



North Carolina Department of Health and Human Services
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Michael F. Easley, Governor

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Secretary

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CACFP 02-05

MEMORANDUM

TO: Institutions Participating in the CACFP Program

FROM: Arnette Cowan, MS, RD, LDN
Head, Special Nutrition Programs

SUBJECT: Documentation of Training (Policy 226.15-10)

This memo addresses training requirements for the CACFP according to federal regulations. Sponsors must provide training annually to all staff of their sponsored centers. Training requirements that surpass federal regulations may be established, but the responsibility of this training may not be contracted out. Cooperating with other sponsors to offer joint sessions is encouraged.

Training may be on CACFP topics such as: policies and procedures, nutrition, safety and sanitation, food buying, food preparation, service and storage, label reading, or creative cooking.

Annual training meetings can be held in small to large group settings. Separate training for newer staff and the more experienced staff may be considered. It is possible to provide a staff study kit and/or tape of a workshop. However, staffs are **strongly** encouraged to attend regular group sessions as much is learned from networking among your peers. The training plan for staff study **must** be approved by the State.

Sponsors must document the date, location, topic and participants for each session held. This information along with the agenda must be retained in your files for at least three years beyond the current year.

When developing a program to meet mandatory training requirements, be sure each session includes information specified in the federal regulations related to sections 226.16, 226.18, and 226.20. Approved topics for **mandatory training** include:

- ◆ CACFP policies and procedures
- ◆ Nutrition and meal pattern requirements
- ◆ Daily record keeping of meals served and enrolled children's attendance
- ◆ Reviews, reimbursement, and participation policies
- ◆ Food buying, preparation, service, and storage
- ◆ Safety and sanitation issues
- ◆ Claims procedures
- ◆ Meal service techniques



- ◆ Financial Management

It is important to encourage staff participation in your training sessions. Experienced staff can present new ideas and share their own positive experiences.

Other training could include, but not be limited to:

- ◆ Food portions
- ◆ Food budgeting
- ◆ Planning nutritious meals using the CACFP guidelines
- ◆ Label reading
- ◆ Red Cross first aid and safety
- ◆ Infant/Child cardio-pulmonary resuscitation
- ◆ Creative cooking
- ◆ Nutritious and creditable snacks
- ◆ Understanding children's growth patterns and food meals
- ◆ The picky eater
- ◆ Involving children in food preparation
- ◆ Helping children learn table manners

Qualified Trainers – Trainers should be persons well versed and experienced in the topic being addressed. The following are recommendations for persons who can offer training:

- ◆ Persons with Child Development Associate credentials
- ◆ Professional staff at the county cooperative extension service, the Health Department, local hospitals, departments of Human Services, county and district Internal Revenue Service, and the American Red Cross
- ◆ Home economics teachers, college instructors, and early childhood education teachers
- ◆ Head Start trainers
- ◆ Nutritionists
- ◆ Dietitians
- ◆ Providers with special skills
- ◆ North Carolina Special Nutrition Program Consultant

For further assistance, you may call the SNP consultant in your region.

AC/dm

cc: Alice Lenihan
SNP Staff
Denise Rogers-Murray
Auditors