



## Child and Adult Care Food Program (CACFP) E-Learning Course Guide



*Child Care Centers, Outside of School Hours, Emergency Shelters, and Head Starts*

**Directions:**

1. Print this Guide.
2. Using Google Chrome, access the [CACFP E-Learning Course](#)
3. Start with the lesson *CACFP Overview*
4. Complete lessons applicable to your program according to the chart below. If a box is blacked out, that lesson is not applicable to your program. Programs that care for infants must complete the Infant lessons. Programs with 2 or more sites participating on the CACFP must complete the Sponsoring Organizations lessons.
5. Complete and submit the *Certificate of Completion* at the end of each lesson.
6. After a lesson is completed, check off the appropriate box in the chart below.
7. After all applicable lessons are completed, complete and submit the *Agency Information Form* under FINAL CERTIFICATE OF COMPLETION. The DPI will verify information and email with next steps. Allow 14 days for DPI to contact you.

**Who must complete lessons:** Key individuals from your organization must watch all applicable lessons. Find your type of organization below to learn who these are:

- For-profit Organization: Owner, CACFP Authorized Representative\*, and person responsible for CACFP, if not the Authorized Representative or owner.
- Nonprofit / Public Organization: Authorized Representative\* and person responsible for CACFP, if not the Authorized Representative.
- Other staff, such as the food preparer, infant room teachers, etc. may watch lessons that are applicable to their job responsibilities.

*\* Authorized Representative is the official within the organization with the legal authority to enter into contracts and execute such documents on behalf of the organization. The signature of the Authorized Representative certifies that the organization agrees to conform to the CACFP regulations, guidelines, and policies. The Authorized Representative may or may not complete any or all CACFP tasks but is ultimately responsible for the CACFP.*

	LESSONS													Infants			**Sponsoring Organizations			FINAL CERTIFICATE OF COMPLETION		
	CACFP Overview	Household Size-Income Statements	Household Size-Income Record	CACFP Meal Pattern (1-18 years)	Special/Dietary Needs Requests	Production Planning	Meal Service Styles	Meal Counts	Civil Rights Requirements	CACFP Claims	CACFP Claims - Emergency Shelter	Financial Management	Annual Financial Report: *Independent Centers Only	Infant Meal Pattern	Creditable Infant Foods	Infant Recordkeeping and Claiming Requirements	Training Staff on CACFP Topics	Monitoring	Claim Edit Checks	Quarterly Financial Report	Agency Information Form	
Est. Time to Complete Lesson (minutes):	5	20	15	20	8	20	10	10	15	27	27	7	15	15	15	15	5	10	5	20		
Child Care Institution																						
Head Start																						
Outside School Hours Site																						
Emergency Shelter																						

\*Independent: 1 site participating in the CACFP. \*\*Sponsoring Organizations: 2 or more sites participating in the CACFP.