

STAFF TRAINING

Introduction

In the CACFP, institutions are required to train their employees regarding general information about the CACFP, and civil rights and nondiscrimination certifications. Employees with specific CACFP duties will need additional training from the director or it must be arranged for the director to perform those duties.

Choosing Training Topics

The director of the institution decides the topics for their staff training, within the category of CACFP general information. The topics can be different each year. All training is intended to build knowledge and skill in operating the program. For directors who want new training ideas, several resources are listed below. Directors can also contact the State agency for topic ideas, materials, and more.

The director is responsible to deliver an educated training; they must choose someone knowledgeable to deliver the training, or be knowledgeable themselves about the topic.

The following list provides topics that can be used for staff trainings. A director should choose one or two topics to cover each year:

- The contract to operate the CACFP (selected parts)
- CACFP reimbursement (CACFP income to food services for children)
- The CACFP meal pattern (using the chart as a handout)
- Menu development and creditable foods
- Family style dining
- Meal participation recordkeeping (meal counts)
- Food safety (food handling and sanitation)
- Food service management policies and procedures
- Civil Rights and Nondiscrimination in CACFP operations
- A report on a recent CACFP review or completed audit

There is considerable material that already exists that can be used for staff training. Directors do not usually need to create new material. Directors will need to choose topics and materials purposefully to make sure they are current and appropriate for the staff members being trained.

Reference Materials

- [CACFP Staff Training Guide](#)
- 7 CFR 226.17(b)(10): Each child care center must require key staff, as defined by the State agency, to attend Program training prior to the center's participation in the Program, and at least annually thereafter, on content areas established by the State agency.
- [MT CACFP 1998-3 Rev 5](#)
- Recently completed reviews and/or audits of the institution's CACFP operations, and note any errors requiring correction or improvement.

Learning Objectives

First, decide the learning objectives for the training. Describe the purpose of your training in one sentence. Learning objectives use words that have an action (will review, will learn, will understand, etc.) and the thing to be learned (such as the CACFP Meal Pattern, civil rights, meal counts, CACFP reimbursements, etc.). Learning objectives are focused on desired outcomes.

Training Location

Staff training must occur in a location that is accessible to the public and that meets federal requirements for access and following rules prohibiting drug and alcohol use on the premise. Locations not allowed for CACFP staff training include, but are not limited to: a private home, a bar or a casino.

The Agenda

Next, decide the agenda for the training. An agenda is written plan containing an ordered sequence of items to be presented. An agenda must include the following components:

1. Institution name
2. Presenter(s) name
3. Date(s) of the training(s)
4. Start and end times (duration in clock time)
5. Location of the training
6. Contents of agenda
7. The nondiscrimination statement (short version)

A simple template for an agenda is [available here](#). This template contains all of the required elements for a CACFP staff training, but the director can create his or her own.

Training Materials

A great resource to use for annual CACFP training planning is the [CACFP Training Guide](#), Revised January 2014. This guide can be copied and printed for use. It may also be used in whole or in part, depending upon the learning objectives chosen.

Delivering the Training

When planning your training, take consideration of the training environment and how adults learn. The following key factors are important in delivering training for adults:

- The material should have immediate usefulness.
- The material should be relevant.
- The training room should be welcoming so that everyone feels safe to participate.
- The training presentation should be engaging.
- The training should be respectful.
- The training should give participants the opportunity to share their experiences.

Civil Rights Component

Another required component of staff training is civil rights. Civil rights training assures that your institution will not discriminate based on an individual's race, color, sex, age, national origin, or disability. Please go to the State agency's CACFP website and review the civil rights resources and documents that one can use to plan and deliver this training to staff. <http://dphhs.mt.gov/hcsd/ChildCare/CACFP/Training.aspx#158261637-civil-rights-training>

Attendance Record

For all staff training for the CACFP, an attendance record is required. An attendance record is usually on a sheet of paper and includes printed names plus signatures of all attendees at the staff training. This attendance record must be kept on file with the agenda as documentation of completed staff training.

When keeping records of your staff training, all of the following must be included:

- The training agenda;
- Information or materials presented (copies or by reference); and
- The completed attendance record.

If one or more of these components is missing, the staff training will not be considered complete.

Summary

Using the information in this module about staff training for the CACFP, you will be able to fulfill your annual staff training requirement for the CACFP, improving staff satisfaction in their jobs and CACFP meal services.

Are you prepared for your first, or your next CACFP review or audit? To reduce your worries, review the next module about how to prepare for these events.

Quiz

This quiz contains five questions based on information provided in Module One. For each question, choose the best answer.

- _____ 1. Staff training about the program:
 - A. is required by Federal regulations for the CACFP.
 - B. is required by the State agency, but not by federal regulations.
 - C. is not required for CACFP operations.

- _____ 2. Staff training for the CACFP is the responsibility of the institution's _____.
 - A. director
 - B. food service manager or cook
 - C. president of the board of directors or owner

- _____ 3. What is an important consideration when planning training for adult learners?
 - A. A guest speaker is required.
 - B. The latest technology must be used.
 - C. The learning objectives and materials used should be relevant to all staff present.

- _____ 4. What topics are required to be included in staff training for the CACFP?
 - A. the history and statistics of the CACFP
 - B. the menu and recipes for next month's meals
 - C. general knowledge of the CACFP Program and Civil Rights

- _____ 5. What is required to keep on file in order to document that staff training occurred?
 - A. the agenda, materials used and the signed attendance sheet for the training
 - B. the job title and work schedule of the staff who attended the training
 - C. a list of the staff members who were absent from the training and their telephone number.

Activity

Prepare a sample staff training agenda for a CACFP-participating institution. (Include the two annual required trainings)

Provide an example of an attendance sheet that can be used for CACFP staff training.