

Course Title and Description	Intended Audience*
<p>Special Dietary Needs</p> <p>Learn about USDA CACFP requirements for accommodating meals due to a disability (e.g. food allergies and intolerances) and/or non-disability (e.g. dietary preference), including documentation required to support requests, who is responsible for providing accommodations, how to adhere to the CACFP meal pattern when required, and claiming meals for reimbursement when meal accommodations are made.</p>	<p>ALL <i>Not for School Food Authorities following NSLP special dietary needs requirements</i></p>
<p>Household Size Income Statements (HSIS) and Household Size Income Record (HSIR)</p> <p>This session will go through reviewing and determining Household Size Income Statements and completing and maintaining the Household Size Income Record.</p>	<p>CC, ADC, OS <i>HS if also enrolls non-head start participants</i></p>
<p>Child Nutrition (CN) Labels and Product Formulation Statements</p> <p>This session will focus on understanding Child Nutrition (CN) labels and Product Formulation Statements (PFS) as they relate to crediting store-bought combination foods and processed meats/meat alternates in the CACFP. Participants will learn how to identify valid documentation, determine creditable amounts, and ensure compliance when serving commercially prepared products.</p>	<p>ALL</p>
<p>Recordkeeping Requirements and Organizing Records</p> <p>This session will provide an overview of CACFP recordkeeping requirements and best practices for organizing CACFP records. This session is great for new agencies or new staff.</p>	<p>ALL but AR and FDCH</p>
<p>At-Risk Afterschool: Is Your Program on the Right Track for 2025 – 2026?</p> <p>Join us to discuss CACFP recordkeeping requirements for At-Risk Afterschool Programs. We'll cover documentation requirements, At-Risk-specific requirements such as enrichment activities and field trip guidelines and highlight common review findings. You'll also receive helpful reminders and tips to support compliance and strengthen your program operations.</p>	<p>AR only</p>

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BREAKOUT 3 (2:30 – 3:45 p.m.)

Course Title and Description	Intended Audience*
<p>Maintaining Product Labels and Documentation</p> <p>Learn about product labels / documentation required to be on file for whole grain-rich foods, cereal, yogurt, tofu, store-bought combination foods, and processed meat/meat alternate foods to support that these foods served meet specific CACFP meal pattern requirements.</p>	<p>ALL but FDCH</p>
<p>Strengthening Oversight: Monitoring Essentials for Family Day Care Home Sponsors</p> <p>This session will begin with a brief overview of key reminders and current hot topics relevant to Family Day Care Home Sponsors. From there, we will take a deeper dive into monitoring requirements, with a focus on effectively completing product and infant logs, and ensuring appropriate follow-up based on the results. Participants will explore how to apply the guidance provided in the <i>Required Home Visit Findings, Disallowances, & Follow-up</i> document, and learn how to incorporate these expectations into their own monitoring procedures to support compliance and program integrity. Come prepared to share your own procedures and best practices with the group!</p>	<p>FDCH only</p> <p><i>Only the following agencies may attend: WECA, 4-C Inc., Horizons Unlimited, 4C for Children, Child Care Centers of Marshfield, and Western Dairyland.</i></p>
<p>Using the Food Buying Guide (FBG) Calculator and CACFP Standardized Recipes</p> <p>Learn how to use the FBG calculator to purchase and prepare the correct amount of food to meet CACFP meal pattern requirements. We will also explore CACFP standardized recipes for homemade foods, helping you ensure creditable, consistent, and compliant meals every time.</p>	<p>ALL but FDCH</p>
<p>Sponsoring Organization (SO) Requirements</p> <p>This session will guide Sponsoring Organizations through the successful completion of key SO requirements. Participants will learn how to conduct required pre-approval visits, complete effective monitoring reviews, and provide annual staff training. The session will also cover best practices for managing and reporting income and expenses, as well as compiling accurate data for timely and compliant reimbursement claims.</p> <p>The intended audience for this session is newer SO or new staff at a SO. This is also a good session for independent agencies thinking of becoming a sponsoring organization.</p>	<p>SO only (agencies with 2+ sites), or independent agencies interested in becoming an SO.</p> <p><i>Not FDCH SO.</i></p>
<p>Mastering Time of Service Meal Counts in the CACFP</p> <p>Accurate meal counts start at the point of service. This session will focus on how to correctly complete and record time-of-service meal counts for the CACFP. Participants will review the number of meal services that can be claimed, explore approved forms for documenting meal counts, and learn how to consolidate totals accurately for monthly reimbursement claims.</p>	<p>CC, OS, HS, ADC, ES</p>

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