

"CACFP Plus!"

Description: We have designed this workshop for key staff that have a solid understanding of the Child and Adult Care Food Program (CACFP). This workshop will always include a summary of the basics; other topics will vary from one year to the next. (New agencies and/or new workers are welcome to attend this workshop though we do strongly suggest that new agencies and/or staff also attend a "Basic Training" session or participate in other methods of training provided by the State agency.) **There is no charge for this workshop.**

How to Register: Please register using the registration form by mail, fax, or email. The form is available from the Child and Adult Nutrition Services (CANS) office.

Things to Consider:

- **You must pre-register.** You should mail your registrations at least 20 days prior to the date of the workshop. We will confirm that we have received all registrations.
- **What to Bring:**
 - An open mind, ready to learn!
 - Local agency's purchasing plan and conflict of interest policies
 - Labels for whole grain items that you are wondering about.
- Plan to **arrive at least 15 minutes prior** to the start of the workshop.
- Due to variations in temperature in meeting rooms, we suggest that you **dress in layers** of clothing, so you can adjust for your comfort.
- The Department of Education is **not able to provide food or drinks**, so please plan for that.
- **Please let us know by calling (605) 773-3413 if any participants need a sign language interpreter, alternate formats of printed materials, or wheelchair access.** We need at least two week's advance notice.
- If **bad weather** is likely, **call** our office at **(605) 773-3413** to **confirm** that we will still have the workshop.

Your Responsibilities: We expect workshop participants to learn about their agency's responsibilities in the CACFP. Participants should return to work and share what they have learned about these requirements with the agency (including board members).

Certificates: We will take attendance at each session. Following the workshop, we will send a certificate for each participant. Certificates will indicate the number of hours of training from the CACFP workshop.

CACFP Plus! Workshop Schedule

8:00-8:30 Registration

8:30-10:00 Purchasing Requirements in the CACFP ~ Due to some recent changes in the guidance for micro-purchasing, we have good news to share about how you may be able to use this option which will greatly reduce the work involved with meeting the purchasing requirements. In addition, the guidance for price comparisons has been further tweaked to require that you compare prices any time there is a price change. This is not good news. Geriann Headrick (CANS 'purchasing guru') will go over the new guidance and the requirements for what needs to be in your agency's purchasing plan, code of conduct policies. This session will vary from one location to another in terms of being an in-person presentation, a live Skype presentation, or a recorded presentation. Melissa will be in attendance to help with questions and answers (esp. when it is a recorded session). Bring along your agency's purchasing plan (if you have one) and bring your questions!

----- **BREAK – move around and meet people ☺** -----

10:15-11:45 Whole Grain Requirements in the CACFP ~ We will dive into the new rules for grains and breads to include grains that are no longer allowed and then also get into the details of how to know if a product meets the definition of a whole grain item in the Child and Adult Care Food Program.

11:45-1:15 LUNCH BREAK (on your own)

1:15-3:00 CACFP Basics ~ The game of Jeopardy returns as a fun way to review each of the required CACFP training topics.

----- **BREAK – move around and meet people ☺** -----

3:15-4:45 How to Use the Food Buying Guide ~ This session will go over what information you will find in the Food Buying Guide, and will include a guided walk through the online Food Buying Guide and tools that are available at <https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>.