



Health and Nutrition Services
Arizona Department of Education

TRAINING CURRICULUM

Child and Adult Care Food Program

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OVERVIEW

TRAINING FOR CNP OPERATORS



As a child nutrition professional, you are tasked with balancing knowledge and implementation of program regulations and managing the staffing and finances of your operation, while also meeting the needs of your community and the desire to serve the healthiest foods to your participants. Arizona Department of Education (ADE) Health and Nutrition Services (HNS) is dedicated to providing child nutrition professionals with training to support you and your teams' learning needs, support program integrity, and elevate Child Nutrition Programs across Arizona.

Because the trainings offered are vast in quantity and diverse in content, ADE has drafted specialized curricula based on job duties to help center directors get started creating training plans for the year. Each curriculum provides suggested trainings relevant to a specific role*: **New Director, Experienced Director, Eligibility Specialist, Menu Planner, Kitchen Manager, Kitchen Staff, Procurement Specialist, Teaching Staff, and Infant Room Staff.** Each curriculum includes a list of recommended trainings offered by [HNS](#) and system partners, like the United States Department of Agriculture Team Nutrition, the format of each training, the time required to complete each training, and where to access the training or registration.

** Most centers operate differently, so it is possible that multiple curricula may apply to one individual. For example, if you are a center director who also plans the menus, you may want to take trainings listed in the menu planner curriculum. No one individual is expected to complete every training listed on their curriculum. Each employee has the flexibility to alter the training plan to fit his or her individual training needs.*

To minimize the amount of time our customers need to be away from the office, ADE provides trainings via e-learning formats: online trainings, and live and recorded webinars. An email will be sent when a webinar recording or new online training becomes available. Live webinars may be registered for in the [ADE Professional Learning and Development \(APLD\)](#). ADE offers this [training plan](#) as an optional resource for institutions to plan and track progress towards the training requirements.

LIVE WEBINARS

Live webinars allow attendees to interact with the trainer(s) and ask questions. All live webinars are recorded and are posted on the CACFP Online Training Library after the live event.

ONLINE TRAININGS

Online trainings are self-paced and available 24/7. How-To Guides walk attendees step by step through how to complete a task, while Online Courses provide guidance on a particular topic.

WORKSHOPS

In-person workshops are offered to provide sponsors with hands-on learning opportunities. These workshops are available through APLD, and sponsors can register for upcoming sessions there.

TRAINING CURRICULUM

NEW DIRECTOR



JOB DESCRIPTION

This training curriculum is a list of trainings available through HNS, USDA Team Nutrition, and the Institute of Child Nutrition (ICN) that may be appropriate for those individuals who fill the role of Child and Adult Care Food Programs Director and have been in this role for ***less than two years***. Typical job duties may include:

- Oversees all aspects of the Child and Adult Care Food Program
- Establishes customer service policies that focus on value and satisfaction
- Establishes procedures to ensure high-quality food is prepared and served in a sanitary and safe environment
- Establishes measurable financial objectives and goals for the Child and Adult Care Food Program
- Ensures compliance with all local, state, and federal laws, regulations, and policies
- Employs management techniques to maintain effective and efficient Child and Adult Care Food Programs
- Uses current research on health and nutrition-related trends and food service management developments to initiate innovative program changes and expansions
- Assists with designing and planning facilities that ensure high quality customer service, wholesome food production, and efficient workflow

Please note:

Job duties for each role often vary from operator to operator; therefore, the trainings provided on this list may not be sufficient for every director. Review the job duties for the additional training curricula provided, as some of your specific job duties may fall under another curriculum. For example, if you are a director who also handles eligibility, you may benefit from training included in the eligibility specialist curriculum.

