

ARCHIVED CACFP BULLETIN

The following Management Bulletin originally issued by the California Department of Education (CDE) is no longer in effect and is intended only for archival/historical purposes. The CDE administered the Child and Adult Care Food Program in California until the program's transfer to the California Department of Social Services on July 1, 2021.

Archived Date: May 1, 2023

Superseded by: CDSS-CACFP-2023-02, on December 4, 2023

Resources: Find revised CB **CDSS-CACFP-2023-02**: Training Requirements in the CACFP on the California Department of Social Services CACFP Bulletin web page.

Contact: For more information regarding this archived CDE Management Bulletin, please contact the CACFP Branch by email at CACFPinfo@dss.ca.gov

Please note: Links and descriptions of resources above are not updated. If the information is no longer accessible or appears to be outdated, please contact the CACFP Branch for additional technical assistance.



Training Requirements in the CACFP

Nutrition Services Division Management Bulletin

Purpose: Policy, Beneficial Information

To: Child and Adult Care Food Program Operators

Number: CACFP-03-2019

Attention: Program Operators

Date: April 2019

Reference: U.S. Department of Agriculture Final Rule: Child and Adult Care Food Program: Improving Management and Program Integrity: Title 7, *Code of Federal Regulations* (7 CFR), sections 226.6(a)(2), 226.6(b)(2), 226.6(c)(3)(ii)(F), 226.6(c)(3)(ii)(O), 226.15(e)(12), 226.15(e)(14), 226.16(d)(2), 226.16(d)(3), 226.17(b)(10), 226.18(b)(2), 226.19(b)(6), and 226.19(b)(11)

Supersedes: Management Bulletin CACFP 07-2018 Revised: Training and Monitoring Requirements for Participation in the Child and Adult Care Food Program

Subject: Training Requirements in the Child and Adult Care Food Program

This management bulletin (MB) clarifies the Child and Adult Care Food Program (CACFP) training requirements for all CACFP Operators. CACFP Operators are entities that have a permanent agreement with the California Department of Education (CDE) to obtain reimbursement for meals and snacks (child and adult care centers, at-risk afterschool programs, emergency shelters, and day care home [DCH] sponsors).

Information and guidance in this MB include:

- Required CACFP training provided by the CDE
- Required CACFP training provided by CACFP Operators
- Documentation requirements
- Consequences if training requirements are not met
- Technical assistance (TA) offered by the CDE
- Training resources

This MB supersedes MB CACFP 07-2018 Revised: Training and Monitoring Requirements in the CACFP. Updated guidance on monitoring requirements in the CACFP is provided in MB CACFP 02-2019, Monitoring Requirements in the CACFP.

(1) Required CACFP Training Provided by the CDE

Federal regulations require the CDE to provide sufficient consultative, technical, and managerial personnel to provide sufficient training and training assistance (TA) to CACFP Operators 7 *CFR*, 226.6(a)(2).

a) CDE Training for New CACFP Operators

Prior to approval for participation in the CACFP, the agency's executive director and board chair for nonprofit agencies, the owner for for-profit agencies, or the highest agency official for public agencies, must designate an authorized representative to have full oversight of the CACFP and a program contact who manages the day-to-day CACFP operations. In smaller agencies, it is common for the authorized representative and the program contact to be the same person; however, in larger agencies, the authorized representative and program contact may be different staff.

The authorized representative, the program contact, or their designee, must complete online courses prior to obtaining approval for participation in the CACFP. The specific courses differ depending on the agency's program type but generally cover the following critical compliance areas:

- Civil Rights Compliance
- Enrollment
- Facility Reviews
- Financial Management and Fiscal Accountability
- Food Safety and Sanitation
- Licensing
- Meal Counting and Claiming
- Meal Requirements and Menu Documentation
- Policies and Procedures required for the CACFP
- Procurement Procedures
- Recordkeeping Requirements
- Reimbursement Requirements
- Training Requirements

Prospective agencies (which are agencies that are applying for approval to participate in the CACFP) will receive detailed information about the initial training requirements from a CACFP Specialist when starting the application process. To begin the application process, access the CDE How to Apply for the CACFP web page at <https://www.cde.ca.gov/ls/nu/cc/howtoapply.asp>.

