

| | |
|---|---------------------------|
| Montana Department of Public Health & Human Services | Policy |
| | MT CACFP 1998-3 Rev 6 |
| | Section: All Institutions |
| Child and Adult Care Food Program | Subject: Training |
| | Date Revised: 8/9/21 |

Training for Institutions

State Agency Responsibility to Institution

Federal Regulation 226 requires the State Agency to provide training for key staff prior to the center's participation in the Child and Adult Care Food Program, and at least annually thereafter on CACFP duties, responsibilities, and Civil Rights. Key staff is defined by the State Agency.

Required training sessions are as follows:

- 1) Pre-Approval Training - this training is provided to CACFP institution key staff prior to their participation in the CACFP.
- 2) Annual Director's Training – this training provides 4 hours of training on Program content, Civil Rights, and requirements to ensure effective management practices, recordkeeping, meal service and other operational requirements. Training is taken in the fiscal year it covers. This training is provided annually.

Institution Responsibility

Federal Regulation 226 [7 CFR 226.16(b)(10)] requires key staff to attend Program training prior to the center's participation in the Program and annually thereafter on content areas established by the State Agency. This includes Pre-Approval Training and Annual Director's Training.

FNS 113 and MT CACFP 1998-3 Rev 5) requires all institutions participating in the CACFP to train their staff and facilities personnel annually about the CACFP, its program duties and responsibilities. These trainings must include CACFP Program Management and Civil Rights.

Training sessions are intended to ensure that CACFP institutions' staff can stay in compliance with their program obligations, be informed of regulatory changes, and fulfill all required CACFP responsibilities.

Institutions must provide this minimum training required by the CACFP at no cost to the institution's staff and facilities personnel.

Documentation

Training plans must be documented and required to be kept on file.

The following documentation is required to be kept on file:

1. A copy of the agenda for each and all CACFP trainings which includes the following:
 - a) Date(s) of the training.
 - b) Location(s) of the training including address and city.
 - c) Name(s) and job title of the person(s) presenting the training.
 - d) Starting and ending time of the training

- e) List of topics addressed at training
- 2. An attendance list of all persons in attendance at the training, including their full signature.
- 3. Documentation of the subject matter discussed in each training session, such as learning objectives, notes or other materials used.
- 4. Copyright permissions, references, and sources of content for the training, as necessary.
- 5. A copy of all handouts distributed.

All institutions must keep training records on file for three federal fiscal years plus the current federal fiscal year, as required by federal regulation 7 CFR 226.

This Institution is an equal opportunity Provider.