

CACFP ESSENTIALS SERIES

Administration Essentials: Part 3

Training Requirements



Health and Nutrition Services
Arizona Department of Education





Disclaimer

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS). The content in this training is intended for professionals operating one or more USDA Child Nutrition Programs in Arizona under the direction of ADE. The information in this training is subject to change. Attendees are encouraged to access professional development materials directly from the training library to prevent use of outdated content.

Intended Audience

This training is intended for **organizations operating the Child and Adult Care Food Program (CACFP)**.



This training is required for all new organizations who will be applying to participate in the CACFP.

Objectives

At the end of this training, attendees should be able to:

- Understand the training requirements for applying institutions;
- Explain the annual training requirements for participating institutions and for site staff;
- Maintain appropriate documentation to support satisfaction of training requirements; and,
- Understand how to submit training documentation to ADE for verification.

TRAINING HOURS

Information to include when documenting this training for Continuing Education and Training Credit:

Training Title: Training Requirements for the Child and Adult Care Food Program

Hours of Instruction: 0.25 Hour

This training counts toward Empower Program training requirements. It is listed on the Arizona Early Childhood Workforce Registry. If you want this training to appear on your Registry transcript, please provide your ID in the completion survey.

Quiz Time



Throughout this guide, there will be comprehension quiz questions to test your knowledge and help you apply what you're learning. Be sure to review these quiz questions and answers available within the guide.

The question mark icon below will indicate a comprehension quiz question.



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Training Requirements for Institutions

SECTION 1



Training Requirements

REQUIREMENTS FOR PARTICIPATING INSTITUTIONS

An institution, as defined by USDA, is a sponsoring organization, child care center, at-risk afterschool care center, outside school hours care center, emergency shelter or an adult day care center which enters into an agreement to assume final administrative and financial responsibility for Program operations.

Per USDA, Institutions are required to attend state agency training before participating in the CACFP and every year thereafter while participating in the CACFP.

Training Requirements

APPLYING INSTITUTIONS

The following online trainings must be completed by at least one person from the institution before applying to participate in the CACFP.

- 1 Orientation to CACFP**
- 2 Essentials Nutrition Series (3)**
Meal Pattern and Creditable Foods, Menu and Supporting Documentation, Meal Service and Food Safety
- 3 Essentials Administration Series (7)**
Participant Enrollment, Meal Count Summary, Procurement Requirements, Training Requirements, Recordkeeping Requirements and Cost Reporting, and Multi-Site Operations *(if applicable)*
- 4 Essentials Infant Feeding Series (3)**
If Applicable: Meal Pattern and Meal Service, Formula and Breastmilk, Solid Foods and Documentation
- 5 Civil Rights Compliance for Child Nutrition Program Operators**

Training Requirements

RENEWING INSTITUTIONS

The following training is required every program year (October 1 – September 30).

1

CACFP Training

- Complete 10 Training Hours
- Complete *at least* one Nutrition and *at least* one Administration training
- Every person on the Permanent Agreement must complete *at least* one training

2

Civil Rights Compliance for Child Nutrition Program Operators

In addition to the CACFP training, all institutions are required to complete the annual civil rights training. Completion of the civil rights training does not count toward the 10 hours of CACFP training.

 Please note, there are some instances in which ADE HNS will require the completion of a specific training. In the event a training is mandatory, the requirement will be announced formally in an HNS memorandum.

Training Requirements

CACFP TRAINING REQUIREMENTS

CACFP Training Requirements	
Complete 10 Training Hours	Every organization must complete 10 hours of CACFP training either online, in person, or as a combination of the two. To assist institutions in meeting this 10-hour annual training requirement, ADE offers a menu of training options and institutions are allowed to choose trainings that meet their needs so as to strengthen program operations and increase compliance in multiple aspects of CACFP operations.
Nutrition and Administration	To ensure institutions receive well rounded training, ADE requires at least one training be completed from Nutrition series and at least one be completed from the Administration series.
Designated Official (DO) and Authorized Signers	ADE requires the designated official and all authorized signers on the Permanent Agreement to each complete at least one training. They can complete in person or online trainings, nutrition or administration trainings, and a short 30-minute training or a longer 4-hour training, but the designated official and each authorized signer must complete at least one training per year. It is possible the designated official and authorized signers satisfy the entire 10-hour training requirement, but the remaining hours may also be completed by other CACFP staff such as cooks, teachers, or infant teachers.