TRAINING CURRICULUM

NEW DIRECTOR



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
Civil Rights Compliance in Child Nutrition Programs <i>*Required for all employees every year</i>	Online Training <i>(recommend taking July-September)</i>	1.00	Civil Rights Webpage: Training
Orientation to the Child and Adult Care Food Program	Online Training <i>(recommend taking ASAP)</i>	1.50	Online Training Library: Administration
Participant Enrollment	Administration Essential <i>(recommend taking ASAP)</i>	1.00	Online Training Library: Administration
Meal Count Summary	Administration Essential <i>(recommend taking ASAP)</i>	0.25	Online Training Library: Administration
Training Requirements	Administration Essential <i>(recommend taking ASAP)</i>	0.25	Online Training Library: Administration
CACFP Procurement Basics	Administration Essential <i>(recommend taking ASAP)</i>	1.50	Online Training Library: Administration
Recordkeeping Requirements and Cost Reporting	Administration Essential <i>(recommend taking ASAP)</i>	1.00	Online Training Library: Administration
Monitoring Requirements for Multi-Site Sponsors	Administration Essential <i>(recommend taking ASAP)</i>	0.25	Online Training Library: Administration
What to Expect: CACFP Administrative Review	Online Training	0.50	Online Training Library: Administration
How to Navigate Menu Modifications	Online Training <i>(recommend taking ASAP)</i>	1.00	Online Training Library: Administration
How to Submit CNPWeb Applications for the Child and Adult Care Food Program	Online Training <i>(recommend taking in August)</i>	0.50	Online Training Library: Administration
How to Submit a Claim in CNPWeb for the Child and Adult Care Food Program	Online Training	0.75	Online Training Library: Administration
Introduction to the CACFP Meal Pattern and Creditable Foods	Nutrition Essential <i>(recommend taking ASAP)</i>	1.00	Online Training Library: Nutrition

TRAINING CURRICULUM

NEW DIRECTOR



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
Menu and Supporting Documentation	Nutrition Essential <i>(recommend taking ASAP)</i>	0.50	Online Training Library: Nutrition
Meal Service and Food Safety Requirements in the CACFP	Nutrition Essential <i>(recommend taking ASAP)</i>	0.50	Online Training Library: Nutrition
Infant Feeding Requirements for the CACFP	Infant Essential <i>(recommend taking ASAP)</i>	0.50	Online Training Library: Nutrition
How to Feed Infants Breastmilk and Formula	Infant Essential <i>(recommend taking ASAP)</i>	0.75	Online Training Library: Nutrition
How to Feed Infants Solid Foods	Infant Essential <i>(recommend taking ASAP)</i>	1.00	Online Training Library: Nutrition
Creating a Breastfeeding Friendly Child Care Environment	Featured Empower Training	1.00	Online Training Library: Nutrition
Feeding Infants 0-5 Months	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
How to Support Breastfeeding in the CACFP	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Feeding Infants: Starting with Solids	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Crediting Store-Bought Combination Baby Foods in the CACFP	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Mealtimes with Toddlers	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Meal Planning for the CACFP	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Breakfast Basics	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition

TRAINING CURRICULUM

NEW DIRECTOR



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
Serving Milk in the CACFP	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Serving Vegetables in the CACFP	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Serving Meat and Meat Alternatives at Breakfast	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Using the WIC Food List to Identify Creditable Foods in the CACFP	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Identifying Whole Grain-Rich Foods in the CACFP, Part 1 and 2	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
In-Grained: Easy Tools to Determine Serving Amounts	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Grain-Based Desserts in the CACFP	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Grain Ounce Equivalents Tools for CACFP Operators	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Adding Whole Grains to Your CACFP Menu	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Crediting Grains in the CACFP Using Oz Eq	Webinar Recording	1.00	Online Training Library: Nutrition

TRAINING CURRICULUM

EXPERIENCED DIRECTOR



JOB DESCRIPTION

This training curriculum is a list of trainings available through HNS, USDA Team Nutrition, and the Institute of Child Nutrition (ICN) that may be appropriate for those individuals who fill the role of Child and Adult Care Food Programs Director and have been in this role for **two or more years**. Typical job duties may include:

- Oversees all aspects of the Child and Adult Care Food Program
- Establishes customer service policies that focus on value and satisfaction
- Establishes procedures to ensure high-quality food is prepared and served in a sanitary and safe environment
- Establishes measurable financial objectives and goals for the Child and Adult Care Food Program
- Ensures compliance with all local, state, and federal laws, regulations, and policies
- Employs management techniques to maintain effective and efficient Child and Adult Care Food Programs
- Uses current research on health and nutrition-related trends and food service management developments to initiate innovative program changes and expansions
- Assists with designing and planning facilities that ensure high quality customer service, wholesome food production, and efficient workflow

Please note:

Job duties for each role often vary from operator to operator; therefore, the trainings provided on this list may not be sufficient for every center director. Review the job duties for the additional training curricula provided, as some of your specific job duties may fall under another curriculum. For example, if you are a center director who also plans the menus, you may benefit from training included in the menu planner curriculum.

