



**North Carolina Department of Health and Human Services**  
**Division of Public Health – Women’s & Children’s Health Section**  
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Beverly Eaves Perdue, Governor

Lanier M. Cansler, Secretary

February 5, 2009

**CACFP 09-02**

**TO:** Sponsoring Organizations of Day Care Homes

**FROM:** Donna Beard MS, RD, LDN  
Child Nutrition Program Assistant

**RE:** Training for Multiple Providers of Licensed Family Child Care Home

Licenses for Family Child Care Homes are routinely issued by the North Carolina Division of Child Development to a single provider, however, many times the license may be issued to two or even three providers. Multiple providers on the Child and Adult Care Food Program must each complete a CAC 8D *Agreement Between Sponsoring Organization and Day Care Home (DCH) Provider*. The providers must also be trained by their sponsoring organization annually.

7 CFR §226.16 (d)(2)(3) states that at a minimum, Program assistance must include ...*“Training on Program duties and responsibilities to key staff from all sponsored facilities prior to the beginning of Program operations. At a minimum, such training must include instruction, appropriate to the level of staff experience and duties, on the program’s meal patterns, meal counts, claims submission and review procedures, recordkeeping requirements, and reimbursement system. Attendance by key staff, as defined by the State agency, is mandatory; .... Additional mandatory training sessions for key staff from all sponsored child care and adult day care facilities not less frequently than annually.... Attendance by key staff, as defined by the State agency, is mandatory;”*

This memo clarifies that key staff for a multiple provider licensed Family Child Care Home includes each provider listed on the license. The sponsoring organization is responsible for training each provider. In addition, the sponsoring organization should collect the required documentation to demonstrate that each individual has been directly trained by the sponsor.



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## Training for Multiple Providers

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Training documentation collected by the sponsoring organization should state training date, location, topic(s) with brief summary of each, participant signatures and instructor name.

If you have questions, please contact me at (919) 707-5773.

C: SNP Staff  
Auditors  
Maryanne Burghardt  
Anteasha Farrell