Let's Practice...

Review the following scenario. Identify if the institution is satisfying the annual CACFP and Civil Rights training requirements.

1

CACFP Training

- Complete 10 Training Hours
- Complete *at least* one Nutrition and *at least* one Administration training
- Every person on the Permanent Agreement must complete *at least* one training

2

Civil Rights Compliance for Child Nutrition Program Operators

Is this center in compliance?

Scenario: A center has 1 Designated Official (DO) and 2 Signers

Essentials Nutrition Part 1 (1 hour)

- Completed by Cook

Essentials Nutrition Part 2 (.5 hours)

- Completed by Director/Signer 1 and Cook

Essentials Nutrition Part 3 (.5 hours)

- Completed by 6 Teachers

In-Person Infant Training (4 hours)

- Completed by 2 Infant Teachers

Essentials Administration Part 3 (0.5 hours)

- Completed by Director/Signer 1 & Asst. Director/Signer 2

Essentials Administration Part 7 (1 hour)

- Completed by DO

Civil Rights

- Completed by DO, Authorized Signers 1 & 2 and all CACFP staff

Let's Practice...

Review the following scenario. Identify if the institution is satisfying the annual CACFP and Civil Rights training requirements.



CACFP Training

- Complete 10 Training Hours
- Complete *at least* one Nutrition and *at least* one Administration training
- Every person on the Permanent Agreement must complete *at least* one training



Civil Rights Compliance for Child Nutrition Program Operators

Yes, this institution is in compliance!

Scenario: A center has 1 Designated Official (DO) and 2 Signers

Essentials Nutrition Part 1 (1 hour)

- Completed by Cook

Essentials Nutrition Part 2 (.5 hours)

- Completed by Director/Signer 1 and Cook

Essentials Nutrition Part 3 (.5 hours)

- Completed by 6 Teachers

In-Person Infant Training (4 hours)

- Completed by 2 Infant Teachers

Essentials Administration Part 3 (0.5 hours)

- Completed by Director/Signer 1 & Asst. Director/Signer 2

Essentials Administration Part 7 (1 hour)

- Completed by DO

Civil Rights

- Completed by DO, Authorized Signers 1 & 2 and all CACFP staff

Quiz Time

Can any staff complete training and contribute to the 10-hour requirement?

A Yes

B No



Quiz Time

Can any staff complete training and contribute to the 10-hour requirement?

A Yes

B No

Yes! Any member of an organization's staff can complete a training listed on ADE's menu of training options and the training hours count toward the 10-hour requirement.



Quiz Time

Can the Designated Official and Authorized Signers complete all 10 hours?

A Yes

B No



Quiz Time

Can the Designated Official and Authorized Signers complete all 10 hours?

A Yes

B No

Yes! The Designated Official and Authorized Signers must complete at least one training each. There is no limit to how many trainings they can complete toward the total training requirement.

Please note, Designated Officials and Authorized Signers must complete at least one CACFP training every program year, even if they are not directly involved in the CACFP. The logic being the individuals listed on your permanent agreement are ultimately responsible for your CACFP operations and should have some sort of knowledge of the program.



Training Requirements for Site Staff



SECTION 2

Staff Training

INSTITUTION RESPONSIBILITY

Before participating in the CACFP and annually thereafter, all staff must be trained on both CACFP and Civil Rights topics. Staff will be assigned specific CACFP duties like shopping, preparing and serving meals, taking meal counts, reporting costs, and filing claims and therefore, they must understand the requirements to remain in compliance.

