

TRAINING OF SPONSORED FACILITIES
IN THE CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

PURPOSE: To stress the importance of training and to review training requirements.

SCOPE: Child Care Centers, Day Care Ministries, Outside School Hours Centers, At-Risk After School Programs, Head Start Centers, Adult Day Care Centers, and Family Day Care Homes.

DESCRIPTION: Insuring that all program participants are well-trained is a vital responsibility of sponsoring organizations, as well as a pro-active tool in improving program management and integrity.

According to CACFP Regulations §226.15 (e)(11), institutions (sponsoring organizations and independent child care centers) must keep records that document the date, location, topics covered, and attendees for each training session conducted. Sponsoring organizations must train child and adult care facilities prior to participation in the program and at least annually thereafter (§226.16(d)(2) and (3)).

All day care home providers and key staff from sponsored child and adult care centers must be trained before they begin participation in the CACFP and afterward on an annual basis.

Standards for training include:

- Compliance with CACFP administrative requirements;
- Compliance with CACFP meal service requirements and the service of nutritious meal; and
- Promotion of health, safety, and well-being of the children in care.

SOURCE: FY 99 Child and Adult Care Food Program Policy Memorandum #19