TRAINING CURRICULUM

EXPERIENCED DIRECTOR



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
Civil Rights Compliance in Child Nutrition Programs <i>*Required for all employees every year</i>	Online Training <i>(recommend taking July-September)</i>	1.00	Civil Rights Webpage: Training
Orientation to the Child and Adult Care Food Program	Online Training <i>(recommend taking ASAP)</i>	1.50	Online Training Library: Administration
Participant Enrollment	Administration Essential <i>(recommend taking ASAP)</i>	1.00	Online Training Library: Administration
Meal Count Summary	Administration Essential <i>(recommend taking ASAP)</i>	0.25	Online Training Library: Administration
Training Requirements	Administration Essential <i>(recommend taking ASAP)</i>	0.25	Online Training Library: Administration
CACFP Procurement Basics	Administration Essential <i>(recommend taking ASAP)</i>	1.50	Online Training Library: Administration
Recordkeeping Requirements and Cost Reporting	Administration Essential <i>(recommend taking ASAP)</i>	1.00	Online Training Library: Administration
Monitoring Requirements for Multi-Site Sponsors	Administration Essential <i>(recommend taking ASAP)</i>	0.25	Online Training Library: Administration
What to Expect: CACFP Administrative Review	Online Training	0.50	Online Training Library: Administration
How to Navigate Menu Modifications	Online Training <i>(recommend taking ASAP)</i>	1.00	Online Training Library: Administration
How to Submit CNPWeb Applications for the Child and Adult Care Food Program	Online Training <i>(recommend taking in August)</i>	0.5	Online Training Library: Administration
How to Submit a Claim in CNPWeb for the Child and Adult Care Food Program	Online Training	0.75	Online Training Library: Administration
Introduction to the CACFP Meal Pattern and Creditable Foods	Nutrition Essential <i>(recommend taking ASAP)</i>	1.00	Online Training Library: Nutrition

TRAINING CURRICULUM

EXPERIENCED DIRECTOR



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
Menu and Supporting Documentation	Nutrition Essential <i>(recommend taking ASAP)</i>	0.5	Online Training Library: Nutrition
Meal Service and Food Safety Requirements in the CACFP	Nutrition Essential <i>(recommend taking ASAP)</i>	0.5	Online Training Library: Nutrition
Infant Feeding Requirements for the CACFP	Infant Essential <i>(recommend taking ASAP)</i>	0.5	Online Training Library: Nutrition
How to Feed Infants Breastmilk and Formula	Infant Essential <i>(recommend taking ASAP)</i>	0.75	Online Training Library: Nutrition
How to Feed Infants Solid Foods	Infant Essential <i>(recommend taking ASAP)</i>	1.00	Online Training Library: Nutrition
Creating a Breastfeeding Friendly Child Care Environment	Online Training	1.00	Online Training Library: Nutrition
Crediting Store-Bought Combination Baby Foods in the CACFP	Online Training	0.5	USDA Training Library: Nutrition
Mealtimes with Toddlers	Online Training	0.5	USDA Training Library: Nutrition
Meal Planning for the CACFP	Online Training	0.5	USDA Training Library: Nutrition

TRAINING CURRICULUM

ELIGIBILITY SPECIALIST



JOB DESCRIPTION

This training curriculum is a list of trainings available through HNS that may be appropriate for those individuals who fill the role of the eligibility coordinator. Typical job duties may include:

- Distributes, collects, and certifies household applications for the meal programs
- Maintains the Free, Reduced-Price and Paid claiming rosters to track participants' eligibility for meals
- Updates the Free, Reduced-Price, and Paid Claiming Rosters monthly

Please note:

Job duties for each role often vary from operator to operator; therefore, the trainings provided on this list may not be sufficient for every center director. Review the job duties for the additional training curricula provided, as some of your specific job duties may fall under another curriculum. For example, if you are a participant eligibility specialist who also submits the monthly claim, you may benefit from training included in the director curriculum.