Organizations can do this in one session or break it up into monthly intervals. The important point is to ensure you have covered all the required topics each program year, between October 1 and September 30.

In addition to your annual staff training, you must ensure new staff are trained on CACFP and Civil Rights topics before performing CACFP duties.

ALL STAFF

-  Before participating in CACFP
-  Annually (October 1 - September 30)

NEW STAFF

-  Before performing CACFP duties

All institutions participating in the CACFP must train all staff on both CACFP and Civil Rights topics.

Staff Training

DOCUMENTATION REQUIREMENTS

In addition to providing staff training on both CACFP and Civil Rights topics, appropriate documentation to support the training offerings must be maintained.

In-person trainings require an agenda and attendance signatures. If staff completes Online training, you may have them sign the sign-in sheet to document attendance, but this must be backed up by maintaining the training certificates in a file.

Resource: Agenda and Sign-In Sheet Template

To help ensure all documentation requirements are easily satisfied, ADE HNS has created a template agenda and sign-in sheet, which is available on the [CACFP Forms and Resources Webpage - Training Staff](#). *Report the date and location of the in-person training and the name of the trainer.* Staff simply sign into the training.

TRAIN STAFF

-  CACFP Topics
-  Civil Rights Topics

DOCUMENT TRAINING

-  Agenda and Attendance
-  Online Certificates

Staff Training

REQUIRED CACFP TRAINING TOPICS

USDA identifies the specific topics institutions must cover during staff trainings. All institutions must train staff on CACFP meal pattern requirements, meal count procedures, review procedures, recordkeeping requirements, claims submission, and the reimbursement system.

To assist you with meeting this requirement, ADE has developed a training presentation you can customize to reflect your site operations and ensure staff are adequately trained on all required topics.

Training Staff

- [Civil Rights Compliance for Child Nutrition Operators \(English\) \(Spanish\)](#)
- [Annual Staff CACFP Training Presentation Template](#)
- [CACFP Trainer's Tools: Feeding Infants](#)
- [Template Training Agenda and Sign-In Sheet](#)



The Annual Staff CACFP Training Presentation Template is available on the [CACFP Forms and Resources Webpage - Training Staff](#).

Staff Training

REQUIRED CIVIL RIGHTS TOPICS

Under civil rights, institutions must cover:

- Program availability
- Non-discrimination statement
- Collection and use of data
- Effective public notification systems
- Complaint procedures
- Compliance review techniques
- Resolution of noncompliance
- Requirements for reasonable accommodations for persons with disabilities
- Requirements for language assistance
- Conflict resolution
- Customer service



ADE recommends utilizing the Civil Rights training developed by ADE as it will ensure all required topics are addressed.

Training Staff

- [Civil Rights Compliance for Child Nutrition Operators \(English\) \(Spanish\)](#)
- [Annual Staff CACFP Training Presentation Template](#)
- [CACFP Trainer's Tools: Feeding Infants](#)
- [Template Training Agenda and Sign-In Sheet](#)

Civil Rights Compliance for Child Nutrition Operators

ONLINE COURSE



Arizona
Department of
Education



The Civil Rights Compliance for Child Nutrition Operators is available on the [CACFP Forms and Resources Webpage - Training Staff](#).

Training Verification



SECTION 3

Submit Training Verification

CNP MANAGEMENT PLAN

The CNP Management Plan is the online application system for CACFP. When submitting a new Management Plan for the upcoming program year, institutions upload verification that ADE training was completed in the current program year to demonstrate compliance.

- **New Institutions:** The training must occur prior to submitting the Management Plan application because training verification is required. A program specialist will review your submitted management plan before coming to your center to do a pre-approval visit.