After a prospective agency (with the exception of prospective DCH sponsors) submits a complete application and completes the required courses, the authorized representative or program contact must participate in an online preapproval webinar that reviews all the CACFP requirements. A prospective agency applying to become a DCH sponsor will receive on-site preapproval training from the CDE.

b) CDE Training For Participating CACFP Operators When Adding a New Program Type

Participating CACFP Operators who want to add a new program type must take all courses that are required for that program type and attend the respective preapproval webinar. For example, a participating child care center that would like to add the At-risk Afterschool Meal component of the CACFP must also take the At-risk Afterschool Management Course and attend the At-risk Afterschool Meal Program preapproval webinar before obtaining approval to operate this program component. Please contact your CACFP Specialist if you need assistance. A list of CACFP Specialists by county is available by downloading Form ID CACFP 01 in the Download Forms section of the CNIPS.

c) CDE Annual Mandatory Training

Program years are from October 1 through September 30. During a CACFP agency's first program year, the online preapproval training (listed in section 1 above) meets the CDE annual mandatory training requirement. Beginning in a CACFP Operator's second program year and every program year thereafter, staff must participate in either an online or in-person CDE Annual Mandatory Training.

The CDE Annual Mandatory Training always includes civil rights compliance and additional topic(s) that change each program year. The training topic is determined by the CDE based upon new regulations, common administrative review (AR) findings, or frequently asked questions.

The CDE requires the authorized representative, the program contact, or their designee, to attend in-person or online CDE Annual Mandatory Training. If the authorized representative or program contact assigns a designee to complete the CDE Annual Mandatory Training, that designee **must** have CACFP job duties that directly pertain to the topic(s) of the CDE Annual Mandatory Training. The authorized representative, the program contact, or the designee, who attends in-person or participates online in the CDE Annual Mandatory Training **must** ensure other staff are trained at the agency who have job duties that pertain to the topic. To meet this requirement, other staff at the agency may take the online training the CDE offers.

The CDE Annual Mandatory Training is offered in person and online. CACFP Operators will receive an email announcing the date and location of the in-person training, the date the training is available online, and the deadline for completion.

(2) Required CACFP Training Provided by CACFP Operators

The CDE requires CACFP Operators to train: (1) all staff with CACFP duties, and (2) all approved DCH providers, if applicable. This training must be provided **prior to starting program operations and annually thereafter** (7 CFR, sections 226.16[d][2] and [3], 226.17[b][10], 226.18[b][2], 226.19[b][6], 226.19[b][11]).

All CACFP staff must receive training on **civil rights compliance**. The training must include the following topics:

- Collection of Use and Data
- Complaint Procedures
- Compliance Review Techniques
- Conflict Resolution
- Customer Service
- Effective Public Notification Systems
- Requirements for Language Assistance
- Requirements for Reasonable Accommodations of Persons with Disabilities
- Resolution of Noncompliance

In addition to Civil Rights Compliance Training, staff must receive training on the topics below that are relevant to their job duties:

- CACFP Meal Pattern Requirements
- Claims Submission and Claim Review Procedures
- Food Safety and Sanitation
- Meal Counts
- Recordkeeping Requirements
- Reimbursement System

Annual training may be conducted at multiple sessions throughout the program year or in one session. There is no minimum requirement for the length of the training(s) provided.

(3) Documentation Requirements

a) Statement of Intent to Train Staff

Independent centers (centers with only one site) must document their intent to train staff on the topics listed in section 2 of this MB, in the Viability, Capability and Accountability section in the CNIPS.

Center and DCH sponsors must document their intent to train staff on the topics listed in section 2 of this MB, in their Management Plan in the CNIPS.

b) Training Records

The CDE requires all CACFP Operators to maintain information on the training session date(s) and location(s), the topics presented, and the names of participants. The CDE provides a sample template for a training log (Form ID CACFP 57, CACFP Training Report) in the Download Forms section of the CNIPS.

(4) Consequences if Training Requirements are Not Met

Pursuant to 7 *CFR*, Section 226.6(c)(3)(ii)(O), any failure of a CACFP Operator to adhere to the training requirements cited above may result in the CDE Nutrition Services Division (NSD) declaring their agency seriously deficient. If the operator fails to fully and permanently correct the serious deficiency, the CDE NSD may propose to terminate the operator's CACFP

agreement and disqualify the agency and its responsible principal(s) from future CACFP participation. The agency and its responsible principal(s) will also be on the U.S. Department of Agriculture's (USDA) National Disqualified List for up to seven years.