TRAINING CURRICULUM

ELIGIBILITY SPECIALIST



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
Civil Rights Compliance in Child Nutrition Programs <i>*Required for all employees every year</i>	Online Training <i>(recommend taking July-September)</i>	1.00	Civil Rights Webpage: Training
Orientation to the Child and Adult Care Food Program	Online Training <i>(recommend taking ASAP)</i>	1.50	Online Training Library: Administration
Participant Enrollment	Administration Essential <i>(recommend taking ASAP)</i>	1.00	Online Training Library: Administration
Recordkeeping Requirements and Cost Reporting	Administration Essential <i>(recommend taking ASAP)</i>	1.00	Online Training Library: Administration

TRAINING CURRICULUM

MENU PLANNER



JOB DESCRIPTION

This training curriculum is a list of trainings available through HNS, USDA Team Nutrition, and the Institute of Child Nutrition (ICN) that may be appropriate for those individuals who fill the role of the menu planner. Typical job duties may include:

- Develops cost-effective menus that maintain nutrition integrity and meet all local, state, and federal guidelines and regulations
- Assesses customer preferences, industry trends, and current research to plan menus that encourage participation in the Child and Adult Care Food Program
- Works with staff, teachers, parents, and physicians to plan menus for participants with special dietary needs
- Maintains documentation to support menu compliance

Please note:

Job duties for each role often vary from operator to operator; therefore, the trainings provided on this list may not be sufficient for every menu planner. Review the job duties for the additional training curricula provided, as some of your specific job duties may fall under another curriculum. For example, if you are a menu planner who also cooks, you may benefit from training included in the kitchen manager curriculum.

TRAINING CURRICULUM

MENU PLANNER



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
Civil Rights Compliance in Child Nutrition Programs <i>*Required for all employees every year</i>	Online Training <i>(recommend taking July-September)</i>	1.00	Civil Rights Webpage: Training
Orientation to the Child and Adult Care Food Program	Online Training <i>(recommend taking ASAP)</i>	1.50	Online Training Library: Administration
CACFP Procurement Basics	Administration Essential <i>(recommend taking ASAP)</i>	1.50	Online Training Library: Administration
Recordkeeping Requirements and Cost Reporting	Administration Essential <i>(recommend taking ASAP)</i>	1.00	Online Training Library: Administration
How to Navigate Menu Modifications	Online Training <i>(recommend taking ASAP)</i>	1.00	Online Training Library: Administration
Introduction to the CACFP Meal Pattern and Creditable Foods	Nutrition Essential <i>(recommend taking ASAP)</i>	1.00	Online Training Library: Nutrition
Menu and Supporting Documentation	Nutrition Essential <i>(recommend taking ASAP)</i>	0.50	Online Training Library: Nutrition
Meal Service and Food Safety Requirements in the CACFP	Nutrition Essential <i>(recommend taking ASAP)</i>	0.50	Online Training Library: Nutrition
Infant Feeding Requirements for the CACFP	Infant Essential <i>(recommend taking ASAP)</i>	0.50	Online Training Library: Nutrition
How to Feed Infants Breastmilk and Formula	Infant Essential <i>(recommend taking ASAP)</i>	0.75	Online Training Library: Nutrition
How to Feed Infants Solid Foods	Infant Essential <i>(recommend taking ASAP)</i>	1.00	Online Training Library: Nutrition
CACFP Optional Best Practices (Reflects additional recommendations designed to improve the nutritional quality of meals and snacks. Recommendations will not be monitored for compliance during Administrative Reviews)	Online Training	1.00	ICN eLearning Portal (Free ICN account required)
Serving Nutritious Foods in Child Care	Online Training	2.00	ICN eLearning Portal (Free ICN account required)

