Directions:
1. Print this Guide.
2. Using Google Chrome, access the **CACFP E-Learning Course**
3. Start with the lesson *CACFP Overview*
4. Complete lessons according to the chart below. If a box is blacked out, that lesson is not applicable to your program. Programs with 2 or more sites participating on the CACFP must complete the Sponsoring Organizations lessons.
5. Complete and submit the *Certificate of Completion* at the end of each lesson.
6. After a lesson is completed, check off the appropriate box in the chart below.
7. After all applicable lessons are completed, complete and submit the *Agency Information Form* under FINAL CERTIFICATE OF COMPLETION. The DPI will verify information and email with next steps. Allow 14 days for DPI to contact you.

Who must complete lessons: Key individuals from your organization must watch all applicable lessons. Find your type of organization below to learn who these are:
- For-profit Organization: Owner, CACFP Authorized Representative*, and person responsible for CACFP, if not the Authorized Representative or owner.
- Nonprofit / Public Organization: Authorized Representative* and person responsible for CACFP, if not the Authorized Representative.
- Other staff, such as the food preparer, infant room teachers, etc. may watch lessons that are applicable to their job responsibilities.

   Authorized Representative is the official within the organization with the legal authority to enter into contracts and execute such documents on behalf of the organization. The signature of the Authorized Representative certifies that the organization agrees to conform to the CACFP regulations, guidelines, and policies. The Authorized Representative may or may not complete any or all CACFP tasks but is ultimately responsible for the CACFP.

	LESSONS												**Sponsoring Organizations**				**FINAL CERTIFICATE OF COMPLETION**
	CACFP Overview	Household Size-Income Statements	Household Size-Income Record	CACFP Meal Pattern	Special Dietary Needs Requests	Production Planning	Meal Service Styles	Meal Counts	Civil Rights Requirements	CACFP Claims	Financial Management	Annual Financial Report: *Independent Centers Only	Training Staff on CACFP Topics	Monitoring	Claim Edit Checks	Quarterly Financial Report	Agency Information Form
Est. Time to Complete Lesson (minutes):	5	20	15	20	8	20	10	10	15	27	7	15	5	10	5	20	
Adult Day Care																	

*Independent: 1 site participating in the CACFP.   **Sponsoring Organizations: 2 or more sites participating in the CACFP.