(5) TA Offered by the CDE

The CDE offers the following TA:

- CDE Prereview Workshops—prior to a CACFP Operator's AR, the CDE offers prereview workshops to assist centers with preparing for their upcoming AR. The CDE will notify centers of the availability of the prereview workshop prior to their AR.
- CACFP Specialist—CACFP Operators that need TA may contact their assigned CACFP Program Specialist on the CDE CACFP Contact web page at <https://www.cde.ca.gov/ls/nu/cc/cacfpcontact.asp>.
- Field Services Unit (FSU) Child Nutrition Consultant (CNC) or Representative—CACFP Operators that need TA related to an AR may contact their assigned FSU CNC or Representative. The assigned FSU CNC or Representative for each agency is listed in the Sponsor Profile section of the CNIPS. To obtain their phone number, contact the FSU by phone at 916-323-4558.

(6) Training Resources

a. CACFP Courses

- The CDE Child Nutrition Programs (CNP) Course Catalog provides a variety of online courses for CACFP Operators. It can be found on the CDE CNP Course Catalog web page at <https://www.cde.ca.gov/ls/nu/ed/cnpscourcecatalog.asp>.
- The Fresno City College (FCC) California Professional Nutrition Education and Training Center (Cal-Pro-NET) Online Elective Course web page offers a variety of online elective courses used to assist CACFP staff in mastering key skills needed to run a successful program. It can be found on the FCC Cal-Pro-NET Elective Course web page at <https://www.fresnocitycollege.edu/academics/career-and-technical-education/cal-pro-net-center/elective-courses.html> [Note: the preceding web address is no longer valid.].
- The Healthy and Active Preschoolers (HAP) website is a nutrition learning center for child care professionals. The site contains four online courses and a variety of resources to improve the nutrition and physical activity environment for preschool-age children in child care programs. The website was created by the CDE NSD in collaboration with the FCC Cal-Pro-NET Center. The HAP website can be found at <https://www.fresnocitycollege.edu/academics/career-and-technical-education/cal-pro-net-center/healthy-and-active-preschoolers-web-site.html> [Note: the preceding web address is no longer valid.].
- The FCC Cal-Pro-NET Center Promoting Integrity Now (PIN) Training is a free two-day training intended to strengthen managerial and operational practices, and provide regulatory and nutritional information for CACFP child care center staff. The training covers eligibility and enrollment requirements, monitoring and training requirements, financial management, child nutrition, recordkeeping, and ARs. The FCC Cal-Pro-NET PIN Training web page can be found at <https://www.fresnocitycollege.edu/academics/career-and-technical-education/cal-pro-net-center/pin-training.html>

[Note: the preceding web address is no longer valid.].

- The Institute of Child Nutrition (ICN) Child Nutrition Resources CACFP web page provides research-based education and training resources designed to support CACFP professionals in successfully implementing CACFP requirements. The ICN CACFP web page can be found at <https://theicn.org/cacfp>.

b. CACFP Training Tools

- The USDA Team Nutrition CACFP Training Tools include CACFP training materials for staff training on the CACFP meal patterns. The USDA Team Nutrition CACFP Training Tools web page can be found at <https://www.fns.usda.gov/cacfp-training-tools>.

c. Other CACFP Resources

- The CDE CACFP Administrative Manual web page contains guidance on critical compliance areas of the CACFP for all operators. The CDE CACFP Administrative Manual web page can be found at <https://www.cde.ca.gov/ls/nu/cc/cacfpmanualtablecontent.asp>.
- The CDE CACFP Meal Patterns web page includes meal patterns, resources, trainings, policies, compliance, frequently asked questions, and contact information. The CDE CACFP Meal Patterns web page can be found at <https://www.cde.ca.gov/ls/nu/he/cacfpresource.asp>.
- The CDE CNIPS contains guidance materials, and all forms needed for the CACFP in the Download Forms section. The CDE CNIPS web page can be found at <https://www.cnips.ca.gov/Splash.aspx>.

Contact Information

If you have any questions regarding this subject, please contact your assigned CACFP Specialist. A contact list of assigned specialists is located on the CDE CACFP Contact List web page at <https://www.cde.ca.gov/ls/nu/cc/cacfpcontact.asp>.

Questions: Nutrition Services Division | 800-952-5609

Last Reviewed: Wednesday, June 16, 2021

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