



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
<ul style="list-style-type: none"> • 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: <input type="checkbox"/> CACFP Civil Rights Training Handout <input type="checkbox"/> 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
<ul style="list-style-type: none"> • 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 <input type="checkbox"/> Meal Service Requirements	Review in GM 12: <input type="checkbox"/> CACFP Meal Pattern (Ages 1-18)
	<input type="checkbox"/> Special Dietary Needs Requests	Review in GM 12: <input type="checkbox"/> Special Dietary Needs
	*SFA: <input type="checkbox"/> NSLP and/or SBP Meal Pattern (including the Offer vs Serve option) <input type="checkbox"/> 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
<ul style="list-style-type: none"> • 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 <i>claim</i> meals served to adults 	Children Ages 1-18 <input type="checkbox"/> Accurate Meal Counting	Review template meal count forms in GM 9: <input type="checkbox"/> <i>Meal Count Lunch/Supper - Weekly</i> <input type="checkbox"/> <i>Meal Count Snack - Weekly</i> <input type="checkbox"/> <i>Meal Count All Meals - Daily</i>



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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
<ul style="list-style-type: none"> 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 	<input type="checkbox"/> Meal Service Requirements <input type="checkbox"/> Production Planning <p>*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.</p>	Review in GM 12: <input type="checkbox"/> Meal Requirements Calculator <input type="checkbox"/> Food Buying Guide (FBG) Calculator <input type="checkbox"/> FBG Calculator Instructions <input type="checkbox"/> Production Record (PR) Instructions <input type="checkbox"/> PR: Breakfast, Lunch/Supper, Snack <input type="checkbox"/> 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
<ul style="list-style-type: none"> 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 <i>Financial Report</i> that includes <u>actual</u> expenses paid with CACFP reimbursement 	<input type="checkbox"/> Financial Management <input type="checkbox"/> Financial Reports	Review in GM 11: <input type="checkbox"/> Frequent CACFP Costs

5. Claim Submission

Key Staff: Staff who compile and submit claims

Key Points to Understand	E-Learning Lesson	GM
<ul style="list-style-type: none"> Multiple people review all forms (meal counts, menus, attendance records,) and the compiled claim for accuracy, prior to submission 	<input type="checkbox"/> Program Reimbursements <input type="checkbox"/> Sponsoring Organizations - Claim Edit Checks	Review in GM 3: Claim Form Instructions: <input type="checkbox"/> Claim Form Instructions <input type="checkbox"/> Meal Edit Checks



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6. Monitoring Procedures

Key Staff: All staff with CACFP responsibilities; Monitors

Key Points to Understand	GM
<ul style="list-style-type: none"> • 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: <input type="checkbox"/> Monitoring

7. Monitors

Key Points to Understand	E-Learning Lesson	GM
<ul style="list-style-type: none"> • 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 <i>CACFP Site Pre-operational Visit Form</i>, <i>CACFP Monitoring Form</i> and <i>Monitoring Tracking Form</i> 	<input type="checkbox"/> Sponsoring Organizations	Review in GM 5: <input type="checkbox"/> Preoperational Visit Form <input type="checkbox"/> At Risk Site Review Form <input type="checkbox"/> Monitoring Tracking Form <input type="checkbox"/> Imminent Threat and Serious Deficiencies

8. Reimbursement System

Key Staff: Staff who compile and submit claims; Financial staff

Key Points to Understand	GM
<ul style="list-style-type: none"> • 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: <input type="checkbox"/> Reimbursement calculation worksheet