To access the CNP Management Plan:

1. Log into ADEConnect
2. Select 'CNP Management Plans and Budgets' from the list of Applications

Submit Training Verification

ADE REQUIRED TRAINING FOR INSTITUTIONS

On the Sponsor Information page in the Management Plan, operators will upload the training certificates that demonstrate 10 hours of CACFP training and the civil rights training were completed.



Please note that this is NOT where your training for staff is uploaded. There is a separate section for verification of your internal staff training.

[CNP Management Plan - CAC Centers](#)

[Sponsor Information](#) ←

Site Information

.....

[Administrative Capability](#)

[Financial Viability](#)

[Certification Statements](#)

Documents Upload

- Food Service Contract Document *
- Food Service Contract Document – ADE Signed *
- Organization's Certificate of Incorporation
- Free and Reduced Price-policy Statement *
- Media Release document *
- Organizational Chart *
- Annually Required Training Certificates *

→

Submit Training Verification

REQUIRED TRAINING FOR SITE STAFF

On the Administrative Capability page in the Management Plan, operators will report information on materials used and date(s) of site staff training. They will also project when the staff training for the following program year will be offered.

At the bottom of the Administrative Capability page, the agenda/sign-sheets for the CACFP and Civil Rights staff training(s) will be uploaded separately.

CNP Management Plan - CAC Centers

[Sponsor Information](#)

Site Information

[Administrative Capability](#) ←

[Financial Viability](#)

[Certification](#)

Training

All sponsoring organizations must train all new staff on the requirements of CACFP before they assume responsibility for program functions. In addition, all staff members must receive training on CACFP functions and Civil Rights annually. Please answer the following questions regarding training.

How are new staff members trained in CACFP duties?*

I will develop a training package based on the CACFP trainings provided by ADE and other available program resources. New staff will complete the training before assuming responsibility for program functions. Documentation of training will be maintained.

Other (explanation required)

Annual Training for all staff members was completed on?*

CACFP Annual Training - Topics List*

Check all required training topics that were provided

- ☒ Meal Pattern
- ☒ Meal Count Procedures
- ☒ Record Keeping
- ☒ Claims Submission
- ☒ Reimbursement System (if applicable)
- ☒ Review Procedures

Annual Civil Rights Training for all staff members was completed on?*

Annual Civil Rights Training - Topics List*

Check all required training topics that were provided

- ☒ Collection and use of data
- ☒ Effective public notification systems
- ☒ Complaint procedures
- ☒ Compliance review techniques
- ☒ Resolution of noncompliance
- ☒ Requirements for reasonable accommodations for persons with disabilities
- ☒ Requirements for language assistance
- ☒ Conflict resolution
- ☒ Customer service

Please provide a date as to when your organization anticipates holding the next annual training

Proposed Date for CACFP Annual Training*

Proposed Date for Annual Civil Rights*

Documents Upload

Job Descriptions that include assigned CACFP responsibilities and duties*

→ CACFP Annual Training Agenda and Sign-In Sheet*

→ Civil Rights Training Agenda(s) and Sign-In Sheet*

CONTACT US

If you have a question or require additional assistance, please contact your assigned specialist or contact HNS.



602-542-8700



ContactHNS@azed.gov



www.azed.gov/hns





Congratulations

You have completed the training: Training Requirements for the Child and Adult Care Food Program

ADHS Empower Program

This training counts toward Empower Program training requirements.

Arizona Early Childhood Workforce Registry

This training is listed on the Arizona Early Childhood Workforce Registry. If you want this training to appear on your registry transcript, please provide your Workforce Registry ID when completing the survey.

Certificate

Requesting a training certificate

This training counts toward Empower Program training requirements. It is listed on the Arizona Early Childhood Workforce Registry. If you want this training to appear on your Registry transcript, please provide your ID in the completion survey.

Information to include when documenting training completion:

Training Title:	Length: 0.25 hour
Training Requirements for the Child and Adult Care Food Program	

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.





In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](#), found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. **Mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;
2. **Fax:** (202) 690-7442; or
3. **Email:** program.intake@usda.gov.

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