

# OSPI Child and Adult Care Food Program (CACFP) Checklist

## FY 2024–25 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 2024–25 (FY25) training requirements. You do not need to return this form to OSPI Child Nutrition Services. This training is mandatory; FY25 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 FY25.
- 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 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 [FY25 Required Training for CACFP Sponsors \(non-LEA\)](#) module in Canvas. You will need to create a free account to access these trainings. If you do not have a Canvas account, please [create an account and join the course using this link](#).

### Required: Recorded Trainings

**FY25 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 and 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!



- CACFP in ECEAP & Head Start Training-*required for ECEAP/Head Start Grantee only***  
This training is required for ECEAP and Head Start Grantees. It is expected that the Grantees will train their staff and/or subcontractors on the CACFP information provided.
- CACFP Annual Sponsor Training for Centers-*required for new Program Administrators only***  
The CACFP Annual Sponsor Training is a 4-hour comprehensive online course. The training includes important topics such as Performance Standards, Meal Service Planning, Recordkeeping, Financial Management/Maintaining a Nonprofit Food Service and Program Oversight/Serious Deficiency Process.

## In-Person Training

These trainings are intended for Program administrators and staff with monitoring roles.

### Register Here

- CACFP Sponsors of Unaffiliated Sites Training**, Ellensburg Sept. 24<sup>th</sup> | 6 hour training  
**Optional**  
There will be two learning tracks offered.
  - Track 1: Sponsors of Unaffiliated Sites (centers)
  - Track 2: Sponsors of Unaffiliated Sites (homes)
- The “Basics”, Becoming a Multi-Site Sponsor**, Mill Creek Aug. 20<sup>th</sup> | 6 hour training  
**Required for:**
  - Sponsors currently operating with one site who would like to operate CACFP at multiple sites in FY 25.
  - Sponsors who were assigned this training as corrective action during a FY 24 administrative review.**Optional for:**
  - Independent Sponsors interested in learning more about Sponsoring Organization requirements who are not intending to expand operation to multiple site in FY 25.
  - Current multi-site Sponsors who would like a refresher training.

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

Required annual training is available virtually in the [FY25 Required Training for LEA CACFP Sponsors](#) module in Canvas. You will need to create a free account to access these trainings. If you do not have a Canvas account, please [create an account and join the course using this link](#).

### Required Trainings:

#### At-Risk Program—School Sponsors

- Bringing your At-Risk Operation into Compliance** (in-person or recorded options)  
This training will cover CACFP At-Risk basics, setting districts up for successful operation in SY 2024–25. This training will be offered during the SY 2024–25 School Meal Programs Annual Training. Attendance at the in-person training is required. **However, if you do not attend the in-person training, you are able to watch the recorded CACFP Oversight Training.**  
**Register by July 22nd**
  - Register for the [August 1 at North Central High School - Spokane, WA](#)
  - Register for the [August 13 at Highline High School - Burien, WA](#)

- CACFP Annual Sponsor Training-*required for new Program Administrators only***  
The CACFP Annual Sponsor Training is a 4-hour comprehensive online course. The training includes important topics such as Performance Standards, Meal Service Planning, Recordkeeping, Financial Management/Maintaining a Nonprofit Food Service and Program Oversight/Serious Deficiency Process.

**Pre-K Programs claiming meals under the CACFP** (recorded trainings)

- So, You are Interested in Operating the CACFP in Your School Program Recorded Training**
- CACFP Oversight Recorded Webinar**  
The Oversight training will cover CACFP basics, setting districts up for successful Program operation in SY 2024–25.
- FY25 CACFP Annual Updates Webinar**  
Join us as we discuss the past year and looking ahead to FY25.
- CACFP Annual Sponsor Training-*required for new Program Administrators only***  
The CACFP Annual Sponsor Training is a 4-hour comprehensive online course. The training includes important topics such as Performance Standards, Meal Service Planning, Recordkeeping, Financial Management/Maintaining a Nonprofit Food Service and Program Oversight/Serious Deficiency Process.

## Optional Refresher Trainings-(All Sponsor types as applicable)

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 [FY25 Recommended Training](#) module in Canvas. You will need to create a free account to access these trainings.

- CACFP Annual Sponsor Training for Centers**  
The CACFP Annual Sponsor Training is a 4 hour comprehensive online course. The training includes important topics such as Performance Standards, Meal Service Planning, Recordkeeping, Financial Management/Maintaining a Nonprofit Food Service and Program Oversight/Serious Deficiency Process.
- 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](#).