

## **Section 6: Licensing, Pre-Enrollment, & Provider Training**

1. The Sponsor ensures that a Provider new to the Sponsor has current license prior to enrollment in CACFP. Providers are trained on CACFP requirements during the Pre-Enrollment visit. The Pre-Enrollment review at a minimum includes review of the CACFP Sponsor/Provider Agreement, record keeping, civil rights, administrative review/appeal rights and menu and meal service requirements.
2. Provider Pre-Enrollment: The Sponsor must obtain a Pre-Enrollment approval from the State agency before enrolling or transferring a Provider into their Sponsoring Organization. The Pre-Enrollment authorization from the State agency serves as documentation that the Provider is currently licensed by Montana DPHHS Child Care Licensing Bureau, is not participating with another Sponsor, does not owe any debt to CACFP, is not seriously deficient in their operation of CACFP, and is not on CACFP National Disqualified List. Each provider file must contain proof of current license by QAD/DPHHS prior to requesting Pre-Enrollment approval from the State agency.
3. When a current license certificate is not available for a renewing Provider, a screen print from the Montana DPHHS records system and website Child Care Under the Big Sky (CCUBS), or a letter from the Montana DPHHS Child Care Licensing Bureau demonstrating current license is maintained in file and available for review.
4. Providers are required to complete four (4) hours CACFP annual training each FY Oct 1 - Sept 30. Two (2) hours must be CACFP Program Management Training and two (2) hours must be Nutrition Training directly relevant to CACFP. The Sponsor retains on file a description of the system for scheduling, conducting and documenting Provider annual training. The sponsor can use either in-person or online methods CACFP annual training of Providers. All CACFP annual training offered to Providers by their sponsor must be prior approved by the MSU Early Childhood Project (ECP). Planned training agendas, public venue(s) to be used including physical address(s), sign-in sheets, source/author credit/reference materials, media used, handouts, and other applicable description of the training must be submitted. The tool to be used to evaluate the success of the training provided must also be included. Sponsors must retain all planned and completed training materials and records on file and make them available for review by State agency reviewers, auditors or other program authorities. A Sponsor may not charge a fee to their providers for the CACFP annual trainings it requires, except a provider may incur a fee for a Nutrition Training taken instead of a Sponsor-provided Nutrition Training.

CACFP Program Management Training must be approved in the Program Management Knowledge Base of the ECP. This training must include the provider's contractual obligations with the Sponsor and applicable state and federal rules for the operation of CACFP. Providers must complete this training annually as offered by their Sponsor.

Nutrition Training: This training must be approved by the ECP. This training can be, but does not have to be created by or offered by or delivered by the Sponsor. Appropriate training topics include but are not limited to menu and recipe development, family style meals, nutrient content of food, food purchasing, cooking skills, food safety and sanitation, local food, nutrition education, Ellyn Satter Institute models, examples of food allergies and

intolerances and related instructions for meal services, requests for special meals and/or accommodations for enrolled children, and referral to health services. Topics inappropriate and not allowed for this training include but are not limited to nutritional assessment, measurement or monitoring of child growth and health status, laboratory results, clinical aspects of child or adult disease, nutritional diagnoses, diet therapy, dietary supplements, professional advice or counsel to parents or families about food and nutrition, promotion or sales of food and health products or services, political or religious views, or the use or distribution of materials on these topics.

5. If the Sponsor delivers CACFP annual training to its providers in person, the training must be delivered in a public venue during its normal business hours. The physical address of that venue must be documented in the sponsor's training records. CACFP annual training may not be delivered in a Provider's day care home or in any private home.
6. If/when a Sponsor allows CACFP annual training from outside sources, the Sponsor will obtain ECP approval for the training prior to offering it to its providers. [7 CFR 226.16(d)]
7. Providers that do not meet the Sponsor's CACFP annual training requirement must be placed on corrective action to complete this requirement at the Sponsor's discretion within the next 1 month. A provider that does not complete the required corrective action must be determined seriously deficient by the Sponsor. [MT CACFP Policy CACFP 2005-10, Rev 4].
8. The Sponsor's Provider Training Plan for this FFY is included in this Sponsor Management Plan.

This institution is an equal opportunity provider.