

Iowa Child and Adult Care Food Program



CACFP Steps to Success Workshops Center Organizations Fiscal Year 2016

Child and Adult Care Food Program
Bureau of Nutrition and Health Services
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OCR.Chicago@ed.gov

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2016 CACFP Steps to Success Workshop Information

“CACFP Steps to Success” is designed for CACFP organizations, board members, new directors, and owners of for-profit center organizations. At least one representative from new organizations must complete the workshop online. If only one organization representative attends the training, they must train key CACFP staff at the center. Any CACFP staff member may complete the training (one or more modules.) Steps to Success modules may be used to fulfill annual CACFP staff training requirements for organizations already on the CACFP.

Board members are encouraged, but not required, to complete “CACFP Steps to CACFP Success” to learn responsibilities for CACFP participation and provide support to organization personnel. Board members and owners are responsible for compliance with CACFP federal requirements and continuity of CACFP operations when staff change.

Completion of applicable modules from the “CACFP Steps to Success” workshop is highly encouraged when CACFP staff responsibilities change or when there are new staff members with CACFP responsibilities.

Workshop Content:

- **The core workshop** content is required for new organizations seeking approval to participate on the CACFP (see p. 2 for core content).
- **Additional modules** must be completed online depending on the services provided by the organization (see p. 2).

Online Training

The entire CACFP Steps to Success Workshop must be completed online. Test questions must be answered with a score of at least 80% in order to receive a certificate of completion for each module.

Creating an online account:

Each person who takes the workshop must register individually at <http://ilopd.iowa.gov/login/index.php>. On the right side of the page (under "Is this your first time here?"), click the "Create new account" button. Enter information for your account. The first and last name you enter will be used to create your certificate of completion in the course. You will need a valid email address to access this course and to receive related notifications. Click submit. A confirmation message will be emailed to you. Click the link in this email to activate your new account.

In the "My courses" list, click on "Iowa CACFP Steps to Success Training." The word "**centers**" **is the enrollment key**. Click the "Enroll me in the course" button. You are now enrolled in the course. The next time you log in, the course will automatically be associated with your account. If you have problems creating an account or logging in email techsupport@iowalearningonline.org.

Workshop Certificates:

You must take an online test over each required module to receive certificates of completion.

All staff training conducted by the person who completed the online modules must be documented. See Chapter 7 of the CACFP Administrative Manual for Centers for acceptable documentation and forms.

Questions: Contact **Robin Holz** at (515) 281-3484, e-mail: robin.holz@iowa.gov

CACFP Training Requirements

Core Workshop:

All core workshop sessions must be completed by at least one representative from new organizations applying for the CACFP.

#	Online Module #	Manual Reference	Core Workshop Topics*	X
1	1	Chapter 1	Introduction to CACFP Participation- Know Your Responsibility	
2	2	Chapter 2	Menu Planning	
3	6	Chapter 4	Meal Counting and Claiming	
4	7	Chapter 5	Financial Reports	
5	8	Chapter 6	Filing Claims Online	
6	9	Chapter 7	Supervision and Training	
7	10	Chapter 8	Civil Rights	
8	11	Chapter 9	Preparing for a Review	
9	12	Chapter 10	Procedures for New Organizations	

Additional Modules:

Instructions: To determine the training sessions your organization must complete:

1. Identify your type of organization in the left hand column. Contact the Bureau of Nutrition and Health if you need assistance.
2. Note the training topics across the top row.
3. If an "X" is in the column under a training topic, that module must be completed.

If your organization is for-profit or wishes to claim meals at the higher (free and reduced-price) rates of reimbursement, the module on income applications is required (exceptions: At-risk programs and emergency shelters).

Workshop Session →	Core Workshop* (9 sessions- see below)	Food Production Records	Income Applications	Infant Feeding	Adult Care	Center Sponsor Requirements (for institutions with more than one site, or sponsors of unaffiliated sites)	At-Risk Programs	Emergency Shelters	Recommendations for a Healthy Child Care Environment	Outside School Hours Childcare (OSHCC)
Online Module/ Manual Chapter ↓ Type of Organization	See below	Module 3/ Chapter 2a	Module 5/ Chapters 3 & 3a	Module 15/ Appendix C Lessons 1 & 2 are required (1 certificate) Lesson 3 (optional-separate cert)	Module 18/ Appendix G	Module 14/ Appendix B	Module 16/ Appendix D	Module 13/ Appendix A	Module 4/ Chapter 2b	Module 17 Appendix F
Child Care and Preschool	X	X	If claim free & reduced	If feed infants		X (if center sponsor)	If sponsors an At Risk site		Recommended	If sponsors an OSHCC
Adult Care	X	X	If claim free & reduced		X	X (if center sponsor)				
At-Risk	X					X (if center sponsor)	X		Recommended	
Emergency Shelter	X			If feed infants		X (if center sponsor)		X	Recommended	
Outside School Hours Childcare	X	X	If claim free & reduced			X (if center sponsor)			Recommended	X

You must complete the module, take a test, and receive a passing score (80%) in order to receive a certificate. Print your certificates and keep them in an annual CACFP training file. New organizations may submit a copy of the certificate from each required module with their CACFP application to document that training has been completed. All staff with CACFP responsibilities must be trained before beginning their CACFP duties and receive a minimum of 1.5 hours of CACFP training annually. Required training for CACFP key staff may be completed by the person within the organization who has completed the required online Steps to Success training. Lessons are available in Appendix E for meal service and infant room staff. Staff may also complete online modules if preferred. A list of training topics and how staff can receive the training are on page 4.

