



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

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	<i>(Sponsor Organizations)</i>
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, audiotope, 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

STATE USE ONLY

Reviewed/Approved by: _____
Signature Date



Delaware

Department of Education

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

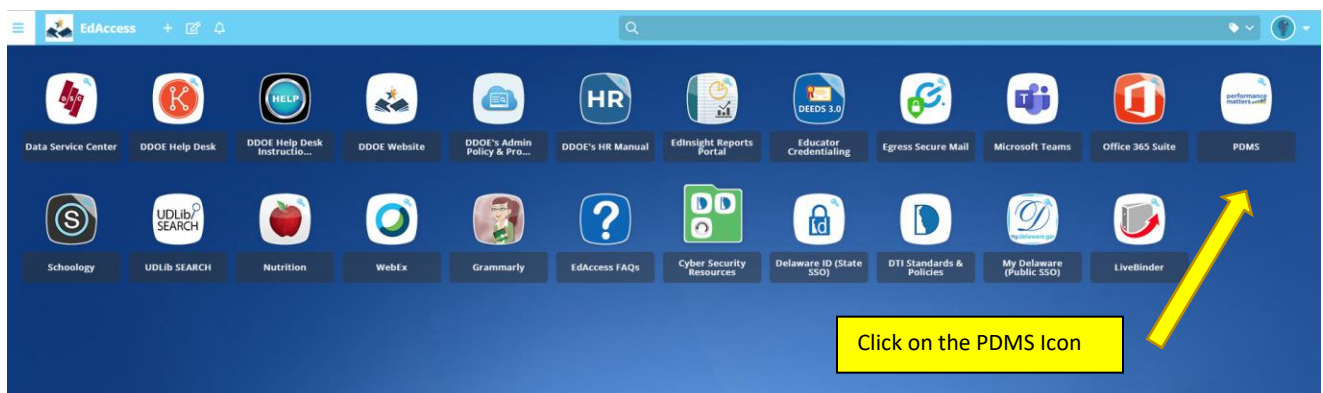
The following steps are to be used when registering for a course in the Professional Development Management System (PDMS), and accessing a course in Schoology.



How do I register for a training course?

