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PROVIDER TRAINING

Family Day Care Home (FDCH) sponsors must ensure that each provider participating under their sponsorship is trained prior to approving them to begin participation in the Child and Adult Care Food Program (CACFP) and annually thereafter. Another individual cannot complete the required training on behalf of the provider.

Required CACFP Training Topics

USDA requires sponsors to train providers, at minimum, on the following seven (7) topics as part of their pre-approval and annual trainings:

- 1. CACFP meal patterns
2. Meal counts
3. Claims submission (provider claims and sponsor claims)
4. Recordkeeping requirements
5. Review requirements
6. Reimbursement system (provider payments)
7. Civil rights (areas specified in Guidance Memorandum (GM) H - Civil Rights Requirements)

NOTE: If combining this training with other topics not related to the CACFP, only the portion of costs directly related to the CACFP trainings is an allowable expense.

Materials and Resources

Sponsors' training materials and their own resources on CACFP requirements must be based on DPI's [FDCH Sponsor Guidance Memorandums \(GMs\)](#) and/or USDA's CACFP resources. Check with your DPI consultant before using resources from other state agencies or organizations.\

Sponsors must:

- Review their training materials and resources each year for any needed changes based on updated DPI guidance memorandums and/or USDA materials;
- Upload their annual training materials into the sponsor's CACFP – FDCH Sponsor contract.
 - DPI strongly advises sponsors to **submit their provider training materials to their DPI consultant for review prior to use.**

Pre-approval Training (Orientation)

Sponsors must complete CACFP training with new providers (including transfers from other sponsors) prior to approving them to begin CACFP participation. This required training may be completed on-site at the time of the pre-approval visit or as a separate meeting. A new provider's pre-approval training may count as the required annual training for that current Federal Fiscal Year (FFY).

Returning Providers < 1 Year Participation Lapse

If a returning provider dropped their participation within the last 12 months, the sponsor may apply discretion on completing orientation. The provider must complete the required annual training for that FFY if they did not complete orientation upon return.

Annual Training

Sponsors must offer training to all their participating providers for them to meet the required annual CACFP training. They may offer it in a variety of ways, including group sessions, online, or self-studies.

Providers may meet the annual CACFP training requirement by attending CACFP trainings offered by other organizations if they cover the seven required CACFP topic areas. To receive credit for their annual training, the provider must submit information on the training they attended to their sponsor for approval (*organization's name, training date, and materials covered*).

Group Training Records

The sponsor must retain the following records for completed group trainings:

- Materials used for each training;
- Training dates;
- Locations (as applicable); and
- Names of attendees

Self-Study Training Methods and Records

Self or home-study methods (both virtual and paper based) for annually training providers must require them to submit a completed test on the training material to the sponsor for verifying their completion. This also enables the sponsor to give further technical assistance as needed. A provider's certification of their completion of the self-study training, alone, is not sufficient.

The sponsor must retain the following records for completed self-study trainings:

- Self-study materials;
- Electronic or hard copies of each provider's completed self-study test, including the provider's signature and signature date (or electronic submission and date stamp if completed by electronic methods); and
- Notations of the sponsor's technical assistance if needed based on the results of the provider's submitted test answers

Sponsor Oversight

Sponsors must have a system for tracking providers who have completed the required training throughout the year to ensure all providers complete it prior to the end of the FFY (September 30) or otherwise hold them accountable for not meeting the requirement. Sponsors must notify providers who failed to meet the training requirements of the required action for resolving this non-compliance and consequences for not doing so.

- As a proactive measure, DPI advises reminding providers who have not yet completed training by early summer that they must complete it prior to the end of the current fiscal year.

Provider Non-compliance

Providers who have not completed annual training by the end of the fiscal year have one more opportunity to do so before being declared seriously deficient.

Once the fiscal year has ended, sponsors must give written notification to providers who did not complete their annual training for the prior fiscal year. This notice must explain they have failed to meet the training requirement for the prior year and have 60 calendar days from the date of the sponsor's letter to complete the required training.

Completion of Required Training by 60-Day deadline:

If meeting the 60-day deadline, the provider will have completed the prior fiscal year's training in the current fiscal year. As a result, they must complete two annual trainings during the current fiscal year (for both the prior and current year).

SPONSOR STAFF TRAINING

Sponsors must train their staff prior to being assigned CACFP responsibilities and annually thereafter. Staff training may be completed by different methods, for example during staff meetings, group sessions, one-on-one with individual staff, self-study, etc. Attendance at DPI's trainings may also count.

Required CACFP Training Topics

USDA requires sponsors to train, initially and annually, their staff on the same seven (7) topics as are for providers, as applicable to each staff's responsibilities.

The content of sponsors' training materials must be based on DPI's [FDCH Sponsor GMs](#) and their respective resources and/or USDA's CACFP resources.

Training Records

Staff training records must include:

- Resources used
- Training date(s)
- Location (as applicable)
- Staff who completed the training

FDCH Sponsor Staff Training Checklist

The [FDCH Sponsor Staff Training Checklist](#) is a fillable form that lists the required topics and respective resources to use for reviewing these topics. Staff may use this record to document training completed through their own self-study of the resources. The backside of the *FDCH Sponsor Staff Training Checklist* is a sign-in sheet for attendees when completing the training at staff meetings or group sessions.

Imminent Threat to Health or Safety

Sponsors must train monitors to recognize conditions that pose an imminent threat to the health and safety of participants, child care staff, and/or the public and to respond to these conditions appropriately.

For types of situations that arise to imminent threat for health and safety, refer to:

- [GM D: Monitoring Day Care Homes](#), section on *Imminent Threat to Health and Safety*
- [USDA's Serious Deficiency, Suspension, & Appeals for State Agencies & Sponsoring Organizations Handbook](#)

ADMINISTRATIVE REVIEW OFFICIAL TRAINING

Sponsors must provide training to administrative review officials before they conduct a hearing for a provider appealing a sponsor's suspension and/or proposed termination and disqualification.

This is to ensure they are equipped to:

1. Assess the sponsor's action to propose termination;
2. Determine whether the actions taken by the sponsor and provider followed Federal regulations, policies, and procedures governing the CACFP; and
3. Base their administrative review determination solely on the information presented by the sponsor, provider, and in Federal and State laws, regulations, policies, and procedures.

Administrative review officials must be trained using DPI's [State Agency GMs](#) and USDA's materials for FDCH sponsors, including but not limited to:

- DPI's [GM M: Serious Deficiency Requirements](#)
- USDA's [Serious Deficiency, Suspension, & Appeals for State Agencies & Sponsoring Organizations Handbook](#)

Refer to the *Administrative Review Process* section in [GM M: Serious Deficiency Requirements](#) for more information on the requirements related to administrative review officials.