CACFP Training Resources
Sponsoring Organizations
Adult Care Component

USDA requires sponsoring organizations (agencies with more than one site participating on the CACFP) to conduct CACFP training for key staff from every site before they are held responsible for tasks and annually thereafter.

This checklist identifies key staff who should be trained on each topic and resources that can be used to train.

- Check the box(es) to indicate the DPI resources used for training
- Keep this completed *CACFP Training Resources* and CACFP Training Checklist on file

CACFP E-Learning Course	Lessons in the E-Learning Course provide instruction on many CACFP requirements. Completing lessons can help meet the requirements for training key staff. Some topics do not have an E-Learning lesson. Click on the link to access the Course: Adult Care Component
Guidance Memorandums (GM)	The GMs referenced below provide CACFP requirements, resources, and forms for each topic. Use this information to train staff. Click on the GM Webpage to access the GMs for the **Adult Care Component.**

Monitors must be trained on all topics where they are indicated as Key Staff.

1. Civil Rights

Key Staff: All staff

Key Points to Understand	GM
- Equal treatment for all participants - Knowledge of rights and responsibilities - Elimination of illegal barriers that prevent or deter people from receiving benefits - Dignity and respect for all	GM 8: Review one of these two resources with staff: ☐ CACFP Civil Rights Training Handout ☐ Civil Rights Training PowerPoint

2. CACFP Meal Pattern

Key Staff: Food preparers; Staff present at meal time; Staff who plan menus, complete production records, purchase food, help serve meals, and/or review menus to verify meals meet the meal pattern; Monitors

Key Points to Understand	E-Learning Lesson	GM
- Required meal/snack components - Required serving sizes - Serving requirements for meal service method used (pre-plated, family-style dining, or cafeteria-style) - Requirements and documentation for special dietary needs requests	☐ *CACFP Meal Pattern* ☐ *Meal Service Styles* **Special Dietary Needs** ☐ *Special Dietary Needs Requests*	Review in GM 12: ☐ Adult Day Center Meal Pattern ☐ Meal Service Styles Review in GM 12A: ☐ Special Dietary Needs and the CACFP

3. Time of Service Meal Counts

Key Staff: Staff who complete time of service (TOS) meal counts; Staff who supervise those who complete TOS meal counts; Staff who compile claims; Monitors

Key Points to Understand	E-Learning Lesson	GM
- Only claim meals for eligible adult participants - Record at time of service or immediately after - Do not record before a meal/snack based on the # of participants expected to eat - Do not record based on attendance records/rosters - Do not count a participant when served an incomplete meal - Do not claim meals served to ineligible adults, staff, or volunteers - Only record a meal/snack when the program supplies all or all but one component (family supplies only one component)	☐ *Meal Counts*	Review template meal count forms in GM 9: ☐ Meal Count Form (Three or Less Meals) ☐ Meal Count by Name Form ☐ Greater than Three Meals Record (M-F)

4. Recordkeeping Requirements

Review Required Documents List

Menus and Production Records (PR)

Key Staff: Staff who plan menus, complete production records, and purchase food; Monitors

Key Points to Understand	E-Learning Lesson	GM
• Menus must include all food items served to meet meal pattern requirements. See *Menu Checklist* for details. Document substitutions on menu kept with claim. • Maintain support documentation for whole grain-rich items, cereal, yogurt, and tofu • Complete daily production records for each approved meal service, including all food substitutions • List all meal components and total amounts prepared on production records; use one of the Production Record forms listed under GM12A • Indicate "HM" for homemade combination dishes and "CN" for foods that are CN labeled	☐ *CACFP Meal Pattern* ☐ *Production Planning*	Review GM 12: ☐ Meal Requirements Calculator ☐ Food Buying Guide (FBG) Calculator ☐ FBG Calculator Instructions ☐ Production Record Instructions ☐ PR: Breakfast, Lunch/Supper, Snack ☐ PR: All Meals (Daily) ☐ Menu Checklist

Enrollment and Income Eligibility Information

Key Staff: CACFP Administrative Staff; Monitors

Key Points to Understand	E-Learning Lesson	GM
• Adults who reside in nursing homes, community based living facilities (CBRFs), or adult family homes (AFH) are not eligible to participate in the CACFP • Required enrollment documentation (Individualized Service Plans) on file for all participants • Valid Household Size Income Statement (HSIS) on file for each eligible adult participant claimed as free/reduced • A eligible adult participant's eligibility (F, R, N) is recorded on the Household Size Income Record (HSIR) • Eligible participants without a valid HSIS, or those over eligibility requirements, are marked as non-needy on HSIR	☐ *Household Size Income Statements (HSIS)* ☐ *Household Size Income Record (HSIR)*	☐ Review GM 6 Review in GM 1: ☐ Household Size Income Statement ☐ Instructions for Determining HSIS ☐ Household Size Income Record ☐ HSIR Instructions

Attendance

Key Staff: Staff who maintain attendance records; Monitors

Key Point to Understand

• Maintain daily attendance records by assuring accurate sign in/out times.

Income and Expense Records

Key Staff: Staff with financial recordkeeping responsibilities

Key Points to Understand	E-Learning Lesson	GM
• CACFP funds must only be used to pay for allowable costs • Dated and itemized receipts/invoices on file and accessible • Track CACFP costs and revenues (ex. General Ledger) • Submit *CACFP Financial Report* that includes <u>actual</u> expenses paid with CACFP reimbursement	☐ *Financial Management* ☐ *Quarterly Financial Reports*	Review in GM 11: ☐ CACFP Training Spotlight: CACFP Costs

5. Claim Submission

Key Staff: Staff who compile and submit claims

Key Points to Understand	E-Learning Lesson	GM
• Multiple people review all forms (meal counts, menus, attendance records, HSIS, HSIR) and the compiled claim for accuracy, prior to submission	☐ *CACFP Claims* ☐ *Claim Edit Checks*	Review in GM 3: ☐ Claim Form Instructions ADC ☐ Meal Edit Checks

6. Monitoring Procedures

Key Staff: All staff with CACFP responsibilities; Monitors

Key Points to Understand	GM
• Train staff on how monitors will review sites (3x/year, announced or unannounced, during a meal service) and that all CACFP records (i.e. meal counts) must be available to the monitor • DPI, USDA and other State and Federal officials have the ability to make announced or unannounced reviews during normal hours of operation. All CACFP records must be available to these officials.	☐ GM 5: Monitoring Requirements Section

7. Reimbursement System

Key Staff: Staff who compile and submit claims; Financial staff

Key Points to Understand	GM
• Identify current Federal reimbursement rates, including Cash-in-Lieu of USDA Foods • Understand claiming percentage method to determine amount of reimbursement	Review in GM 2: ☐ Reimbursement calculation worksheet

Monitors

Key Points to Understand	E-Learning Lesson	GM
• All materials and topics above where monitors are identified as Key Staff • Monitoring requirements (time frame, announced/unannounced, meal observation, identifying serious deficiencies and imminent threat to health and safety) • How to complete the *CACFP Site Pre-operational Visit Form, CACFP Monitoring Form* and *Monitoring Tracking Form*	☐ *Monitoring*	Review in GM 5: ☐ Preoperational Visit Form ☐ Site Review Form ☐ Monitoring Tracking Form ☐ Imminent Threat and Serious Deficiencies