

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM Sponsoring Organizations of Homes POLICY & PROCEDURE MANUAL	ISSUED 11/30/93	REVISED 6/12	CHAPTER 5	SECTION 5.20
	CHAPTER Chapter 5. Requirements of Management	SUBJECT Training to Providers and Monitors			

Training of Providers: Sponsoring organizations must provide training to home providers when they initially enroll in the program, and annually thereafter. Key staff from the family child care home are required to attend the training. In general, key staff would include the home provider. However, in larger group child care homes or homes providing shift care, the key staff shall also include assistants or back-up providers.

Documentation of training must include session dates, location, topics, and names of participants. Training funded by CACFP must be directly related to the CACFP.

The following are recommended training and the minimum training requirements for new and participating providers outlined in federal regulations for training.

Recommended Training for New Providers	Required Annual Training for New and Participating Providers	Recommended Annual Training
<ul style="list-style-type: none"> • Program Requirements • Policies • Regulations • Sponsoring Organization Agreement • Recordkeeping • Food Safety and Sanitation • Creditable Foods • Menu Planning • Appeal Procedures • Licensing • CACFP Integrity and Performance Standards • Seriously Deficient Process • Termination and Disqualification <p>Note: The training must be provided face-to-face with the new provider. There must be documentation on file to verify that pre-approval training was conducted for all providers on these topics.</p>	<ul style="list-style-type: none"> • CACFP Meal Pattern Requirements • Menus – planning, purchasing, food preparation • Types of Meal Service • Recordkeeping Requirements • Meal Counting Procedures • Creditable Foods • The Reimbursement Process • Claims Submission • CACFP Integrity and Performance Standards • Seriously Deficient Process • Termination and Disqualification <p>Note: Annual training may be conducted face-to-face or through on-line or self-paced training modules. All training must be documented and maintained in the provider’s files. For on-line or self-paced training, training documentation must also include a post-test and benchmarks.</p>	<ul style="list-style-type: none"> • Monitoring Reviews • Nutrition • Nutrition Education • Menu Planning • Nutrition Learning Experiences • Food Safety and Sanitation • Food Service Management (planning, purchasing, preparation, hiring, and supervision of staff, etc.) <p>Note: Sponsors are not required to provide this training. Providers may choose to obtain training on these topics from other sources.</p>

Note: MDHSS-CFNA is not responsible for this training, but will offer technical assistance to the sponsoring organization. MDHSS-CFNA staff will not participate as trainers for the sponsoring organization.

Sponsors are required to offer annual training to providers. Providers and key staff are required to attend sponsor offered training. The sponsor/provider agreement must specify that the sponsor will offer annual training and that the provider must attend the training. Failure of a sponsoring organization to provide annual training, and failure of a home provider and key staff to participate in the training is a serious deficiency.

Training for Sponsor Monitors: Federal regulations also require sponsoring organizations to train sponsor monitors when initially hired to conduct monitoring visits, and annually thereafter. A sponsor monitor is any person, either hired, voluntary, or under contract with the sponsoring organization, who conducts on-site reviews of family child care homes, or who reviews monthly records submitted by the home to support the claim for reimbursement.

Required training topics for sponsor monitors are the same as those required for home providers and key staff. In addition to the required topics, sponsoring organizations are strongly encouraged to provide training on nutrition, nutrition education, the home monitoring process, and food safety and sanitation. All training provided to sponsor monitors must be documented. Failure of a sponsoring organization to properly train all sponsor monitors is a serious deficiency.