Documenting the Training of “Key Staff”

(For Family Day Care Sponsors)

Who Are the “Key Staff”?
- Program Director
- Executive Director
- Staff who plan and review menus
- Training Coordinator
- Monitors
- Monitoring Coordinator
- Staff who are involved with tiering determinations
- Providers
- Financial Staff involved with budget and claim preparation

ALL KEY STAFF MUST BE TRAINED PRIOR TO PERFORMING CACFP FUNCTIONS, AND THEY MUST BE TRAINED ANNUALLY, THEREAFTER.

What Content is addressed at Training?
- CACFP Meal Pattern Requirements
- Reimbursement Process
- Accurate Meal Counts and Attendance
- Claims Submission
- Household Contact Policy
- Enrollment Forms
- New Regulations and Program changes
- Income Eligibility Statements
- Monitoring Requirements and Forms
- Infant Menus
- Master Enrollment List
- Recordkeeping
- Food Service Cost Documentation

THERE IS NO MINIMUM TIME REQUIREMENT FOR TRAINING. IT IS UP TO THE SPONSOR TO DETERMINE THE SCOPE OF THE TRAINING. ALSO, TRAINING CAN VARY DEPENDING UPON THE EXPERIENCE LEVEL OF THE KEY STAFF BEING TRAINED. THE SPONSOR CAN JUST FOCUS ON TROUBLE Some CACFP AREAS. THE ABOVE LIST IS NOT ALL INCLUSIVE; OTHER TOPICS SHOULD BE ADDRESSED AS NEEDED.

IF A PROVIDER FAILS TO ATTEND REQUIRED TRAINING, THE PROVIDER CAN BE ISSUED A SERIOUSLY DEFICIENT NOTICE.

What is documented on the Training Form?
- Date of Training Session
- Time of Training Session
- Name and Title or Position of Trainer
- Topics Discussed at the Training
- Sign-in Sheet of Attendees

I certify that I understand and will ensure compliance with the Child and Adult Care Food Program training requirements.

Name ___________________________ Date _______________

Title ___________________________

(Signer must be Executive Director or Person with final responsibility of CACFP operations.)