OSPI CNS Child and Adult Care Food Program (CACFP) Reference Sheet

Annual Staff Training for Sponsoring Organizations

CACFP sponsors are required to provide adequate training on Program duties and responsibilities to key staff at least annually.

Requirements

- ✓ Sponsor staff training supplements the mandatory annual training presented by OSPI to all CACFP sponsors.
  - ➢ Training must include instruction, appropriate to the level of staff experience and duties, on specific program topics.
- ✓ Sponsors must also train all new staff on program duties soon after they are hired.
- ✓ Retain required training documentation.
  - ➢ Documentation includes:
    - Date of training
    - Topics covered
    - Training material(s) used
    - Participant attendance
      - Printed name
      - Signature
      - Assigned site
  - ➢ Review the OSPI CNS Training Documentation Reference Sheet for more details.

Required Topics:

- ✓ CACFP Meal Patterns
- ✓ Meal Counts
- ✓ Claims Submission and Review Procedures
- ✓ Recordkeeping Requirements
- ✓ Reimbursement Process
- ✓ Civil Rights
  - ➢ Collection and use of racial and ethnicity data
  - ➢ Effective public complaint procedure
  - ➢ Civil Rights complaint procedures
  - ➢ Maintain a Civil Rights complaint log

This institution is an equal opportunity provider.

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- Civil Rights compliance review techniques
- Resolution of non-compliance
- Requirements for reasonable accommodation of persons with disabilities
- Requirements for language assistance
- Conflict resolution
- Customer service

✓ Site Monitoring Procedures
- Each site must get reviewed 3 times per year: at least 2 unannounced, 1 announced and not more than 6 months can lapse between site visits and different meals must be observed each time.
- Plan for the adequate number of staff needed each year to complete all site monitoring with the required parameters.
- Ensure that staff know how to conduct the required site monitoring and review the required documentation for each site.
- Conduct follow up site reviews and note serious deficiencies when appropriate. If a serious deficiency is identified, the next review at the site must be unannounced.
- Review and update licenses, if applicable.
- Pre-approval visits must be conducted for new sites.
- The first review for a new site must be completed in the new site's first four weeks of participating in CACFP.

Additional Tips

Key staff may include:

- ✓ Cooks and assistant cooks
- ✓ Teachers and assistant teachers
- ✓ Staff who develop and plan menus
- ✓ Administrative staff who approve Enrollment/Income-Eligibility Applications, track Monthly Participant Eligibility, distribute and collect enrollment information and other forms
- ✓ Clerical staff who compile the monthly meal counts and complete reimbursement claims
- ✓ Financial officers who document nonprofit food service
- ✓ Monitoring/Site Review Staff
- ✓ Nonprofit organization board members

Best Practices

- ✓ To determine staff training needs:
  - ➢ Review past training documentation
  - ➢ Monitor meal service
  - ➢ Monitor record keeping
  - ➢ Read recent OSPI bulletins, memoranda, and correspondence.
- ✓ OSPI may have videos, webinars and other training tools to assist institutions with their internal CACFP training. Refer to the CACFP Required Training webpage for available trainings.
- ✓ Make CACFP training part of the onboarding/new hire process when new food program staff are hired. This will ensure all staff have received training and are in compliance with training requirements.
- ✓ OSPI encourages sponsors to train staff more frequently than annually in certain circumstances.
- ✓ Make sure you're receiving the CACFP Weekly Newsletter.
  - ➢ OSPI may issue new or revised policy through the CACFP Weekly Newsletter, information included may require additional training of institution staff.
  - ➢ If you are not receiving the CACFP Weekly Newsletter, you may view sent updates on the CACFP Updates and Communications webpage.
- ✓ Develop and execute a plan to ensure staff training needs are met year-round.
- ✓ More than one staff person should be thoroughly trained in each CACFP function to provide adequate back-up.
- ✓ Maintain a binder with all CACFP policies and procedures, which should include the organization's responsibilities and CACFP assigned staff. These records should be kept in a central location to help with onboarding new staff.

Resources

- ✓ CACFP – 7CFR, Part 226.15 and 226.16
- ✓ Civil Rights Reference Sheet
- ✓ OSPI CACFP Sponsor Resources Webpage
- ✓ OSPI Claims, Fiscal Information and Resources
- ✓ Training Documentation Reference Sheet

Acronym Reference

- ✓ CACFP– Child and Adult Care Food Program
- ✓ CFR– Code of Federal Regulations
- ✓ OSPI– Office of Superintendent of Public Instruction
- ✓ TA– Technical Assistance