DEPARTMENT OF EDUCATION

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August 25, 2023

MEMORANDUM

TO: Child and Adult Care Food Program (CACFP) Sponsors

FROM: Aimee F. Beam, MS, RD
            Education Associate, Nutrition Programs

RE: **2023 Operational Memo #17**
            FY 24 CACFP Reapplication Training

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As part of annual reapplication, CACFP administrators are required to take training. CACFP Administrators are then required to provide training to their CACFP staff annually.   This memo provides the FY 24 CACFP required training information. At least one person responsible for the CACFP for each Sponsor must take all training and submit course certificates to be approved for FY 24.   Attached to this memo you will find the required trainings for FY 24, as well as instructions on how to register for the courses online and access certificates.

Certificates for all trainings must be sent to your assigned Field Agent for reapplication:

Heather Coverdale heather.coverdale@doe.k12.de.us 302-857-3398	Justine Flint justine.flint@doe.k12.de.us 302-857-3335
Catholic Charities (Centers and Homes)	Boys & Girls Clubs of DE
City of Wilmington Parks and Rec	Children and Families First (Centers and Homes)
Delaware Parents (Centers and Homes)	KinderCare
EIBA – CBS Food Program	New Castle County Head Start
	YMCA
All other sponsors A - H	All other sponsors from I - Y

Please contact us with any questions at 302-857-3356.

Attachments (2):   FY24 CACFP Training Checklist
                     How to Register and Access Nutrition Courses and Certificates

cc: Nutrition Team

Child and Adult Care Food Program (CACFP)
Fiscal Year 2024

Training Checklist

Sponsor Name: _____

Sponsor Contact: _____

This checklist provides information on required trainings for FY24 CACFP. The checklist serves to meet the State agency's annual training requirement for your institution's CACFP Program.   Please review this document in its entirety and check all boxes that pertain to your sponsorship. The completed and signed will validate that you have read each item, understand the program requirements, and agree to implement the regulations.

Fax (302-739-1769) or scan/email a copy of your completed and signed checklist to your assigned Field Agent. Failure to return a completed and signed checklist will result in a delay of your FY24 application approval.

Training

☐ I acknowledge that I have reviewed the FY24 CACFP Annual Sponsor Training PowerPoints and handouts to meet the annual training requirement as outlined in federal regulations 7 CFR 226. Topics included:

☐ CACFP Annual Reapplication Training: Course # - 29391 – Section # - 73648
☐ Grains Ounce Equivalents: Course # - 30020 – Section # - 73805
☐ Income Eligibility Determination: Course #31821 - Section # - 73685
☐ Crediting Meat/Meat Alternates and Grains: Course # - 30912 – Section # - 73717
☐ Developing Recipes for CACFP: Course #31822 - Section # - 73692

☐ I acknowledge that all staff involved in any aspect of the CACFP will be trained. This training is necessary to meet the annual training requirement as outlined in federal regulations 7 CFR 226. Training topics must include:

Civil Rights	Infant Menus (if applicable)	Recordkeeping Procedures
Claim Completion Procedures	Meal Count Procedures	Time and Attendance Records
Costs Documentation	Meal Pattern Requirements	Monitoring Requirements
Eligibility Determination	Menus	*(Sponsor Organizations)*
Enrollment Statements	Meal Accommodations	

Non-Discrimination Statement

☐   I acknowledge that I have read the federal non-discrimination statement, and will add to our website, and update all CACFP documents to include the current required statement.

Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax:
(833) 256-1665 or (202) 690-7442; or
3. email:
program.intake@usda.gov

This institution is an equal opportunity provider.

Sponsor Organization: _____

(Name of Sponsoring Organization or Independent Center Sponsor)

_____   _____

Print Name   (Executive Director/Owner or Designee)   **Date**

_____

Signature   (Executive Director/Owner or Designee)

In accordance with 7 CFR §226 Recordkeeping requirements, please retain a signed copy of this Training Checklist

Reviewed/Approved by: _____   _____

Signature   Date

How to Register and Access Courses in PDMS and Schoology for the
Child Nutrition Program (CNP)

The following steps are to be used when registering for a course in the Professional Development Management System (PDMS), and accessing a course in Schoology.