TRAINING CURRICULUM

MENU PLANNER



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
Feeding Infants 0-5 Months	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Feeding Infants: Starting with Solids	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Crediting Store-Bought Combination Baby Foods in the CACFP	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Meal Planning for the CACFP	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Breakfast Basics	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Serving Milk in the CACFP	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Serving Vegetables in the CACFP	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Serving Meat and Meat Alternatives at Breakfast	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Using the WIC Food List to Identify Creditable Foods in the CACFP	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Identifying Whole Grain-Rich Foods in the CACFP, Part 1 and 2	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
In-Grained: Easy Tools to Determine Serving Amounts	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Grain-Based Desserts in the CACFP	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Grain Ounce Equivalents Tools for CACFP Operators	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition

TRAINING CURRICULUM

MENU PLANNER



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
Adding Whole Grains to Your CACFP Menu	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Crediting Grains in the CACFP Using Oz Eq	Webinar Recording	1.00	Online Training Library: Nutrition
Serving Adult Participants in the CACFP <i>*Only allowed in Adult Care settings</i>	Recorded Webinar	0.5	USDA Training Library: Nutrition
Using the Nutrition facts Label in the CACFP	Recorded Webinar	0.5	USDA Training Library: Nutrition
Serving Milk in the CACFP	Recorded Webinar	0.5	USDA Training Library: Nutrition
Serving Vegetables in the CACFP	Recorded Webinar	0.5	USDA Training Library: Nutrition
Serving Meat and Meat Alternates at Breakfast	Recorded Webinar	0.5	USDA Training Library: Nutrition
Using the WIC Food List to Identify Creditable Foods in the CACFP	Recorded Webinar	0.5	USDA Training Library: Nutrition
Identifying Whole Grain-Rich Foods for the CACFP Using the Ingredient List, Part 1	Recorded Webinar	0.5	USDA Training Library: Nutrition
Identifying Whole Grain-Rich Foods for the CACFP Using the Ingredient List, Part 2	Recorded Webinar	0.5	USDA Training Library: Nutrition
Crediting Single-Serving Packages of Grains in the CACFP	Recorded Webinar	0.5	USDA Training Library: Nutrition
Grain-Based Desserts in the CACFP	Recorded Webinar	0.5	USDA Training Library: Nutrition

TRAINING CURRICULUM

MENU PLANNER



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
Serving Adult Participants in the CACFP <i>*Only allowed in Adult Care settings</i>	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Adding Whole Grains to Your CACFP Menu	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Crediting Grains in the CACFP Using Oz Eq	Webinar Recording	1.00	Online Training Library: Nutrition

TRAINING CURRICULUM

KITCHEN MANAGER



JOB DESCRIPTION

This training curriculum is a list of trainings available through HNS, USDA Team Nutrition, and the Institute of Child Nutrition (ICN) that may be appropriate for those individuals who fill the role of the kitchen manager. Typical job duties may include:

- Oversees the day-to-day food service operations at a center
- Enforces procedures that ensure high-quality food is prepared and served in a sanitary and safe environment
- Enforces customer service policies that focus on value and satisfaction with the food and meal service experience
- Assists with training and management of kitchen and teaching staff
- Executes menus as planned to maintain quality standards and ensure cost-effectiveness and customer satisfaction
- Maintains standards for receiving and storing food and non-food supplies
- Oversees the counting and claiming of reimbursable meals served to participants

Please note:

Job duties for each role often vary from operator to operator; therefore, the trainings provided on this list may not be sufficient for every kitchen manager. Review the job duties for the additional training curricula provided, as some of your specific job duties may fall under another curriculum. For example, if you are a kitchen manager who also plans the menus, you may benefit from training included in the menu planner curriculum.

