

Montana Department of Public Health & Human Services	Policy
	SH CACFP 2015-1
	Section: Sponsors of Day Care Homes
Child and Adult Care Food Program	Subject: Training for Sponsors of Day Care Homes
	Date Revised: 1/6/2015

Training for Sponsors of Day Care Homes

State Agency Responsibility to Sponsors of Day Care Homes

Federal Regulation 226.6 requires the State Agency to provide adequate and regular training of sponsoring organizations prior to the sponsor's participation in the Child and Adult Care Food Program, and at least annually thereafter on CACFP duties, responsibilities and civil rights.

Sponsors of Day Care Homes Responsibility to Organization Staff

Federal Regulation 226.15 requires sponsors to provide annual training to all staff with monitoring responsibilities. Training must include, but not limited to, instruction (appropriate to the level of staff experience and duties), civil rights, the Program's meal patterns, meal counts, claims submission and claim review procedures, recordkeeping requirements, and an explanation of the Program's reimbursement system.

Sponsors Responsibility to Day Care Homes

The responsibility of the sponsors requires key staff, as defined by the State agency, to receive Program training prior to the day care homes' participation in the Program, and at least annually thereafter, on content areas established by the State agency. It is the responsibility of the day care home provider to participate in the training. [7 CFR 226.18(b)(2)]

Sponsors of Day Care Homes are required to provide a minimum of four (4) hours of CACFP training annually to their DCH providers that are approved through the Early Childhood Project (ECP). The content areas established by the State agency are as follows:

1. Two (2) hours of this training must be program management for CACFP operations, including Sponsor/Provider contract and civil rights compliance. These two hours of program management training must be provided in a face-to-face format or on-line format.
2. The remaining two (2) hours of CACFP training must be nutrition training. This nutrition training must include nutrition topics specifically appropriate to the CACFP such as nutrition education, menu planning, cooking skills, food service management, food safety and sanitation.

Training sessions are intended to ensure that Sponsors of Day Care Homes and day care home providers are able to stay in compliance with their program obligations, be informed of regulatory changes, and fulfill all required CACFP responsibilities.

Training guidelines:

- Sponsors of Day Care Homes with providers outside a 100 mile radius from their office must provide training in a location that reduces travel distance to less than 100 miles.
- Providers unable to attend training due to extraordinary circumstances [e.g., medical emergency or extreme weather conditions] **MUST** arrange with the sponsoring organization to receive the information, materials and content provided in that training.
- Make-up trainings may not be included as part of a monitoring visit.

Documentation:

The following documentation for all training is required to be kept on file [7 CFR 226.15(e)(12) and (e)(14)]

1. A copy of the agenda for each and all CACFP trainings which includes the following:
 - a) Date(s) of the training;
 - b) Location(s) of the training including address and city;
 - c) Name(s) and job title of the person(s) presenting the training;
 - d) Starting and ending time of the training;
 - e) List of topics addressed at training;
 - f) Verification of ECP approval.
2. An attendance list of all persons in attendance at the training, including their full signature.
3. Documentation of the subject matter discussed in each training session, such as learning objectives, notes or other materials used;
4. Copyright permissions, references and sources of content for the training, as necessary;
5. A copy of all handouts distributed.

All institutions must keep training records on file for three federal fiscal years plus the current federal fiscal year, as required by federal regulation 7 CFR 226.