1. Log into EdAccess

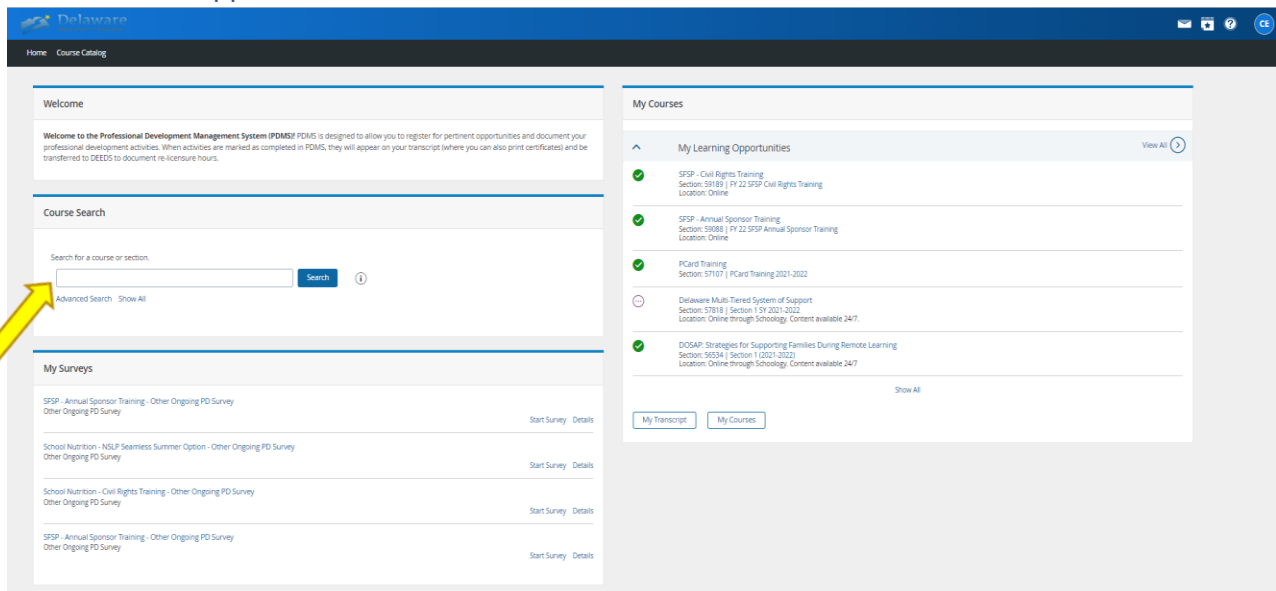
2. Click on the PDMS icon



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

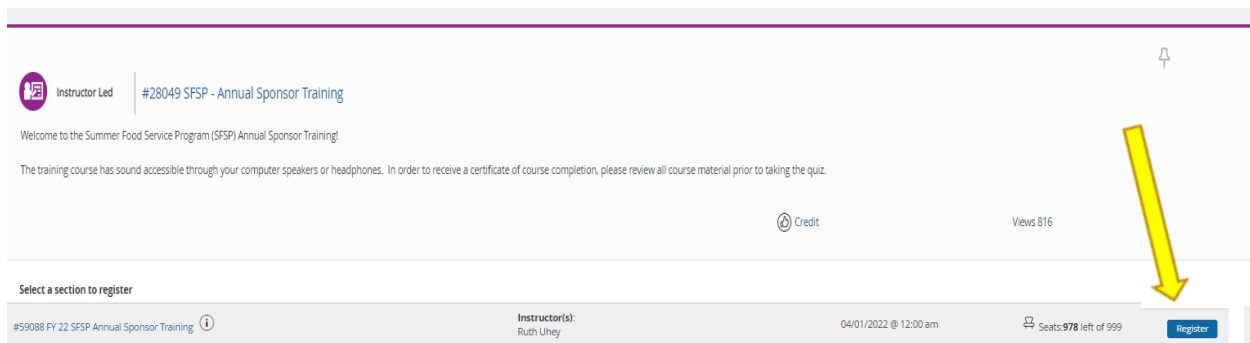
For questions and assistance, please call the Nutrition Programs Office at (302) 857-3356.

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.

The screenshot shows a 'Course Registration' page for 'School Nutrition - Procurement Part II Buy American'. The registration progress is 25%. The page is titled 'Confirm Course Selection' and asks the user to confirm information to complete registration. The course information includes: Course Title: School Nutrition - Procurement Part II Buy American, Section: School Nutrition - Procurement Part II Buy American, Training Location: Online Schoology. A table shows the Click Hour Type: Re-licensure, Hours: 0.25, and a fee of \$0.00. The Section Notes list Ruth A. Uhley, Ed.D. with email ruth.uhley@doe.k12.de.us. The Class Dates are 01/12/2022 - 06/30/2022, and the Final Submission Date is 06/30/2022. A yellow arrow points to the 'Next' button at the bottom left.



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”

The screenshot shows the PDMS interface. On the left, there's a 'Welcome' section and a 'Course Search' section. On the right, there's a 'My Courses' section with a list of learning opportunities. A yellow arrow points to the 'My Transcript' button at the bottom of the 'My Courses' section.

Welcome

Welcome to the Professional Development Management System (PDMS). PDMS is designed to allow you to register for pertinent opportunities and document your professional development activities. When activities are marked as completed in PDMS, they will appear on your transcript (where you can also print certificates) and be transferred to DEEDS to document re-licensure hours.

Course Search

Search for a course or section.

Advanced Search Show All

My Surveys

SFSP - Annual Sponsor Training - Other Ongoing PD Survey
Other Ongoing PD Survey Start Survey Details

School Nutrition - NSLP Seamless Summer Option - Other Ongoing PD Survey
Other Ongoing PD Survey Start Survey Details

School Nutrition - Civil Rights Training - Other Ongoing PD Survey
Other Ongoing PD Survey Start Survey Details

SFSP - Annual Sponsor Training - Other Ongoing PD Survey
Other Ongoing PD Survey Start Survey Details

My Courses

My Learning Opportunities View All

- SFSP - Civil Rights Training
Section: 59189 | FY 22 SFSP Civil Rights Training
Location: Online
- SFSP - Annual Sponsor Training
Section: 59088 | FY 22 SFSP Annual Sponsor Training
Location: Online
- PCard Training
Section: 57107 | PCard Training 2021-2022
- Delaware Multi-Tiered System of Support
Section: 57618 | Section 1 SY 2021-2022
Location: Online through Schoology. Content available 24/7.
- DOGAAP: Strategies for Supporting Families During Remote Learning
Section: 58234 | Section 1 (2021-2022)
Location: Online through Schoology. Content available 24/7.

Show All

My Transcript My Courses

2. Click on the Certificate number

The screenshot shows a table of survey results. A yellow arrow points to the 'Certificate #' column, specifically to the value '40281414' in the first row.

#	Survey	Office	Course #	Section #	Title	Start Date	End Date	Completion Date	Certificate #	Registration Status	Grade	Clock Hours	Stipend Cost	Payment Status
1.	Survey completed April 13, 2022	Department of Education	30548	59189	SFSP - Civil Rights Training	04/12/2022	06/30/2023	04/12/2022	40281414	Completed	Complete	1.0 Hours Hours Only	\$0.00	- Not Set -
2.	Take Survey	Department of Education	28049	59088	SFSP - Annual Sponsor Training	04/01/2022	12/31/2022	04/06/2022	- Not Set -	-	-	1.0 Hours Re-licensure	\$0.00	- Not Set -

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.