TRAINING CURRICULUM

KITCHEN MANAGER



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
Civil Rights Compliance in Child Nutrition Programs <i>*Required for all employees every year</i>	Online Training <i>(recommend taking July-September)</i>	1.00	Civil Rights Webpage: Training
Orientation to the Child and Adult Care Food Program	Online Training <i>(recommend taking ASAP)</i>	1.50	Online Training Library: Administration
Meal Count Summary	Administration Essential	0.25	Online Training Library: Administration
CACFP Procurement Basics	Administration Essential	1.50	Online Training Library: Administration
Recordkeeping Requirements and Cost Reporting	Administration Essential	1.00	Online Training Library: Administration
How to Submit a Claim in CNPWeb for the Child and Adult Care Food Program	Online Training	0.75	Online Training Library: Administration
What to Expect: CACFP Administrative Review	Online Training	0.50	Online Training Library: Administration
How to Navigate Menu Modifications	Online Training <i>(recommend taking ASAP)</i>	1.00	Online Training Library: Administration
Introduction to the CACFP Meal Pattern and Creditable Foods	Nutrition Essential <i>(recommend taking ASAP)</i>	1.00	Online Training Library: Nutrition
Menu and Supporting Documentation	Nutrition Essential <i>(recommend taking ASAP)</i>	0.50	Online Training Library: Nutrition
Meal Service and Food Safety Requirements in the CACFP	Nutrition Essential <i>(recommend taking ASAP)</i>	0.50	Online Training Library: Nutrition
Infant Feeding Requirements for the CACFP	Infant Essential <i>(recommend taking ASAP)</i>	0.50	Online Training Library: Nutrition
How to Feed Infants Breastmilk and Formula	Infant Essential <i>(recommend taking ASAP)</i>	0.75	Online Training Library: Nutrition

TRAINING CURRICULUM

KITCHEN MANAGER



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
How to Feed Infants Solid Foods	Infant Essential <i>(recommend taking ASAP)</i>	1.00	Online Training Library: Nutrition
Creating a Breastfeeding Friendly Child Care Environment	Featured Empower Training	1.00	Online Training Library: Nutrition
Feeding Infants 0-5 Months	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
How to Support Breastfeeding in the CACFP	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Feeding Infants: Starting with Solids	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Crediting Store-Bought Combination Baby Foods in the CACFP	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Mealtimes with Toddlers	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Meal Planning for the CACFP	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Breakfast Basics	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Serving Milk in the CACFP	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Serving Vegetables in the CACFP	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Serving Meat and Meat Alternatives at Breakfast	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Using the WIC Food List to Identify Creditable Foods in the CACFP	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition

TRAINING CURRICULUM

KITCHEN MANAGER



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
Identifying Whole Grain-Rich Foods in the CACFP, Part 1 and 2	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Serving Adult Participants in the CACFP <i>*Only allowed in Adult Care settings</i>	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
In-Grained: Easy Tools to Determine Serving Amounts	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Grain-Based Desserts in the CACFP	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Grain Ounce Equivalents Tools for CACFP Operators	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Adding Whole Grains to Your CACFP Menu	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Crediting Grains in the CACFP Using Oz Eq	Webinar Recording	1.00	Online Training Library: Nutrition

TRAINING CURRICULUM

KITCHEN STAFF



JOB DESCRIPTION

This training curriculum is an exhaustive list of trainings available through HNS, USDA Team Nutrition, and the Institute of Child Nutrition (ICN) that may be appropriate for kitchen staff. Typical job duties may include:

- Implements procedures that ensure high-quality food is prepared and served in a sanitary and safe environment
- Implements customer service policies that focus on value and satisfaction with the food and meal service experience
- Executes menus as planned to maintain quality standards and ensure cost-effectiveness and customer satisfaction
- Implements procedures that ensure reimbursable meals are served to students

Please note:

Job duties for each role often vary from operator to operator; therefore, the trainings provided on this list may not be sufficient for every director. Review the job duties for the additional training curricula provided, as some of your specific job duties may fall under another curriculum. For example, if you are a kitchen staff member who also completes meal count sheets or food purchasing, you may benefit from training included in the kitchen manager curriculum.

