CACFP Training Resources
Sponsoring Organizations
At Risk After School Meals (AR)

USDA requires sponsoring organizations (agencies with more than one site participating on the CACFP) to conduct CACFP training for key staff from every site before they are held responsible for tasks and annually thereafter.

This checklist identifies key staff who must be trained on each topic and resources that can be used to train. • Check the box(es) to indicate the DPI resources used for training • Keep this completed CACFP Training Resources and CACFP Training Checklist on file		
CACFP At Risk After School Meals E-Learning Course	Lessons in the E-Learning Course provide instruction on many CACFP AR requirements. Completing lessons can help meet the requirements for training key staff. Click on the link to access the Course: CACFP: At Risk After School Meals – (Some topics do not have an E-Learning lesson)	
Guidance Memorandums (GM)	The GMs referenced below provide CACFP AR requirements, resources, and forms for each topic. Use this information to train staff. Click on the GM Webpage link to access the GMs.	

Monitors must be trained on all topics where indicated as Key Staff.
Topics highlighted in Yellow are only applicable to School Food Authorities

1. Civil Rights

Key Staff: All staff

Key Points to Understand	GM
• Equal treatment for all participants • Knowledge of rights and responsibilities • Elimination of illegal barriers that prevent or deter people from receiving benefits • Dignity and respect for all	GM 8: Review one of these two resources with staff: ☐ CACFP Civil Rights Training Handout ☐ Civil Rights Training PowerPoint

2. CACFP Meal Pattern

Key Staff: Food preparers; Staff present at mealtime; Staff who plan menus, complete production records, purchase food, help serve meals, and/or review menus to verify meals meet the meal pattern; Monitors

Key Points to Understand	E-Learning Lesson	GM
• Required meal and snack components • Required serving sizes for each age group • Serving requirements for meal service method used (pre-plated, family-style dining, or cafeteria-style) • Requirements and documentation for special dietary needs requests	**Children Ages 1-18** ☐ *Meal Service Requirements*	Review in GM 12: ☐ CACFP Meal Pattern (Ages 1-18)
	Special Dietary Needs ☐ *Special Dietary Needs Requests*	Review in GM 12: ☐ Special Dietary Needs
	SFA: ☐ *NSLP and/or SBP Meal Pattern (including the Offer vs Serve option)* ☐ *CACFP Meal Pattern*	

3. Time of Service Meal (TOS) Counts

Key Staff: Staff who complete time of service (TOS) meal counts; Staff who supervise those who complete meal counts; Staff who compile claims; Monitors

Key Points to Understand	E-Learning Lesson	GM
• Record at time of service or immediately after • Do not record before a meal/snack based on the # of participants expected to eat • Do not record based on attendance records • Do not count a participant when served an incomplete meal • Do not *claim* meals served to adults	**Children Ages 1-18** ☐ *Accurate Meal Counting*	Review template meal count forms in GM 9: ☐ *Meal Count Lunch/Supper - Weekly* ☐ *Meal Count Snack – Weekly* ☐ *Meal Count All Meals - Daily*

4.	Recordkeeping Requirements

Review [CACFP Required Documents List](#)

Menus and Production Records (PR)		
Key Staff: Staff who plan menus, complete production records, and purchase food; Monitors		
Key Points to Understand	**E-Learning Lesson**	**GM**
• Menus must include all food items served to meet meal pattern requirements. See *Menu Checklist* for details. Document substitutions on menu kept with claim. • Maintain support documentation for whole grain-rich items, cereal, yogurt, and tofu • Complete daily production records for each approved meal service, including all food substitutions (N/A for Emergency Shelters) • List all meal components and total amounts prepared on production records; use one of the Production Record forms listed under GM12 • Indicate "HM" for homemade combination dishes and "CN" for foods that are CN labeled	☐ *Meal Service Requirements* ☐ *Production Planning* *SFA: SFAs choosing to use the NSLP/SBP meal pattern can continue to use the same Production Records used for these two food service programs.*	Review in GM 12: ☐ Meal Requirements Calculator ☐ Food Buying Guide (FBG) Calculator ☐ FBG Calculator Instructions ☐ Production Record (PR) Instructions ☐ PR: Breakfast, Lunch/Supper, Snack ☐ Menu Checklist

Attendance		
Key Staff: Staff who maintain attendance records; Monitors		
Key Points to Understand		
• Daily attendance rosters or sign in sheets must be maintained to ensure accurate recording of daily attendance.		

Income and Expense Records		
Key Staff: Staff with financial recordkeeping responsibilities		
Key Points to Understand	**E-Learning Lesson**	**GM**
• CACFP funds must only be used to pay for allowable costs • Dated and itemized receipts/invoices on file and accessible • Track CACFP costs and revenues (ex. General Ledger) • Submit *CACFP Financial Report* that includes <u>actual</u> expenses paid with CACFP reimbursement	☐ *Financial Management* ☐ *Financial Reports*	Review in GM 11: ☐ Frequent CACFP Costs

5.	Claim Submission

Key Staff: Staff who compile and submit claims		
Key Points to Understand	**E-Learning Lesson**	**GM**
• Multiple people review all forms (meal counts, menus, attendance records,) and the compiled claim for accuracy, prior to submission	☐ *Program Reimbursements* ☐ *Sponsoring Organizations - Claim Edit Checks*	Review in GM 3: Claim Form Instructions: ☐ Claim Form Instructions ☐ Meal Edit Checks

6. Monitoring Procedures

__Key Staff:__ All staff with CACFP responsibilities; Monitors

Key Points to Understand	GM
• Train staff on how monitors will review sites (3x/year, announced or unannounced, during a meal service) and that all CACFP records (i.e., meal counts) must be available to the monitor • DPI, USDA and other State and Federal officials can make announced or unannounced reviews during normal hours of operation. All CACFP records must be available to these officials.	Review in GM 5: ❑ Monitoring

7. Monitors

Key Points to Understand	E-Learning Lesson	GM
• All materials and topics above where monitors are identified as Key Staff • Monitoring requirements (time frame, announced/ unannounced, meal observation, identifying serious deficiencies and imminent threat to health and safety) • How to complete the *CACFP Site Pre-operational Visit Form, CACFP Monitoring Form* and *Monitoring Tracking Form*	❑ *Sponsoring Organizations*	Review in GM 5: ❑ Preoperational Visit Form ❑ At Risk Site Review Form ❑ Monitoring Tracking Form ❑ Imminent Threat and Serious Deficiencies

8. Reimbursement System

__Key Staff:__ Staff who compile and submit claims; Financial staff

Key Points to Understand	GM
• Identify current Federal reimbursement rates, including Cash-in-Lieu of USDA Foods • Understand claiming percentage method to determine amount of reimbursement	Review in GM 2: ❑ Reimbursement calculation worksheet