

## **Staff Training Requirements for CACFP Multi-site Sponsors**

## Annual training is required. 7CFR 226.16 (d)(2-3)

Child and Adult Care Food Program (CACFP) sponsors must provide "key staff" training to onsite providers, prior to program operations and annually thereafter. Sponsors must identify the "key staff" for each site that are responsible for the key program functions listed in the table below. Documentation of the training must include the date(s) of training, agenda and topics covered and names of attendees.

### Who is required to receive training?

"Key staff" is defined by our State Agency as any individual who is responsible for one or more of the following functions:

| Key Program Function  | Examples of Key Staff Positions                                   |  |
|-----------------------|---|--|
| Menu Planning         | Cook, Center Director, Health or Nutrition Coordinator, Dietitian |  |
| Meal Service          | Cook, Teachers, Aides, Center Director                            |  |
| Meal Counts           | Cook, Food Service Staff, Teachers, Aides, Center Director        |  |
| Claims Submission     | Lead Teachers, Cook, Center Administrative Person, Center         |  |
|                       | Director, Business Manager  |  |
| Recordkeeping—        | Center Director, Administrative Person, Lead Teacher, CACFP       |  |
| approval of Household | Coordinator   |  |
| Income Statement      |   |  |

#### What should the training include?

Sponsors must require key staff to attend training. Attendance is mandatory. Minimum content areas of training are listed along with examples of training topics.

| Minimum Content Areas          | Examples of Training Topics                     |  |  |
|--------------------------------|---|--|--|
| Meal Pattern Requirements      | Children and infant meal patterns               |  |  |
|                                | Meal components                                 |  |  |
|                                | Portion sizes                                   |  |  |
|                                | Reimbursable meals                              |  |  |
|                                | Creditable and non-creditable foods             |  |  |
| Meal Count Documentation       | Meal counts separate from attendance            |  |  |
|                                | Point of service meal counts                    |  |  |
|                                | Reimbursable meals                              |  |  |
| Record Keeping                 | Daily attendance                                |  |  |
| Daily records—attendance, meal | Meal counts, menus and food production records  |  |  |
| counts, etc.                   | Special diet statement forms                    |  |  |
| HIS approval                   | Parent decline forms                            |  |  |
|                                | CACFP enrollment forms                          |  |  |
|                                | HIS approval process                            |  |  |
| Claims Submission              | Compare:  |  |  |
| Edit checks                    | Point of service meal count to daily attendance |  |  |
|                                | Menus to meal pattern                           |  |  |
|                                | Total ABCs reported to HIS's data and monthly   |  |  |
|                                | attendance records                              |  |  |

| Minimum Content Areas | Examples of Training Topics                |  |
|-----------------------|--|--|
| Reimbursement System  | Monthly claim submission dates             |  |
|                       | Monthly claim edit checks                  |  |
|                       | Claim preparation (site and sponsor level) |  |
|                       | CACFP record retention                     |  |

# Who else should receive annual training?

It is important for the sponsor to conduct additional training with other individuals who are associated with the operation of the CACFP, but are not considered to be site staff. For example, this additional training may include other administrative staff located at the sponsor's central or administrative office or perhaps a caterer if under contract.

| Other Administrative Staff  | Examples of Training Topics  |  |
|---|--|--|
| Site Monitors (The sponsor cannot contract out monitoring functions—it must be done by sponsor staff.)                                | <ul> <li>Elements of the monitoring form</li> <li>Program record keeping (i.e. meal counts and attendance) and meal requirements</li> <li>Schedule of on-site and unannounced visits</li> <li>Process to check for block claiming</li> <li>Documentation of noted problems and corrective actions</li> <li>Follow-up visits</li> </ul>   |  |
| Agency Executive Director or Board of Directors   | Basic CACFP information and requirements     To gain understanding that they have the responsibility to ensure that staff is trained in program requirements and compliance is maintained  |  |
| Accountant or Business or Fiscal Manager or Administrative Clerk  Basic edit checks for meal counts  How to report ABCs  CliCs system | <ul> <li>System for accurately consolidating meal counts for each site</li> <li>Edit checks against attendance, license capacity, days of month, approved meals</li> <li>System for assessing a block claim</li> <li>System for assessing menus to ensure that all meals meet meal pattern requirements</li> <li>Infant meal counts/attendance, menus and food production records</li> <li>Process to accurately report ABCs on claim</li> <li>CliCs, site-based claims, timelines for claim submission and adjustments</li> </ul> |  |
| Other CACFP Fiscal Requirements   | nts Examples of Training Topics  |  |

| Other CACFP Fiscal Requirements  | Examples of Training Topics   |  |
|--|---|--|
| Accountant or Business or Fiscal Manager or Administrative Clerk   | Supporting documentation for budget worksheets required for CACFP application   |  |
| <ul> <li>Documentation for budget line items on annual CACFP application</li> <li>Non-profit status of food service</li> </ul> | <ul> <li>Allowable food service and administrative expenses—including proper documentation</li> <li>Separation of CACFP expenses from non-CACFP expenses</li> </ul> |  |
| ·  | Procurement requirements  |  |

| Other Contracted Services      |   | Examples of Training Topics     |  |
|--------------------------------|---|---------------------------------|--|
| Caterer or School Food Service |   | Meal pattern requirements       |  |
| Director                       | • | Portion sizes                   |  |
|                                | • | Food production records         |  |
|                                | • | CN labels for convenience foods |  |

#### Other training-related issues to consider

Do you have back-up staff that can replace employees who are identified as "key staff" in the operation of the CACFP? How quickly can you train new staff in the duties of the CACFP should you experience staff turnover? Do your position descriptions for key CACFP staff include their duties/responsibilities expected in the operation of the CACFP? (Accurate or timely completion of the CACFP duties could be included as part of a performance evaluation).

Sponsors of multi-sites must ensure that all key functions identified to operate the CACFP are assigned to specific staff members and that these "key staff" are knowledgeable of program requirements and fully understand their specific duties and responsibilities. All "key staff" must receive annual training related to the CACFP operations.

### In addition—civil rights training

Remember, all sponsors of the CACFP must provide civil rights training to all "front-line" staff (staff that work in any capacity with the public). Training should be given to all new hires before they begin their job duties, and with all staff annually thereafter. Documentation should remain on file at the sponsor's office listing the dates of the trainings, names of those trained, and a brief agenda of training topics.