TRAINING CURRICULUM

KITCHEN STAFF



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
Civil Rights Compliance in Child Nutrition Programs <i>*Required for all employees every year</i>	Online Training <i>(recommend taking July-September)</i>	1.00	Civil Rights Webpage: Training
Orientation to the Child and Adult Care Food Program	Online Training <i>(recommend taking ASAP)</i>	1.50	Online Training Library: Administration
Introduction to the CACFP Meal Pattern and Creditable Foods	Nutrition Essential <i>(recommend taking ASAP)</i>	1.00	Online Training Library: Nutrition
Menu and Supporting Documentation	Nutrition Essential <i>(recommend taking ASAP)</i>	0.50	Online Training Library: Nutrition
Meal Service and Food Safety Requirements in the CACFP	Nutrition Essential <i>(recommend taking ASAP)</i>	0.50	Online Training Library: Nutrition
Infant Feeding Requirements for the CACFP	Infant Essential <i>(recommend taking ASAP)</i>	0.50	Online Training Library: Nutrition
How to Feed Infants Breastmilk and Formula	Infant Essential <i>(recommend taking ASAP)</i>	0.75	Online Training Library: Nutrition
How to Feed Infants Solid Foods	Infant Essential <i>(recommend taking ASAP)</i>	1.00	Online Training Library: Nutrition
Serving Nutritious Foods in Child Care	Online Training	2.00	ICN eLearning Portal (Free ICN account required)
Methods for Healthy Cooking	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
In-Grained: Easy Tools to Determine Serving Amounts	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition

TRAINING CURRICULUM

PROCUREMENT SPECIALIST



JOB DESCRIPTION

This training curriculum is an exhaustive list of trainings available through HNS that may be appropriate for those individuals who fill the role of the procurement specialist. Typical job duties may include:

- Develops purchasing guidelines to ensure purchased food and supplies adhere to procurement guidelines and regulations
- Implements procurement policies consistent with USDA regulations

Please note:

Job duties for each role often vary from operator to operator; therefore, the trainings provided on this list may not be sufficient for every Procurement Specialist. Review the job duties for the additional training curricula provided, as some of your specific job duties may fall under another curriculum. For example, if you are a procurement specialist who also plans the menus, you may benefit from training included in the menu planner curriculum.

TRAINING CURRICULUM

PROCUREMENT SPECIALIST



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
Civil Rights Compliance in Child Nutrition Programs <i>*Required for all employees every year</i>	Online Training <i>(recommend taking July-September)</i>	1.00	Civil Rights Webpage: Training
Orientation to the Child and Adult Care Food Program	Online Training <i>(recommend taking ASAP)</i>	1.50	Online Training Library: Administration
CACFP Procurement Basics	Administration Essential <i>(recommend taking ASAP)</i>	1.50	Online Training Library: Administration
Recordkeeping Requirements and Cost Reporting	Administration Essential <i>(recommend taking ASAP)</i>	1.00	Online Training Library: Administration

TRAINING CURRICULUM

CLASSROOM STAFF



JOB DESCRIPTION

This training curriculum is an exhaustive list of trainings available through HNS, USDA Team Nutrition, and the Institute of Child Nutrition (ICN) that may be appropriate for those individuals who fill the role of the teaching staff. Typical job duties may include:

- Oversees the day-to-day meal service operations in classrooms
- Oversees the counting and claiming of reimbursable meals served to participants
- Maintains accurate meal counts on a weekly basis
- Enforces procedures that ensure high-quality food is served in a sanitary and safe environment
- Models appropriate eating habits, serving techniques, and positive manners during meals
- Utilizes mealtime as an educational opportunity
- Ensures all components of the meal pattern are offered, including grains, meat/meat alternate, fruits or vegetables, and milk or alternatives
- Maintains open communication with the kitchen manager about dietary substitutions for participants with allergies
- Ensure and assist participants with hand washing before and after eating
- Cleans and sanitizes food contact surfaces

Please note:

Job duties for each role often vary from operator to operator; therefore, the trainings provided on this list may not be sufficient for every individual. Review the job duties for the additional training curricula provided, as some of your specific job duties may fall under another curriculum. For example, if you are teaching staff who also plans the menus, you may benefit from training included in the menu planner curriculum.