How do I register for a training course?

1. Log into **EdAccess**

2. Click on the **PDMS** icon
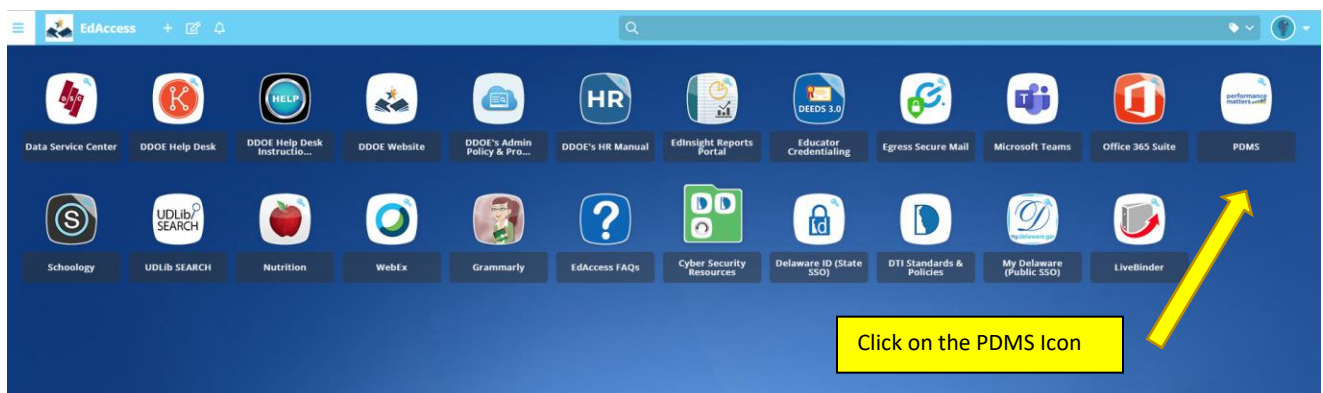
Click on the PDMS Icon

If difficulty is experienced with sound, etc., please try a different Internet browser, excluding Internet Explorer.
For questions and assistance, please call the Nutrition Programs Office at (302) 857-3356.

3. Search for the desired course title or course number. If you do not have the course or section number, you can also enter "SFSP" "CACFP" or "SNP" and all related courses should appear.
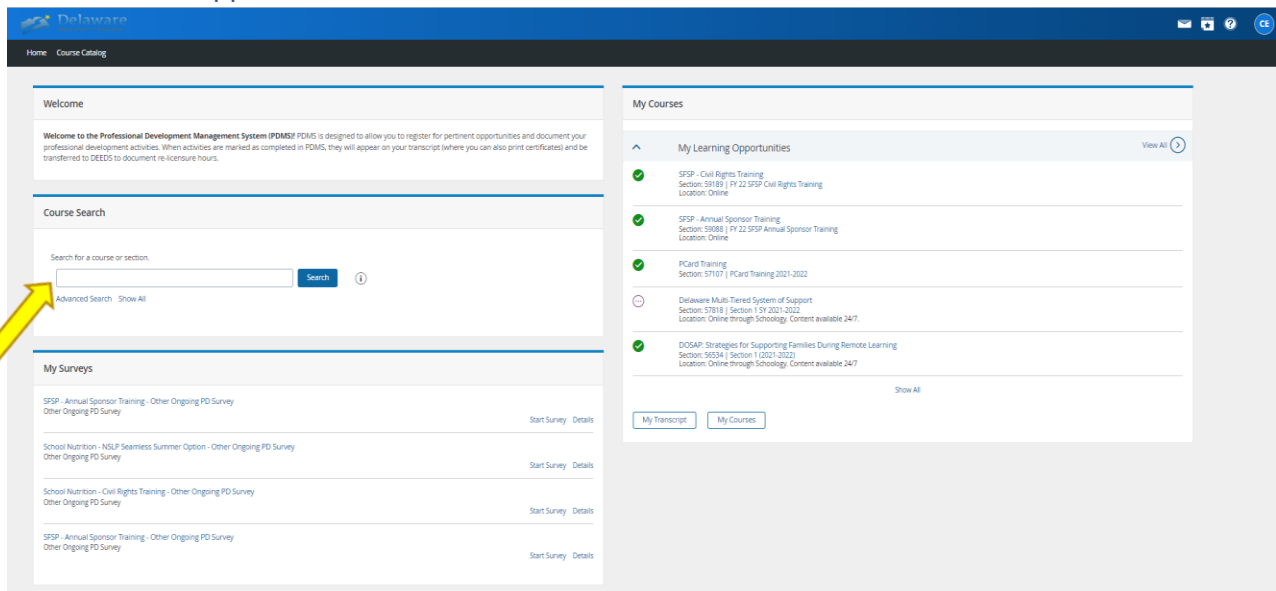
4. A list of courses matching your search criteria will be displayed in the center column and the applicable sections available for registration will be displayed at the bottom of the course title listed under "Select a section to register".

