



Georgia Department of Early Care and Learning

BRIGHT FROM THE START: Georgia Department of Early Care and Learning

Nutrition Services

POLICY	No.: CACFP/02-20	Effective Date:	2/1/2005
		Revised:	7/1/2016
		Revision Effective:	7/1/2016

SUBJECT: Training Requirements for the Child and Adult Care Food Program (CACFP)

LEGAL AUTHORITY: 7 C.F.R. § 226.2, 7 C.F.R. § 226.6 (a); 7 C.F.R. § 226.25(b); O.C.G.A. § 20-1A-4(3)

Cross Reference/See Also: DECAL Policy CACFP/02-18, CACFP/02-26, CACFP/04-14

I. PURPOSE

The purpose of this policy is to clarify Bright from the Start: Georgia Department of Early Care and Learning's (DECAL) training requirements for institutions participating in the Child and Adult Care Food Program (CACFP).

II. APPLIES TO

This policy applies to all institutions participating in the CACFP.

III. DEFINITION(S)

“Institution” means a sponsoring organization, child care center, outside-school-hours care center, emergency shelter, or adult day care center participating in the CACFP. It also includes homeless shelters and “at-risk” after school care programs.

“Sponsor” or “Sponsoring organization” means a public or private nonprofit organization that is responsible for administering the food program for one or more day care home(s) or more than one day care center.

IV. POLICY

Bright from the Start: Georgia Department of Early Care and Learning (DECAL) works to ensure effective operation of the Child and Adult Care Food Program (CACFP) by providing sufficient

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training and technical assistance to institutions participating in the Program. DECAL requires new CACFP applicants to attend the CACFP Orientation and Program Training prior to participating in the Program. New applicants who attend training receive pertinent Program information which includes an overview of Program operations, CACFP Federal regulations, DECAL policy, accessing the web-based system GA ATLAS (see Policy CACFP/02-14-Use of and Access to the GA ATLAS Web-based System) and the CACFP application process. Institutions currently participating in the CACFP are required to attend an online Annual CACFP Renewal Training, in addition to a host of other annual requirements.

DECAL also provides a variety of supplemental training to ensure the Program is properly administered. Upon DECAL’s discretion, attendance for these supplemental training session(s) may be mandatory or optional. Institutions who fail to attend any training required by DECAL, including annual renewal, may jeopardize their CACFP participation by being declared seriously deficient and/or be denied application approval for the upcoming Program year.

In accordance with Policy CACFP/02-26, institutions currently participating in the CACFP must always have a delegated Principal/Program Contact, the individual(s) who is responsible for operating the CACFP within their organization and who is trained and knowledgeable of Program regulations and DECAL policies. DECAL requires the delegated Principal/Program Contact to attend all mandatory CACFP training sessions (Note: DECAL allows the attendance of other staff within the institution at any DECAL mandatory or optional training sessions where space is available).

The delegated Principal/Program Contact is also responsible for training all staff within the institution that have CACFP duties and responsibilities. The delegated Principal/Program Contact must train any administrative or operating staff with Program responsibilities to the extent that ensures the staff can successfully complete their assigned Program duties and responsibilities. Failure of the delegated Principal/Program Contact to train other staff responsible for CACFP responsibilities will result in the institution being declared seriously deficient.

Change in Ownership and/or Changes in delegated Principal/Program Contact

When an institution experiences a change in ownership, the new owner must ensure the delegated Principal/Program Contact has attended Program training in order for the institution to be eligible to participate in the Program. If there is a new delegated Principal/Program Contact, the owner is responsible for notifying DECAL within 30 days of the change, as well as ensuring the new delegated Principal/Program Contact has registered and attended CACFP Orientation and Program Training no later than 90 days from the date of notifying DECAL. The delegated Principal/Program Contact that attends CACFP Orientation and Program Training on behalf of an institution must be a legal employee of the organization.

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Sponsoring Organization’s Training of Key Staff of Sponsored Facilities

Federal regulations require sponsoring organizations to provide training to “key staff” for all new sponsored facilities on Program duties and responsibilities prior to the beginning of Program operations. “Key staff” is defined as all facility employee(s) who are responsible for the overall management and administration of the CACFP for a sponsored facility. This would include employees responsible for completing daily paperwork, recordkeeping, monitoring, and application and/or claim submission. Sponsoring organizations are also required, at a minimum, to provide annual training to “key staff” within their sponsored facilities. At a minimum, 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 the reimbursement system. The sponsor must also maintain records of the trainings conducted and offered to its facilities, including, the training location, topics presented (its subject matter), the date(s) of training, and the name(s) of all attendees with verification of their attendance (i.e. sign-in-sheet).

Attendance for “key staff” training sessions is mandatory. DECAL training cannot be used and/or substituted to meet this requirement. The "key staff" within each facility are responsible for providing training to other facility staff that have responsibilities related to the CACFP such as taking point of service meal counts, menu planning, and preparing meals. Failure of a sponsoring organization to provide this mandatory training to its “key staff” and to ensure the staff of its newly sponsored facilities are properly trained, will result in the sponsoring organization being declared seriously deficient. Additionally, failure of "key staff" to attend mandatory training must result in the sponsored facility being declared seriously deficient.

V. PROCEDURE(S)

Institutions must ensure the organization and its current staff, including the delegated Principal/Program Contact, are adequately trained in CACFP operations, regulations, policies and procedures as required. If the delegated Principal/Program Contact changes, the institution must ensure the new delegated Principal/Program Contact attends CACFP Orientation and Training within 90-days of notifying DECAL of the change. DECAL will notify each institution of mandatory and optional training opportunities.

Institutions must register online for trainings offered by DECAL and maintain adequate records of training received/attended.

Sponsoring organizations, must also ensure their “key staff” have been trained as required. “Key staff” within each facility are responsible for providing training to its facility staff that bare

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CACFP duties and responsibilities such as taking point of service meal counts, menu planning, and preparing meals.

Failure to attend training as required either by the institution, sponsored facility and/or “key staff” will result in the institution or facility being declared seriously deficient.

VI. COMMENT(S)

For questions concerning this policy, please contact the Policy Administrator at (404) 651-8193.