

SECTION 4: Training and Civil Rights

At-Risk Afterschool Care Centers and Outside School Hours Care Centers participating in CACFP must provide training to all staff and operate in compliance with CACFP and Civil Rights regulations.

- Training Requirements
- Training Documentation
- Civil Rights Requirements
- Ethnic and Racial Data Collection

Training Requirements

Documentation of annual Child and Adult Care Food Program (CACFP) training is required. Independent centers and sponsoring organizations are responsible for the annual program training of staff. They must include instruction appropriate to the level of staff experience and duties on the following (CACFP) **required** topics:

- The CACFP meal pattern.
- Meal count procedures.
- Recordkeeping requirements.
- Reimbursement system.
- Claim submission and review procedures.
- Adherence with Civil Rights requirements.

Reference: [7 CFR 226.15(e)(14) and FNS Instruction 113-1, XI].

This training is in addition to the orientation training provided by Community Food and Nutrition Assistance (CFNA). Your training can be formal or informal; however, it must be documented and per 7 CFR 226.15(e)(12) include:

- The training session dates.
- The training location.
- The CACFP topics presented.
- The names of each staff member trained (legible, printed names) and position/title.

The Annual CACFP Training Documentation form (CACFP-222) may be used to document your CACFP training, or you may develop a form to include the training requirements. The CACFP-222 is located at www.health.mo.gov/cacfp - Forms.

Online Civil Rights training is also available at www.health.mo.gov/cacfp.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
ANNUAL CACFP TRAINING DOCUMENTATION

DATE (MONTH/DAY/YEAR)	TRAINING LENGTH
TRAINING LOCATION	
TRAINER NAME	TITLE/POSITION

Required TOPICS

- ☐ Meal Pattern Requirements*
- ☐ Recordkeeping Requirements*
- ☐ Meal Count Records (point of service)*
- ☐ Reimbursement System*
- ☐ Claim Submission & Review Procedures*
- ☐ Civil Rights Training**

Optional Topics:

- ☐ Daily Attendance Records
- ☐ Creditable Foods
- ☐ Child Nutrition
- ☐ Fostering Healthy Eating Habits
- ☐ Infant Feeding (if applicable)
- ☐ Menus _____
- ☐ Other _____

Participant Sign-In Log

Full Name and Position	Center/Location
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	

*Required Training Topics per Federal Regulation 7 CFR 226.15(e)(14). Training must include instruction, appropriate to the level of staff experience and duties, on Program requirements. Attach a copy of the training outline or lesson plan to this form, if applicable.

** Adherence with Civil Rights Requirements per FNS Instruction 113-1, XI

Civil Rights Compliance & Other Requirements

All institutions participating in the Child and Adult Care Food Program (CACFP) are required to comply with the following civil rights obligations and to provide information as follows:

- **Collection of Ethnicity and Race Data:** Sponsors are required to collect ethnicity and race data once a year for the CACFP. Visual observation and identification are not allowable practices in collecting data. The preferred method is self-identification and self-reporting. CACFP sponsors should explain the importance of this data to participants as they encourage them to self-identify and self-report.
- CACFP sponsors may also obtain ethnicity and race data from other sources in which the respondent has self-identified ethnicity and race, such as school databases. Another method that an afterschool program may use to gather the required ethnic and racial data, in which the participant or parent/guardian of the participant provides this data, is by completion of the **Outreach and Beneficiary Data Survey**. Completion of the survey is voluntary. The data collected is used to improve outreach efforts and to ensure compliance with USDA nondiscrimination requirements. The completion of or lack of completion has no impact on program participation.

An Outside School Hours Care Facility may also use the voluntary questions on ethnicity and race that are included in the **Income Eligibility Form for Child Care Centers (CACFP-205)**.

- **Compile the Ethnic and Racial Data on the Beneficiary Data Report.** Once a year, sponsors must compile the ethnic and racial data, as completed by the participant or guardian, into this report. This report must be kept on file at the center.
- **Display the “And Justice For All” poster** in a prominent location (visible to the public). Please contact our office for additional posters.
- **Display “Building for the Future” flyer in a prominent location or “Building for the Future” pamphlet.** This pamphlet explains the CACFP, who is eligible, the kinds of meals served, and types of centers that serve the meals. Both are available at: www.health.mo.gov/cacfp - Posters, Flyers, & Pamphlets.
- **Annual Civil Rights training for CACFP sponsors and staff.** Online training is available on our website at: www.health.mo.gov/cacfp.
- **Services must be provided for limited English proficient (LEP) persons.** Take reasonable steps to ensure meaningful access to services for LEP persons by providing information in the frequently encountered, non-English language of individuals eligible to be served or likely to be affected by the program.

Ensure that translations are accurate concerning the availability and nutritional benefits of the program.

Sponsors must ensure that interpretive services are available and that LEP participants do not have to rely on family, friends, or children as interpreters.-

Make reasonable modifications in policies and procedures to ensure individuals with disabilities have equal access and effective communication when accessing the program.

- **USDA nondiscrimination statement and civil rights complaint information required on Program material directed to the parents/guardians.** If the center has a parent handbook or a policy booklet that indicates that the center is participating in the CACFP, the nondiscrimination statement and procedure for filing a complaint must be included and is available at www.health.mo.gov/cacfp - USDA Nondiscrimination Statement.
- **Discrimination Complaint Filing.** The USDA prohibits discrimination in Child Nutrition Programs (CNP) based on race, color, national origin, age, sex, disability, and religion. If you believe you experienced discrimination when participating in a USDA program, you may file a complaint. Civil rights complaint filing information is located at: <https://www.usda.gov/oascr/complaint-resolution>
- Forward complaints of alleged discrimination to the Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA). All complaints of discrimination, written or verbal, including anonymous complaints, must be forwarded to the DHSS-CFNA within four days of receipt. Provide all available information and details. The toll-free number is 800-733-6251.
- **WIC Program Information.** Missouri WIC outreach posters are available to display in your center to share the benefits of the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) with parents and guardians. The poster is located at www.health.mo.gov/cacfp - Posters, Flyers, & Pamphlets.