Community Nutrition Programs
Child and Adult Care Food Program (CACFP)

FDCH Sponsor Guidance Memorandums Web Link

Applies To: Family Day Care Home Sponsoring Organizations in the CACFP

Revision Date: **July 2015**

Attachments: *Attachment E1 - Sample Training Agenda/Sign-in Sheet for Sponsor Staff*

USDA CACFP regulations state: "Each sponsoring organization must provide adequate supervisory and operational personnel for the effective management and monitoring of the Program at all facilities it sponsors" [226.16(d)]. Furthermore, Each sponsoring organization must employ monitoring staff sufficient to meet the requirements of paragraph (b)(1) of § 226.16(d).

At a minimum, Program assistance must include:

- Training on Program duties and responsibilities to key staff from all sponsored facilities prior to beginning of Program operations as well as annually. [226.16(d)(2) and(3)]

A. Family Day Care Home Provider Training

The following training requirements are specific to each Provider, the individual who has signed the Program Agreement (PI-1425); it cannot be fulfilled by any other individual on behalf of the Provider.

1. **Pre-Approval Training:**
Sponsors must complete CACFP training with new Providers prior to submitting them through Schedule A for DPI approval to participate in the CACFP. This required training may be completed at the time of the pre-approval visit or in a separate meeting or training session. At minimum, the seven (7) required topics listed below in section A3 must be covered as part of the new Provider's initial training. The Provider's initial training received prior to beginning CACFP participation can count as the required annual training for that current FFY.

2. **Annual Training**
Once Providers are initially trained, Sponsors must provide annual training to all participating Providers. A Sponsor may conduct the annually required training for their Providers in a variety of ways including: group trainings; training in the Provider's home; online training; or as a home study. At minimum, the seven (7) required topics listed below in section A3 must be covered as part of all participating Providers' annual training.

3. **Required Training Topics:**
At minimum, following seven (7) topic areas are required to be part of the Provider's initial and annual training:
    a. Serving meals which meet the CACFP meal patterns;
    b. Taking accurate meal counts (meal counts must be recorded by the end of each serving day);
    c. Submitting accurate meal claims;
    d. How the sponsor will review the provider's monthly claims;
    e. The Program's reimbursement system;
    f. Compliance with the Program's recordkeeping requirements; and
    g.   Civil rights requirements (Refer to Guidance Memorandum H)

If Providers attend training sessions presented by other organizations, the training session can meet the CACFP training requirements for those Providers when the material covers the seven (7) required CACFP topic areas, as specified above (a-g), and the training has been approved by the Sponsor.

→ **If a Sponsor combines this training with other topics not related to the CACFP, only the portion of costs directly related to the CACFP may be claimed as an allowable expense.**

4. **Training Oversight:**
   All Providers must fulfill the requisite training requirement each year, prior to the end of the Federal Fiscal Year (FFY) (September 30). Sponsors should carefully monitor which Providers have met this training requirement throughout the year.

   → Sponsors should remind Providers who have not received the required annual training by early summer that they must complete this training before the end of the current fiscal year or otherwise potentially be declared seriously deficient.

   Providers may be allowed to obtain the required training at the beginning of a new FFY, with the intent of applying this training towards the training requirement for the prior FFY.

   The following conditions must be met for allowing this:

   a. The Sponsor must notify the Provider in writing that she has failed to meet the annual training requirement for the prior FFY, and that she has 60 calendar days (as of the date of the Sponsor's letter) to obtain (and document) the required training;

   b. If, at the end of the 60 day period, the Provider has failed to obtain and document the required training, she must be declared seriously deficient and issued a corrective action plan (for which she must sign and return to the Sponsor) stating that:

       i.   The required training be obtained within 30 calendar days from the date of the serious deficiency declaration, and

       ii. Failure to comply with the annual training requirement in the future will result in being issued a *Notice of Proposed Termination and Disqualification*. (Refer to *Guidance Memorandum M*)

   In this case, the Provider must obtain two trainings within the current FFY. The first training would meet the training requirement for the prior FFY and the second training would apply to the current FFY.

B. **Sponsor Training of CACFP Personnel**
    Sponsors are required to hold annual training sessions on CACFP duties for monitors and other Sponsor personnel. [226.15(e)(14)] This includes training new staff before they are assigned CACFP responsibilities. DPI advises that the Sponsor train staff who have CACFP responsibilities in the same content areas as is required for Providers. Other training topics may include (but are not limited to, depending on the staff's CACFP responsibilities):

    ● CACFP monitoring requirements;

    ● How to properly monitor and document the required review elements, as specified in Guidance Memorandum D, during home visits;

    ● Other pertinent records relating to the monitoring process;

    ● The Sponsor's monitoring policies and procedures; and

    ● Provider eligibility requirements (Tiering);

Guidance Memorandum E: █ **CACFP Training Requirements**

Staff training can be completed in different settings, i.e. during staff meetings, formal agency meetings etc. *Attachment E1 - Sample Training Agenda/Sign-in Sheet* may be used for documenting CACFP personnel training. **Web Link: Attachment E1 - Sample Training Agenda/Sign-in Sheet**