

Facility Training Conducted by Sponsoring Organizations

PURPOSE: To set forth the requirements for sponsoring organizations (SO) to conduct facility training.

SCOPE Sponsoring organizations and sponsored facilities (home and centers) participating in the Child and Adult Care Food Program (CACFP).

DESCRIPTION: Key staff of sponsored facilities shall include each center staff person and each family day care provider who signs an agreement with a sponsoring organization to participate in the CACFP.

Key staff of sponsored facilities must participate in sponsoring organization training prior to Program operations. This training shall be on Program duties and responsibilities. At a minimum, such training must include instruction, appropriate to the level of staff experience and duties, on the Program's meal pattern, meal counts, claims submission and review procedures, record keeping requirements, and the reimbursement system. Attendance by key staff is mandatory.

Additionally, mandatory training sessions for key staff from all sponsored childcare and adult day care facilities shall be completed no less frequently than annually. At a minimum, such training must include instruction, appropriate to the level of staff experience and duties, on the Program's meal pattern, meal counts, claims submission and review procedures, record keeping requirements, and the reimbursement system. Attendance by key staff is mandatory.

Sponsoring organizations with monitoring staff must maintain records documenting the attendance of each monitor staff member at annual training. Training must include instruction, appropriate to the level of staff experience and duties, on the Program's meal pattern, meal counts, claims submission and review procedures, record keeping requirements, and an explanation of the Program's reimbursement system. Attendance by monitor staff is mandatory.

Staff training shall be documented with signed and dated attendance sheets attached to a copy of the training agenda.

It is the responsibility of the sponsoring organization to require key staff and monitoring staff to receive Program training and it is the responsibility of the key staff and monitor staff to participate in the training.

SOURCE: FY 05 Child and Adult Care Food Program Policy Memorandum #05-01