

"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.
- Plan to **arrive at least 15 minutes prior** to the start of the workshop.
- **Items to Bring:**
 - An open mind, ready to learn!
 - Questions you have – esp. in regards to special diets!!
 - A calculator
 - Food Buying Guide (if you have the actual book – the CD will not help you in this session)
- 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

8:30-9:00 Registration

9:00-11:00 CACFP Basics ~ This will be a very brief summary of each of the required CACFP topics. This session will meet your annual training requirements for the CACFP.

BREAK – move around and meet people ☺

11:15-11:40 CANS Updates ~ This session will be an update on the current training resources that are available through Child and Adult Nutrition Services along with the introduction of a new CACFP awards system that is being piloted in our region.

11:40-12:00 Monitoring Requirements for Sponsors of Centers ~ A session designed for agencies that have more than one site. We will go over the basic monitoring requirements for sponsors of centers. If your agency has only one site, this session does not apply to you. You may leave for lunch.

12:00-1:00 LUNCH BREAK (on your own)

1:00-2:30 Special Diets ~ A review of the basic requirements for special diets. We will have lots of time for questions and answers so come prepared with specific questions!

2:00-3:15 How to Use the Food Buying Guide ~ This session will provide guidance on how to get the most out of the Food Buying Guide.

BREAK – move around and meet people ☺

3:30-4:30 Planning Menus ~ The session will cover the basics of menu planning when using the CACFP meal patterns.