



Food and Nutrition

3 E'S OF HEALTHY LIVING
Education, Exercise and Eating Right

Child Care CACFP

Administrative Responsibilities

Chapter 4

Training Requirements

As a CACFP CE, a representative of your organization will be required to attend and provide training to your staff.



The *CACFP Child Care Centers Program Handbook* outlines the mandatory training requirements for CACFP CEs. The following is an overview of the requirements.

New CE Training

It is mandatory that new CEs complete the Introduction to CACFP for New Child Centers (Independent and Sponsors) Management Training prior to receiving an awarded contract. The CE representative must complete the entire course in order to be eligible to receive a certificate. The certificate is submitted with the contract application.

Annual Training for Approved CEs

You will be contacted if an annual training is offered and if it is mandatory or optional.

The sessions will cover topics that are determined to be of need based upon program reviews, audits or directed by USDA.

Nutrition Training

Once you become a CE, there are several nutrition topic classes available to you.

- Feeding Infants: The First Year,
- Kitchen Math,
- Planning Nutritious Snacks, and
- Menu Planning.

These classes are offered throughout the state. To check for times and locations, see the scheduled trainings from the www.sntpexas.org website.

Independent CE Training Requirements

Training your staff is a *requirement* outlined in the *CACFP Child Care Centers Program Handbook*.

Training Frequency

- Training for all new employees *prior* to assuming CACFP responsibilities,
- Program training *annually* for all current employees who have CACFP duties,
- Civil Rights training *prior* to employment and *annually* to all employees who have CACFP duties, and
- Documentation of training in writing, to include
 - Dates of training,
 - Location,
 - Topics covered,
 - Name of trainer,
 - Names of participants, and
 - Signatures of participants

Sponsor Organization Training Requirements

Training your staff is a *requirement* outlined in the *CACFP Child Care Centers Handbook*.

Training Frequency

- A new site, must receive training *prior* to participation and *annually* thereafter,
- A new employee of a site, who performs key activities, must receive training *prior* to beginning the activities and *annually* thereafter,
- Current employees receive training *annually*,
- Site staff who perform key activities must attend training *annually*. Key activities are budget, procurement, enrollment, eligibility determination, attendance records, meal preparation, meal service, meal counting, claim preparation, and monitoring,

- Civil Rights training *prior* to employment and *annually* to all employees who have CACFP duties, and
- Documentation of training in writing, to include
 - Dates of training,
 - Location,
 - Topics covered,
 - Name of trainer,
 - Names of participants, and
 - Signatures of participants.

Training Content

Training for staff of participating sites and current sponsoring CE's must include the seven topic areas below, but the specific subtopics may include different information. New participating staff at sites and new sponsoring CE must receive training on all seven areas and the subtopics as listed below. Experienced staff may receive subtopics other than what is listed below. Training must address appropriate learning level of audience, i.e., beginners, intermediate or advanced. The seven areas include:

1. **Program Meal Patterns** – infant and child meal patterns, serving sizes for age groups, creditable foods, meal service styles, accommodating special needs diets, and menu planning;
2. **Meal Counts** – point of service count, daily, weekly and monthly counts;
3. **Claims Submission** – due date, late claims and adjusted claims;
4. **Claims Reviews Procedures** – review elements, adverse action and appeal rights;
5. **Record Keeping Requirements** – daily, weekly, monthly forms, CACFP Meal Benefit Income Eligibility Form, annual enrollment information, meal production records, financial records, record retention, attendance records and purchased vended meals;

6. **Reimbursement System** – blended rates, administrative fee and payment schedule; and
7. **Civil Rights** – You are required to conduct annual Civil Rights training with employees who perform CACFP duties at your site(s). You may use the Texas Department of Agriculture (TDA) Civil Rights Training Video or the Civil Rights Guide for the Food and Nutrition Division – Self Study Edition.

Civil Rights Training

Your Responsibility as a CACFP CE

You are required to conduct Civil Rights training with employees who are new to the CACFP and perform CACFP duties at your center or sites. You are also required to conduct annual Civil Rights training with all staff that perform duties in the CACFP.

You may use the TDA Civil Rights Training Video or the 'Civil Rights Guide for the Food and Nutrition Division Program– Self Study Edition'.

Training Video

Instructions for Civil Rights Training Video

- To access the Civil Rights video, go to the website www.squaremeals.org,
- Click the 'For Child Nutrition Professionals' link in the navigation pane
- Click on the 'Training and Presentations' at the bottom of the web page,
- Click on 'Civil Rights Training Video (English or Spanish)' under the Civil Rights Training Section of the web page,
- After viewing the video, click on the link 'Civil Rights Training Quiz' and complete the quiz;
- After completing the quiz, scroll to bottom of the screen and click the link 'Enter Your Name';
- After entering your name, click the link to 'Print Your Certificate'; and
- Keep copy of certificate for documentation.

