



CACFP TRAINING CERTIFICATION FORM FAMILY DAY CARE HOME SPONSORING ORGANIZATIONS

Family Day Care Home sponsoring organizations must train all key staff *prior* to performing the CACFP functions and they must be trained annually thereafter. These training requirements apply to all new staff that are hired throughout the Program year.

The following positions are considered to be “key” staff:

- Executive Director ☐ Providers
- Program Director ☐ Staff who plan and review menus
- Training Coordinator ☐ Monitoring Coordinator
- Staff who are involved with tier determinations ☐ Financial Staff involved with budget and preparation
- Monitors ☐ Any additional staff that perform a role in the CACFP

The following CACFP related topics that should be addressed in training:

- Household Contact Policy
- Recordkeeping
- Master Enrollment List
- Income Eligibility Forms
- Enrollment Forms
- Attendance and Meal Counts
- **Civil Rights Compliance and Enforcement (Required annually for all staff)**
- New Regulations and Program Changes
- Claims Submission
- Monitoring Requirements and Forms
- CACFP Meal Patterns Requirements
- Child Menus, Infant Menus
- Food Service Cost Documentation
- Reimbursement Process
- CHAAMPS
- Social Distancing/Mask Mandates; Personal Protective Equipment (PPE)

Points to Remember:

- There is no minimum time requirement for training.
- Based on the institution, Program type and key staff, it is up to the Sponsoring organization to determine the frequency, scope and duration of each training.
- **Civil Rights Compliance and Enforcement training must be conducted annually for all staff.**
- Documentation of training must be kept on file and made available upon request by State agency staff.
- ***If a provider fails to attend required training, the provider can be issued a seriously deficient notice.***

The following documentation must be kept on file for three years plus the current year:

- Date and time of training session
- Location of training session
- Name and Title or Position of Trainer
- Sign-in Sheet of Attendees (including name, position, and facility location)
- Training agenda
- Training materials, such as handouts, presentations, activities, etc., are considered documentation and must be kept on file with the training records.

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

PRINT NAME:		PRINT TITLE:	
SIGNATURE:		DATE:	



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