TRAINING CURRICULUM

CLASSROOM STAFF



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
Civil Rights Compliance in Child Nutrition Programs <i>*Required for all employees every year</i>	Online Training <i>(recommend taking July-September)</i>	1.00	Civil Rights Webpage: Training
Orientation to the Child and Adult Care Food Program	Online Training <i>(recommend taking ASAP)</i>	1.50	Online Training Library: Administration
How to Navigate Menu Modifications	Online Training	1.00	Online Training Library: Administration
Introduction to the CACFP Meal Pattern and Creditable Foods	Nutrition Essential	1.00	Online Training Library: Nutrition
Menu and Supporting Documentation	Nutrition Essential	0.50	Online Training Library: Nutrition
Meal Service and Food Safety Requirements in the CACFP	Nutrition Essential	0.50	Online Training Library: Nutrition
Mealtimes with Toddlers	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
In-Grained: Easy Tools to Determine Serving Amounts	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition

TRAINING CURRICULUM

INFANT ROOM STAFF



JOB DESCRIPTION

This training curriculum is an exhaustive list of trainings available through HNS and the Institute of Child Nutrition (ICN) that may be appropriate for those individuals who fill the role of the infant room staff. Typical job duties may include:

- Oversees the day-to-day meal service operations in infant classrooms
- Oversees the counting and claiming of reimbursable meals served to participants
- Maintains accurate meal counts on a weekly basis
- Maintains open communications with parents and guardians of participants and ensures the CACFP Infant Feeding Preference sheet is signed by responsible party
- Updates infant feeding schedules in accordance to CACFP regulations
- Enforces procedures that ensure high quality food is served in a sanitary and safe environment
- Ensures all components of the meal pattern are offered, including grains, meat/meat alternates, fruits or vegetables, and milk or alternatives
- Maintains open communication with the kitchen manager about dietary substitutions for participants with allergies
- Cleans and sanitizes food contact surfaces
- Practices food safety when handling and storing breastmilk

Please note:

Job duties for each role often vary from operator to operator; therefore, the trainings provided on this list may not be sufficient for every individual. Review the job duties for the additional training curricula provided, as some of your specific job duties may fall under another curriculum. For example, if you are teaching staff who also plans the menus, you may benefit from training included in the menu planner curriculum.

TRAINING CURRICULUM

INFANT ROOM STAFF



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
Civil Rights Compliance in Child Nutrition Programs <i>*Required for all employees every year</i>	Online Training <i>(recommend taking July-September)</i>	1.00	Civil Rights Webpage: Training
Orientation to the Child and Adult Care Food Program	Online Training <i>(recommend taking ASAP)</i>	1.50	Online Training Library: Administration
Introduction to the CACFP Meal Pattern and Creditable Foods	Nutrition Essential <i>(recommend taking ASAP)</i>	1.00	Online Training Library: Nutrition
Infant Feeding Requirements for the CACFP	Infant Essential <i>(recommend taking ASAP)</i>	0.50	Online Training Library: Nutrition
How to Feed Infants Breastmilk and Formula	Infant Essential <i>(recommend taking ASAP)</i>	0.75	Online Training Library: Nutrition
How to Feed Infants Solid Foods	Infant Essential <i>(recommend taking ASAP)</i>	1.00	Online Training Library: Nutrition
Creating a Breastfeeding Friendly Child Care Environment	Featured Empower Training	1.00	Online Training Library: Nutrition
Menu and Supporting Documentation	Nutrition Essential <i>(recommend taking ASAP)</i>	0.50	Online Training Library: Nutrition
Meal Service and Food Safety Requirements in the CACFP	Nutrition Essential <i>(recommend taking ASAP)</i>	0.50	Online Training Library: Nutrition
Infant Feeding Requirements for the CACFP	Infant Essential <i>(recommend taking ASAP)</i>	0.50	Online Training Library: Nutrition
Creating a Breastfeeding Friendly Child Care Environment	Featured Empower Training	1.00	Online Training Library: Nutrition
Feeding Infants 0-5 Months	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition

TRAINING CURRICULUM

INFANT ROOM STAFF



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
How to Support Breastfeeding in the CACFP	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Feeding Infants: Starting with Solids	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition
Crediting Store-Bought Combination Baby Foods in the CACFP	Featured USDA Team Nutrition Training	0.50	Online Training Library: Nutrition

ADDITIONAL TRAINING OPPORTUNITIES



CACFP TRAINING LIBRARY & EVENTS FORECAST

In addition to the trainings listed in this curriculum, new training opportunities for operators of the Child and Adult Care Food Program are announced monthly via HNS Communications. All on-demand trainings can be accessed on the [CACFP Training Webpage](#).

THANK YOU!

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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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