

OSPI Child and Adult Care Food Program (CACFP) Checklist

FY 2023–24 Training Checklist

As a Child and Adult Care Food Program (CACFP) sponsor, you must certify completion of all training requirements when submitting your sponsor application. Use this checklist as a guide to complete Fiscal Year 2023–24 (FY24) training requirements. You do not need to return this form to OSPI Child Nutrition Services. This training is mandatory; FY24 renewal applications will not be approved until the appropriate person has attended training.

Who Must Attend Annual Training?

- All institutions participating in the CACFP.
- All institutions planning to participate in the CACFP in FY24.
- At a minimum, the person responsible for oversight of the CACFP must attend. This training is intended for directors and administrators.

How to Participate in Annual Training

Training will be provided as recorded training modules in Canvas, OSPI's new learning platform. Training information can be found on the [CACFP Training webpage](#). Please select the appropriate dropdown, based on your organization type, to access required trainings.

Certificate of Training Completion

You must certify completion of required training in Canvas. Instructions for this process will be provided at the end of your Canvas course(s). Save this documentation with your CACFP records. You do not need to submit this to OSPI.

Child Care, At-Risk Community Based Program, Family Day Care Home, Homeless Shelters & Adult Care Sponsors

Required annual training is available virtually in the [FY24 Required Training for CACFP Sponsors \(non-LEA\)](#) module in Canvas. You will need to create a free account to access these trainings. More details are located on the [CACFP Training webpage](#) under the "FY24 Child Care Center, At-Risk Community Sponsor, Family Day Care Homes (FDCH) Sponsors Annual Training" dropdown.

Required: Recorded Trainings

FY24 CACFP Annual Updates Webinar

Join us as we share Program updates and reminders.

Annual Civil Rights Training

This session will review the basics of the Civil Rights requirements what Sponsors must know when operating the CACFP.

Procurement Training

During this training we will review the basics of procurement. What is Procurement? Why do you need to know what it is? Discover what it means, what the requirements are, and start developing your procurement procedures during this session!



Optional: In-Person Trainings

CACFP Basics to Advanced Training

These in person trainings will be offered regionally throughout the state during the weeks of September 11 and September 18. There will be two learning tracks offered.

Track 1: CACFP Basics—Intended for new staff/new sponsors

Track 2: CACFP Advanced—Intended for experienced sponsors

Registration information will be released in [CNS Newsletters](#).

School District/Local Education Agency (LEA) Sponsors Required Training

Required annual training is available virtually in the [FY24 Required Training for LEA CACFP Sponsors](#) module in Canvas. You will need to create a free account to access these trainings. More details are located on the [School Meal Programs Training webpage](#) under the “At-Risk Afterschool Meals Annual Training for Districts” dropdown.

Required: Recorded Trainings

At-Risk Program—School Sponsors

So, You are Interested in Operating the CACFP in Your School Program Recorded Training

CACFP Oversight Training*

The oversight training will cover CACFP basics, setting districts up for program operation in SY 2023–24. The CACFP Oversight Training will be offered during the [SY 2023–24 School Meal Programs Annual Training](#) (register in pdEnroller by August 2, 2023). Attendance at the in-person training is optional. **However, if you do not attend the in-person training, you are required to watch the recorded CACFP Oversight Training.**

Pre-K Programs claiming meals under the CACFP

So, You are Interested in Operating the CACFP in Your School Program Recorded Training

CACFP Oversight Training*

The Oversight training will cover CACFP basics, setting districts up for successful Program operation in SY 2023–24.

FY24 CACFP Annual Updates Webinar

Join us as we discuss the past year and looking ahead to FY24.

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Optional Refresher Trainings

In addition to the virtual required annual training, and in-person trainings, we recommend that you view the following trainings every year, as refreshers. These sessions are available in the [FY24 Recommended Training](#) module in Canvas. You will need to create a free account to access these trainings.

Financial Management Training

Audience: All CACFP Sponsors except LEAs

Learn how CACFP costs should be documented, when and why budgets should be revised and how to track expenses.

Study Month Training

Audience: All CACFP Sponsors except At-Risk only, Homeless Shelters, ECEAP and Head Start Sponsors

This session provides step by step guidance on how to conduct a study month with tips on how to be successful.

Infant Training

Audience: CACFP Sponsors with infants enrolled in their centers

This training provides requirements on how infant meals should be tracked, counted, and claimed for centers that enroll infants.

Questions? Please [email the CACFP team](#).