Minnesota Department of Education

Staff Training Requirements for Child and Adult Care Food Program 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 on-site 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:

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—approval of Household Income Statement

- Center Director
- Administrative Person
- Lead Teacher
- CACFP Coordinator

Minimum Content Areas and Examples of Training Topics

Sponsors must require key staff to attend training. Attendance is mandatory. Minimum content areas of training are listed along with 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 records—attendance, meal counts, etc., Household Income Statement (HIS) approval

- Daily attendance
- Meal counts, menus and food production records
- Special diet statement forms
- Parent decline forms
- CACFP enrollment forms
- HIS approval process

Claims Submission/Edit checks

Compare:

- Point of service meal count to daily attendance
- Menus to meal pattern
- Total ABCs reported to HISs data and monthly attendance records

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 and Examples of Training Topics

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.

Site Monitors (The sponsor cannot contract out monitoring functions—it must be done by sponsor staff.)

- Elements of the monitoring form
- Program record keeping (i.e. meal counts and attendance) and meal requirements
- Schedule of on-site and unannounced visits
- Process to check for block claiming
- Documentation of noted problems and corrective actions
- Follow-up visits

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, Cyber-Linked Interactive Child Nutrition System (CLiCS) system

- System for accurately consolidating meal counts for each site
- Edit checks against attendance, license capacity, days of month, approved meals
- System for assessing a block claim
- System for assessing menus to ensure that all meals meet meal pattern requirements
- Infant meal counts/attendance, menus and food production records
- Process to accurately report ABCs on claim
- CLiCS, site-based claims, timelines for claim submission and adjustments

Other CACFP Fiscal Requirements

Accountant or Business or Fiscal Manager or Administrative Clerk—Documentation for budget line items on annual CACFP application**,** non-profit status of food service

- Supporting documentation for budget worksheets required for CACFP application
- Allowable food service and administrative expenses—including proper documentation
- Separation of CACFP expenses from non-CACFP expenses
- Procurement requirements

Other Contracted Services

Caterer or School Food Service Director

- Meal pattern requirements
- Portion sizes
- Food production records

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.