

Documenting the Training of “Key Staff”



(For Family Day Care Sponsors)

Who Are the “Key Staff”?

- ↙ Program Director
- ↙ Staff who plan and review menus
- ↙ Monitors
- ↙ Staff who are involved with tiering determinations
- ↙ Financial Staff involved with budget and claim preparation
- ↙ Executive Director
- ↙ Training Coordinator
- ↙ Monitoring Coordinator
- ↙ Providers

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
- ↙ Accurate Meal Counts and Attendance
- ↙ Household Contact Policy
- ↙ New Regulations and Program changes
- ↙ Monitoring Requirements and Forms
- ↙ Master Enrollment List
- ↙ Food Service Cost Documentation
- ↙ Reimbursement Process
- ↙ Claims Submission
- ↙ Enrollment Forms
- ↙ Income Eligibility Statements
- ↙ Infant Menus
- ↙ Recordkeeping

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 TROUBLESOME 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
- ↙ Name and Title or Position of Trainer
- ↙ Sign-in Sheet of Attendees
- ↙ Time of Training Session
- ↙ Topics Discussed at the Training

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.)