5. Click **Register** button
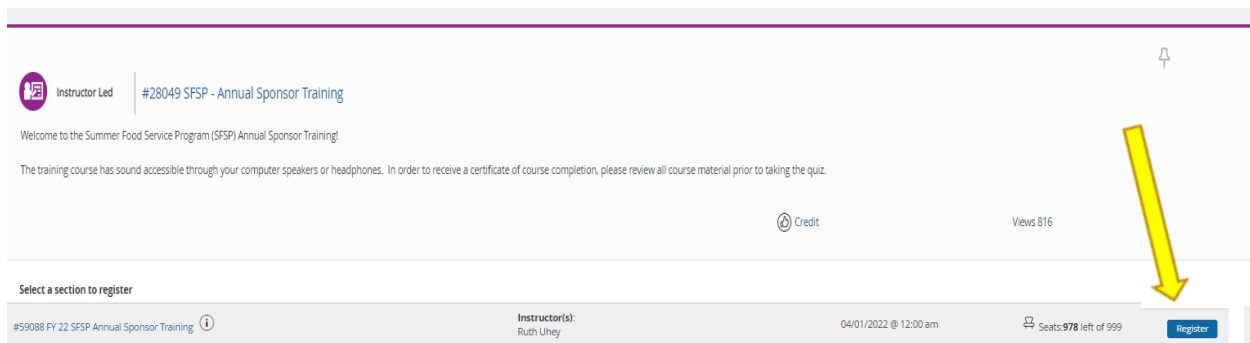
If difficulty is experienced with sound, etc., please try a different Internet browser, excluding Internet Explorer.

For questions and assistance, please call the Nutrition Programs Office at (302) 857-3356.

6. Click **Next** button (bottom left of page) to confirm Course Selection. You can access the course as soon as you complete the registration. You do not have to wait until the following day.

How do I access the training course?

The courses are delivered through Schoology (which is accessed through EdAccess, and registered for in PDMS).

The preferred method for accessing a course:
1. Log into your **EdAccess** account
2. Click on the **Schoology** tile
3. Click the **Courses** link at the top of the page
4. Click the desired course

Alternative Method:
1. Log into your **EdAccess** account
2. Click on the **PDMS** link
3. Click on the course link title. This link will launch Schoology and open your course.

If difficulty is experienced with sound, etc., please try a different Internet browser, excluding Internet Explorer.
For questions and assistance, please call the Nutrition Programs Office at (302) 857-3356.

 How do I print my certificate after I complete my training course?

1. Click "**My Transcript**"

Click on My Transcript

2. Click on the Certificate number

Click on Certificate #

If difficulty is experienced with sound, etc., please try a different Internet browser, excluding Internet Explorer.

For questions and assistance, please call the Nutrition Programs Office at (302) 857-3356.