Minnesota Department of Education

Provider Recruitment and Outreach

V1. Provider Recruitment

1. Provide your organization's recruitment policy.
2. Provide method of communication of this policy to monitors and other sponsor staff that conduct outreach.
3. Provide method of conducting oversight to ensure compliance with policy.

V2. Outreach Materials

1. List all outreach and recruitment efforts below. Include efforts that are charged to CACFP and any efforts that are not charged to CACFP. All costs charged to CACFP must be included on the budget worksheets and must receive approval prior to incurring the cost. Include the CACFP budget category or other source of funding.

   a. Advertising

Description of advertising and publication, etc.	CACFP Budget Category	Other funding

   b. Posters

Description of poster and location	CACFP Budget Category	Other funding

c. Websites

Description of website and website sponsor	CACFP Budget Category	Other funding

d. Mass Mailings

Description of mass mailing and recipients	CACFP Budget Category	Other funding

e. Booths and exhibits

Description of exhibit and conference/ sponsor/meeting	CACFP Budget Category	Other funding

f. Provider license orientation sessions

Description and location of meeting and materials used	CACFP Budget Category	Other funding

g. Workshops

Description of sponsor, meeting and materials used	CACFP Budget Category	Other funding

h. Training activities

Description of training activity and materials used	CACFP Budget Category	Other funding

i. General informational workshops and seminars

Description of workshop and materials used	CACFP Budget Category	Other funding

j. Other

Description of any other recruitment activities	CACFP Budget Category	Other funding

2. List items, benefits and discounts to be given to providers during outreach efforts, such as, upon the provider signing an agreement or submitting a claim, or due to participation under your sponsor.

3. Submit copies of all outreach materials, including brochures, packets, website information.