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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 should review their training materials and resources each year for any needed changes based on updated DPI guidance memorandums and/or USDA materials.
DPI advises sponsors to submit their provider training materials to their assigned DPI consultant for review prior to use.

### **Pre-approval Training (Orientation)**

Sponsors must complete CACFP training with new providers 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 or the required annual training prior to dropping from the sponsor within that FFY.

### **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, during home visits, online, or as home 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*).

### **Training Records**

CACFP records of provider trainings must include the following:

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

### **Sponsor Oversight**

Sponsors must track the providers who have completed the required training throughout the year. All providers must complete the required training each year prior to the end of the FFY (September 30). 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).

### **Serious Deficiency**

Refer to [GM M - FDCH Serious Deficiency Requirements](#) for the required serious deficiency procedures and template notice letters.

#### **Notice of Serious Deficiency:**

Providers who have failed to complete the required training by the end of the 60-day period must be issued a *Notice of Serious Deficiency*.

The *Notice of Serious Deficiency* must include a prepared corrective action plan consisting of a certification statement that the provider must sign and return to the sponsor along with their completed training. This prepared certification statement must state the following:

- The provider is submitting their completed training within 30 calendar days from the date of the *Notice of Serious Deficiency*; and
- The provider understands that failure to comply with the annual training requirement in the future will result in being issued a *Notice of Proposed Termination and Disqualification*.

#### **Temporary Deferment of Serious Deficiency Notice:**

If meeting the 30-day deadline, the sponsor may issue a *Temporary Deferment of Serious Deficiency Notice* for returning the provider to good standing. Since they will have completed the prior fiscal year's training in the current fiscal year, the provider will complete two annual trainings during the current fiscal year (for both the prior and current year).

#### **Notice of Proposed Termination and Disqualification:**

Providers who fail to submit the completed training and corrective action plan / certification statement by the end of the 30-day period must be issued a *Notice of Proposed Termination and Disqualification*.

### **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.