

REQUIRED TRAINING FOR FAMILY DAY CARE PROVIDERS

- PURPOSE:** To revise the policy for family day care provider training.
- SCOPE:** Sponsoring organizations and family day care providers participating in the Child and Adult Care Food Program (CACFP).
- DESCRIPTION:** Family day care providers shall receive **6 hours of CACFP related training** and technical assistance each fiscal year. Technical assistance may occur during onsite monitoring visits. The State Agency has determined that the training must be provided in order to maintain the integrity of the Child and Adult Care Food Program. *Each provider that has a signed agreement with a sponsoring organization must receive annual training and is considered the key staff for the sponsored family day care home.*

Sponsoring organizations shall directly provide the training hours related to the CACFP. CACFP training shall include the following:

- § Tiering
- § Record keeping requirements (including annual agreement) and **claim submission**
- § Menu planning and food purchasing
- § CACFP meal pattern requirements
- § Food safety and sanitation
- § Basic food preparation
- § Nutrition education activities
- § Children with special needs (allergies, physical disabilities, etc.)
- § Civil Rights requirements
- § Parent notification requirement
- § State agency requirements
- § Sponsor requirements and **reimbursement system**
- § Infant meal pattern and record keeping requirements

Required documentation shall include signed attendance sheets, copies of handouts, **amount of credit for the training session**, and the training agenda in outline or script format. **Training credit will be calculated on an hour for hour basis. Beside training meetings, sponsors may use on-line training, handbooks with questions and answers, newsletters (1 hour total for the year), or training provided by other organizations. Each organization shall determine on a case-by-case basis the amount of credit for training provided by outside organizations.**

This revision is a result of training being required for key staff at sponsored facilities annually in the Federal Regulations at §226.16(d)(3).

Sponsors should note that CACFP administrative funds cannot be used to track licensing related training requirements for providers.

Failure of providers to participate in required training has been added to the list of serious deficiencies for providers at §226.16(1)(2)(viii) of the Federal Regulations.

Since every family day care provider does not participate for an entire fiscal year, the following chart indicates the number of training hours required for homes based on months of CACFP participation:

Family Day Care Homes (Licensed and LLEP)	Number of Months Participating During the Current Fiscal Year	Number to Training Hours Required
	6-12 months	6 hours
	3-5 months	4 hours
	1-2 months	2 hours

This policy shall become effective October 1, 2008.

SOURCE:

National Management Improvement Training Program, Module 4, Training and Technical Assistance; Indiana Department of Education, Division of School and Community Nutrition Programs; Indiana Association of Family Day Care Sponsors, Inc.; 7CFR 226.16(d)(3).