

## CACFP Annual Training Requirements

### Background

The Child and Adult Care Food Program (CACFP) is a federal program that provides healthy meals and snacks to children and adults receiving day care services. The Program plays a vital role in improving the quality of care and making it more affordable for many low-income families. Training on CACFP policies and procedures and Civil Rights are an important part of the application and renewal processes for centers and Sponsors. All administrative and other employees working with the CACFP must be trained so that children in care are served nutritious meals that promote optimum growth and development and adults in care receive nutritious meals that help them maintain or improve their health. In addition, training helps the Program run smoothly and in compliance with USDA policies and regulations.

### Training Requirements

#### New Program Participation

New centers and Sponsors must participate in the State-administered New Managers Training as part of the approval process. New Managers Training focuses on policies and procedures that are critical to the operation of the CACFP. It covers the following topics:

- Overview of the CACFP
- Program Meal Pattern
- Meal Counts
- Claims Submission
- Claims Review Procedures
- Reimbursement System
- Recordkeeping Requirements
- Civil Rights
- Monitoring (Sponsors of multiple sites or centers)

During COVID-19, the [New Manager's Training](#) can be accessed online. The training is broken up into eight modules. Each module has a required quiz in the Description Box which must be taken in order to receive a certificate of completion.

#### Annual Training Requirements for Administrators

After a center or Sponsor's first Program-year of participation, the center or Sponsor administrator must receive training annually. State-sponsored trainings, local or national conferences, United States Department of Agriculture (USDA) or Institute of Child Nutrition (ICN) trainings may meet the training requirement. Participation in other appropriate activities that support the operation of the CACFP may also qualify as training. The State agency may approve outside trainings to count towards annual training on a case-by-case basis.

#### Annual Training Requirements for Site Staff

Any staff members that perform CACFP duties must receive training each year. Sponsors are responsible for training the site managers; site managers are responsible for training other staff. If a Sponsor is just starting the Program, staff training must take place prior to beginning operations. All staff members must receive training on the following annually:

- CACFP Meal Pattern
- Point of Service Meal Counting Procedures
- Recordkeeping Requirements
- Monitoring Requirements (*Sponsoring Organizations only*)
- Reimbursement System
- Claim Submission and Review Procedures
- Civil Rights

### **Civil Rights Training**

Annual training related to Civil Rights is required so that staff involved in all levels of CACFP operations understand USDA Civil Rights requirements and carry out CACFP operations in compliance with Civil Rights requirements. Program administrators, Program managers, and frontline employees and volunteers who interact with children or adults in care must participate in annual Civil Rights training. New staff must receive Civil Rights training prior to beginning work on the Program. Topics to cover in a Civil Rights training include:

- Discrimination and Importance of Civil Rights
- Protected Bases in Child Nutrition Programs
- Effective public notification systems, including the non-discrimination statement and “And Justice for All” poster
- Requirements for language assistance
- Requirements for reasonable modifications to accommodate disabilities
- Civil rights reviews
- Resolution of noncompliance
- Collecting and Recording Ethnic and Racial Data
- Complaint procedures
- Conflict Resolution
- Customer Service

The [VTAOE Child Nutrition Programs Civil Rights Webinar](#) is available online for viewing to meet the annual training requirement.

### **Training Documentation**

Centers and Sponsors must maintain documentation of all training sessions they conduct. At a minimum, this documentation must include the following:

- Date and location of training
- Training topics
- Names of participants
- Signature of participants

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