The trainings listed below are what is offered throughout the year on CACFP.

**Training Calendar**: In-person and Zoom Trainings (zoom links are in the comments section).

You must register in the Training Calendar to receive credit for the course. *We try to keep 2 months trainings posted.*

**OSDE Connect**: Self-paced trainings. Direct links for the trainings are in the Resource Library. You can only receive one certificate per year.

Descriptions of CACFP Trainings Offered

A current list of courses in *alphabetical* order

(*Note:* Timeframe of these courses are subject to change. If training is not in OSDE Connect, we are working on getting it uploaded)

**All Slides and handouts for the trainings offered below are in the Resource Library under the Training & Workshops section or the specific section (i.e. At-Risk, Adult).** *If you need special accommodations or have questions, please contact the Training Department at (405) 521-3327 or Childnutritionprograms@sde.ok.gov.*

**\*Administration & Purchasing Training *(approximately 2 hours)***

This course goes through the administrative functions and procurement for CACFP.

*Who should attend: Owners, directors, anyone else who handles administrative functions for CACFP, and/or the responsible party for a daycare center, head start program, adult day care, or a daycare participating in At-Risk.*

Offered monthly (November – July) and on OSDE Connect

**\*Administration & Purchasing Training for Adult Day *(approximately 2 hrs)***

This course goes through the administrative functions and procurement for Adult Day Cares.

*Who should attend: Owners, directors, anyone else who handles administrative functions, and/or the responsible party for a Adult Day Care centers.*

Offered annually (August) and on OSDE Connect

**\*Application Walkthrough *(approximately 2 hours-no credit given)***

This course walks through the CACFP online application. It is suggested to listen to the zoom call on one device and fill out your application on your computer.

# *Who should attend: The individual who fill out the online CACFP application & agreement.*

Offered monthly and on OSDE Connect

**\*At-Risk Training *(approximately 2 hours)***

This course goes over the administrative functions for the At-Risk program.

*Who should attend: Schools districts who do not have a day care center and private nonprofit organizations that are only participating in At-Risk.*

Offered monthly (November – July) and on OSDE Connect

**\*At-Risk Training Manual Workshop *(approximately 3 hours)***

This course goes over the entire the At-Risk program including meal pattern requirements. ***Required for application approval for schools and nonprofit organizations who only administer At-Risk.***

*Who should attend: Schools districts who do not have a daycare center and private nonprofit organizations who are only participating in At-Risk.*

Offered monthly (November – July) and on OSDE Connect

**\*CACFP Training Manual Workshop *(approximately 5 hours)***

This course goes over the entire the CACFP program including meal pattern requirements. ***Required for application approval.***

*Who should attend:* *Owners, directors, anyone else who handles administrative functions for CACFP, and/or the responsible party for a daycare center, head start program, adult day care, or a daycare center who also participates in At-Risk.*

Offered August – October and on OSDE Connect

# \*Civil Rights Training for CACFP, FDCH, & SFSP *(approximately .5 hour)*

Civil Rights is required annually for all employees that assist with CACFP or have any CACFP job duties.

*Who should attend: All employees*

# Offered in September or October then only available OSDE Connect

# \*Infant Meal Requirement *(approximately 1 hour)*

This training is an in-depth training over the requirements for infants.

*Who should attend: Infant teachers, directors, and/or cooks*

Offered every other month and on OSDE Connect

# \*Food Buying Guide (FBG) Overview *(approximately 1 hour)*

This is an overview of the Food Buying Guide, how to look up items, and the significance of using this book.

*Who should attend: Cooks and individuals who buy food for child nutrition programs.*

Offered every other month and on OSDE Connect

**\*Meal Pattern Requirements** **(Adult Day Care)** ***(approximately 1.5 hours)***

*This training covers the meal patterns, components, Menu as Served form, and other requirements associated with the CACFP Meal Patterns Adult Day Care Centers.*

*Who should attend: Cooks or individuals who buy food for CACFP.*

On annually (August) and OSDE Connect

**\*Meal Pattern Requirements** **(At-Risk)** ***(approximately 1.5 hours)***

*This training covers the meal patterns, components, Menu as Served form, and other requirements associated with the CACFP Meal Patterns for participants on At-Risk.*

*Who should attend: Cooks or individuals who buy food for CACFP.*

On OSDE Connect

**\*Meal Pattern Requirements** **(CACFP/Centers)** ***(approximately 2 hours)***

*This training covers the meal patterns, components, Menu as Served form, and other requirements associated with the CACFP Meal Patterns for daycare centers and head start programs.*

*Who should attend: Cooks or individuals who buy food for CACFP.*

Offered monthly (November – July) and on OSDE Connect

**\*Meal Pattern Requirements** **(CACFP)** ***(approximately 2 hours)***

*This training covers the meal patterns, components, Menu as Served form, and other requirements associated with the CACFP Meal Patterns for daycare centers and head start programs.*

*Who should attend: Cooks or individuals who buy food for CACFP.*

Offered monthly (November – July) and on OSDE Connect

# \*Offer vs Serve Training *(approximately 1 hour)*

This course goes over Offer vs Serve for both breakfast and lunch.

Who should attend: Adult Daycares and schools who participate in Offer vs Serve ONLY.

Offered every three months and on OSDE Connect

# \*Orientation Training *(approximately 1.5 hours)*

This is an overview of CACFP and some of the requirements to participate in the program.

Who should attend: Any individual new to CACFP.

Offered in-person every month

# \*Ounce Equivalent Training *(.5 hour)*

This session goes over ounce equivalent that was required in CACFP on October 1, 2021.

*Who should attend: Cooks or individuals who buys food for your organization.*

Offered periodically and on OSDE Connect

**\*Procurement 101 for CACFP & SFSP** ***(.5 hours)***

This training is an overview of procurement rules for daycares and summer feeding.

*Who should attend: Anyone who purchases food or any other Child Nutrition related items for your organization.*

Offered on OSDE Connect

**\*Procurement Process Training** ***(approximately 2 hours)***

This training covers the entire Procurement process from the methods of Procurement to monitoring the contract*. This is best for larger centers*

*Who should attend: Anyone who purchases food or any other Child Nutrition related items for your organization.*

Offered every three months and on OSDE Connect

# \*Sponsor Training *(approximately 2 hour)*

This training goes over the additional requirements for organizations that have multiple sites under their agreement number.

*Who should attend: Individuals who have administrative duties for CACFP for the sponsoring organization and/or the responsible party.*

# Offered every other month and on OSDE Connect

**\*Whole Grain Training** ***(.5 hours)***

This training gives participants a better understanding of what whole grain are.

*Who should attend: Cook*

Offered on OSDE Connect

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