

# **REQUIRED TRAINING**

## **SPONSORING ORGANIZATION KEY STAFF TRAINING**

### **Training**

Sponsoring organizations (SOs) must provide training in Child and Adult Care Food Program (CACFP) regulations and SO policies and procedures to all key personnel prior to their performing duties.

SOs must also provide annual training thereafter for key staff covering the following required topics, at a minimum:

1. CACFP Meal Pattern
2. Reimbursement Process
3. Accurate Meal Counts
4. Claims Submission
5. Record Keeping

Training methods include conference/meeting style, one-on-one, online, or self-paced curriculum. Online and self-paced curriculum must include documentation, posttraining, and benchmarks, e-mail confirmation, questions and answers, and include sign-in/log-in records.

Documentation of dates, locations, required topics, and staff participating must be maintained by the SO.

## **PROVIDER TRAINING RECORD**

### **Training**

Sponsors are required to offer training sessions annually (October through September), scheduled at a time and place convenient to all providers participating with the sponsor. Providers who do not attend training at least annually shall be declared seriously deficient and proposed for termination by the sponsor. Training must include the five topics listed below. Sponsors must document and have readily available all training records, including date, location, signatures of providers attending, and topics covered. Technical assistance given to a provider during a home visit does not qualify as sponsor training unless all training requirements mentioned below are met. SOs must ensure each provider receives certification of training.

### **Required Minimum Training Topics**

1. CACFP Meal Pattern
2. Reimbursement Process
3. Accurate Meal Counts
4. Claims Submission
5. Record Keeping



***EXAMPLE***  
**NAME OF SPONSOR**

**KEY STAFF TRAINING**

**Date: October 5, YYYY**  
**Location: Anywhere Tech Center**  
**Anywhere, Oklahoma**  
**Time: 8 a.m. - 5 p.m.**

**Topics**

**Sponsor Policies**  
**Provider Record-Keeping Requirements**  
**Meal Pattern Requirements**  
**Serious Deficiency Process for Providers**  
**Appeal Procedures**  
**Meal Counts**  
**Claiming and Reimbursement Process**

**EXAMPLE  
PROVIDER TRAINING RECORD**

Date: November 4, YYYY

Location: Anywhere Tech Center  
Anywhere, Oklahoma

Provider's Printed Name	Telephone Number	Home Agreement Number	Certificate Issued (X)
<i>PATTY PERFECT</i>		43	X
<i>GINNY FREED</i>		13	X
<i>MARY TIMES</i>		21	X
<i>PATTY MARTIN</i>		52	X
<i>SUSAN JOHNS</i>		20	X
<i>MARY BROWN</i>		18	<i>Left early!</i>
<i>LOU ANN JOLLY</i>		15	X
<i>JUDY WALLACE</i>		11	X
<i>MARTHA LINDSEY</i>		26	X

Required Topics Addressed: *Sponsor policies, provider record-keeping requirements, meal counts, meal pattern requirements, and claims and reimbursement process*

**NOTE:** Attach copy of training session's agenda.

***EXAMPLE***  
**NAME OF SPONSOR**

**PROVIDER TRAINING**

**Date: November 4, YYYY**  
**Location: Anywhere Tech Center**  
**Anywhere, Oklahoma**  
**Time: 6:30 - 9:30 p.m.**

**Topics**

**Sponsor Policies**  
**Provider Record-Keeping Requirements**  
**Meal Pattern Requirements**  
**Serious Deficiency Process for Providers**  
**Appeal Procedures**  
**Meal Counts**  
**Claiming and Reimbursement Process**