

“Basic Training” in the Child and Adult Care Food Program (CACFP)

Description

This workshop is **designed for new agencies** participating in the CACFP and/or **new workers** in the CACFP. This workshop covers all aspects of managing the CACFP in child care centers. Each topic covered is a required topic for all centers with the exception of the Infant Feeding Requirements workshop which is only required if the agency cares for children under the age of one year. There is **no charge** for this CACFP workshop.

How to Register

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.
- Plan to **arrive at least 15 minutes prior** to the start of the workshop.
- **Please bring a calculator!**
- 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.
- Registration will begin at 8:00 AM. For agencies that do not collect free and reduced price meal applications you may arrive at 9:45 AM to register since the first session does not apply to you.

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.

“Basic Training” in the CACFP

Workshop Hours	Session Topics	Description	Who Should Attend
8:00-8:30	Registration	N/A	All participants for the workshop.
8:30-9:45	Free and Reduced Price Meal Applications	A review of the basic procedures and common questions regarding free and reduced price meal applications.	Staff members responsible for approving free and reduced price meal applications, center directors, and board members.
9:45-10:00	Networking Break		
10:00-11:15	Meal Counting and Claiming	An overview of how to complete meal count rosters, who should complete them, when they should be completed, and how the information is used.	Staff members responsible for taking meal counts at the time of each meal service and/or completing the claim for reimbursement, center directors, and board members.
11:15-12:00	Basic Record Keeping Requirements in the CACFP	An overview of an institution’s requirements for record collection and maintenance of CACFP records.	Staff members responsible for the collection and/or maintenance of CACFP records, center directors, and board members.
12:00-1:15	Lunch Break – on your own		
1:15-3:30	Menu Planning & Meal Pattern Requirements	Hands on activities in menu planning and meal pattern requirements, including an overview of “creditable” foods in the CACFP.	Staff members responsible for planning and/or preparing meals in the CACFP, center directors, and board members.
3:30-3:45	Networking Break		
3:45-4:15	Completing Production Records	Specific instructions for the completion of the menu production records to assist agencies in providing accurate documentation of foods prepared to receive reimbursement dollars.	Staff members responsible for completing production records, center directors, and board members.
4:15-4:45	Infant Feeding Requirements	An overview of the requirements for feeding infants in the CACFP including the completion of infant production records.	Staff members responsible for serving infant meals and/or maintaining infant production records, center directors, and board members.