"Civil Rights Guide for Food and Nutrition Division Program – Self Study Edition"

- Go to the website www.sntpexas.org,
- Click on the 'Training Information for Current Contractor's link, and
- The 'Civil Rights Guide for Food and Nutrition Division Programs' link will be at the bottom of the web page.

Remember to keep required documentation of your Civil Rights training.

Texas Department of Agriculture

May 2008

**Child and Adult Care Food Program
Training Registration and Activity Report
For Contracting Organization Staff**

Contractor Name:	Program (TX) No:	Date:
Location of Training:	Instructor(s):	
Training Topic(s):		

Name of Participant (Please print name clearly)	Position	Signature

Sponsors Only

Monitoring

Note: Independent centers are **NOT** required to monitor their own center.

Monitoring Review Frequency

You must conduct monitor reviews according to the following:

Type of Site	Minimum # of reviews per year	Maximum length of time in operation before first review	Maximum time between reviews
Child Care Centers, Sponsored	3	4 weeks	6 months
Emergency Centers, Sponsored	3	4 weeks	6 months
Outside School Hours Care Centers, Sponsored Center	3	4 weeks	6 months
At-Risk Afterschool Care Centers, Sponsored Program	3	4 weeks	6 months

- Two of the three reviews required for each site must be unannounced; the third may be unannounced or announced at the sponsor's option;
- All monitoring reviews must include observation of a meal service; Only one may include observation of a snack (except if the site serves only snacks); and
- At least one monitoring visit must be conducted on a Saturday or Sunday if the site participates on the weekend.

When planning unannounced reviews, the sponsor must ensure the planning of the reviews does not allow for unannounced reviews of a specific site to be conducted at the same time each year.

Unmet Need

An organization that is applying to participate in the CACFP as a new sponsoring CE (has not previously participated as a CCC CE), or is reapplying to participate in the CACFP after a break in service, must document that its participation in the CACFP will help ensure the delivery of meal benefits to previously unserved child care centers.

Unmet needs means when application is first made or reapplication, the site the CE is applying with has not been on the CACFP program in the last 12 months.

Edit Checks

There are two monthly edit checks a sponsor is required to perform on meal counts submitted by each site to help ensure the accuracy of the sponsor's monthly claim.

1. Approved Meal Type Edit Check

This edit check compares meals claimed by the site to meals the site has been approved to serve. For example, if the site has been approved to serve breakfast, lunch and PM snack, this edit check will identify if the site is claiming another meal such as supper.

Follow-up action – You must follow your own procedures for handling invalid documentation submitted by a site. All meal types claimed that are not approved must be disallowed.

2. Maximum Number of Meals Edit Check

This edit check identifies if a site has exceeded the count of the maximum number of meals that the site could claim in a month. See the example below.

Example: A site serves breakfast, lunch and PM snack. There are 50 enrolled children in the site. There were 20 serving days for the month.

$50 \text{ (number of enrolled children)} \times 1 \text{ (meal service)} \times 20 \text{ (operating days)} = 1000 \text{ (maximum # of each meal service).}$

$1000 \text{ (maximum # of each meal service)} \times 3 \text{ (meal types)} = 3000 \text{ (maximum # of meals that could have been served for the month).}$



You are preparing an individual claim of all sites. Each site's total meals/snacks reported must be compared with the site's enrollment for that month.

Remember: Outside After School Care Centers, At-Risk Afterschool Snack Care Centers and emergency shelters are not required to complete enrollment forms. Use the attendance or other appropriate number in place of the enrollment number.

Follow-up action – If the meals/snacks count fails the maximum number of meals edit check, you must follow-up with a more complete review to determine whether the meal count is accurate. If the meal count is incorrect, follow your own procedures for handling incorrect meal counts.

Household Contact Procedures

When unusual CACFP participation/claiming patterns are detected at a monitoring review or during the consolidation of meal count data, follow-up will be conducted using the household contact procedure to verify that meals claimed in the time period in question were served to children enrolled in care and served to children in attendance when the meal was served. Refer to the *CACFP Child Care Centers Program Handbook* for detailed information.

Pre-Approval Visits for All

Before a sponsor can enroll a site, the *sponsor* makes a pre-approval visit to the center.

On-site visits by F&N staff must be made to any new *independent sites*. The visit must be made *before the independent site begins program participation*.

On-site visits by F&N staff must be made to any new *sponsors*. The visit must be made *before the sponsor begins program participation*.