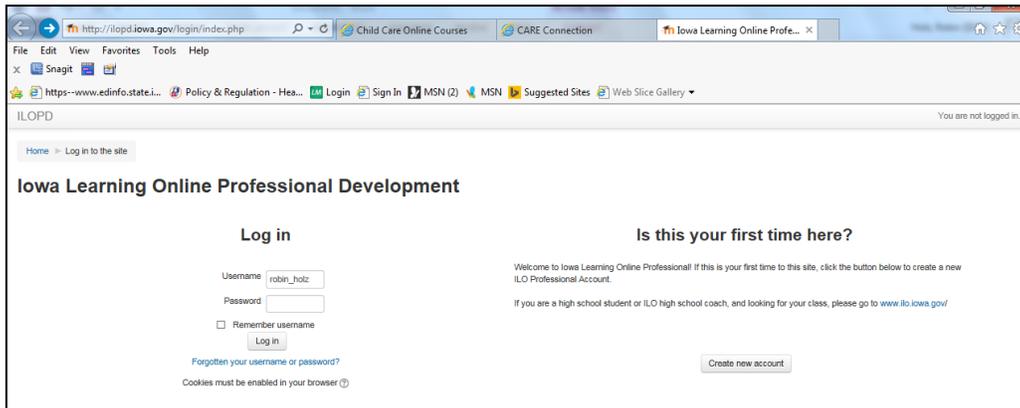
CACFP Training Requirements for New Childcare* Organizations

Position	Required CACFP Training Topics	How to get the training
Owner	All topics required for your type of organization	Steps to Success Online Modules - See CACFP Training Requirements Grid on page 3
Authorized Representative	All topics required for your type of organization	Steps to Success Online Modules - See CACFP Training Requirements Grid on page 3
Cook	Menu planning (includes meal patterns, menus, CN labels, product specifications, and standardized recipes) Food production records Civil Rights Food Safety and Sanitation	Module 2 Module 3 Module 10 or group training using handouts from Chapter 8 ISU ServSafe or 4 hour NFSMI online food safety training
Teachers	Meal patterns Meal service expectations and record keeping requirements Mealtime expectations and responsibilities of adults supervising at mealtime Civil Rights Food Safety and Sanitation	Module 2 and/or Lesson 1 for Meal Service Staff in Appendix E Module 2 and/or Lesson 3 for Meal Service Staff in Appendix E Module 4 and/or Lesson 2 for Meal Service Staff in Appendix E Module 10 or group training using handouts from Chapter 8. Lessons for Meal Service Staff in Appendix E
Infant Room Staff	Infant Meal patterns Infant Feeding Methods Recordkeeping requirements (point of service meal counts & infant menus) Basic Food Safety and Sanitation & Infant Room Food Safety and Sanitation Civil Rights	Module 15 and/or Lesson 1 for Infant Staff in Appendix E Module 15 and/or Lesson 2 for Infant Staff in Appendix E Module 15 and/or Lesson 3 for Infant Staff in Appendix E Lesson 4 on Basic Food Safety & Sanitation for Meal Service Staff AND Lesson 4 on Infant Room Food Safety & Sanitation in Appendix E. Module 10 or group training using handouts from Chapter 8
Accountant	Recordkeeping requirements as applicable to their job duties Civil Rights (if they interact with families or participants)	Modules 6, 7, and 8 Module 10 or group training using handouts from Chapter 8
Site Monitors (center sponsors only)	Meal patterns Food Production Records Meal participation records and point of service meal counts Meal service expectations Civil Rights Food Safety and Sanitation Center Sponsor Requirements	Module 2 Module 3 Module 6 Module 4 Module 10 or group training using handouts from Chapter 8 4 hour NFSMI online training Module 14
CACFP Trainer	All topics they will train on	Steps to Success Online Modules - See CACFP Training Requirements Grid on page 3

*Adult care centers may request a separate list

Steps to Success Workshop on-line workshop: <http://ilopd.iowa.gov/login/index.php>

The enrollment key is centers



Iowa CACFP Steps to Success Training Modules

NAVIGATION

- Home
 - My home
 - Site pages
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 - Participants
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Iowa CACFP Steps to Success

Welcome to Iowa CACFP Steps to Success! This training is required before a center can apply to participate in the Child and Adult Care Food Program (CACFP). Certificates of completion for the required modules for your type of center will be reviewed at the time of the pre-application visit. For new centers, the person completing the training must be the owner of the center, and/or the person who will act as the Authorized Representative of the center for CACFP business. Many of the modules may also be useful for staff from centers that are currently participating in CACFP, who are new or need a review on a specific topic.

A certificate of completion can be printed after the review questions in a module have been answered with at least 80% correct. You may start a module and come back to it, but you must complete all of the activities and answer all questions in order to receive a certificate. Certificates are printed by clicking certificates on the left side of the page and then clicking on the appropriate module.

Learning the information needed to correctly answer the review questions can be done in more than one way.

- Staff can attend ICN training for core content offered 5 times each year by the Iowa Department of Education, Bureau of Food, Nutrition, and Health. For upcoming ICN sessions and tentative locations see the Steps to Success training flyer posted on the [Department of Education](#) website or [CNP 2000 website](#) under Form Download. Note: only centers with an active CACFP application can access CNP2000.
- Staff can read the chapter of the CACFP manual on which the module is based. The appropriate chapter of the manual is included with each module. Some modules also include a narrated slide presentation to assist in reviewing the chapter.

[View the full course introduction and overview.](#)

[Returning to the Homepage](#)

You can return to this course homepage at any time by clicking the "CACFP Steps to Success" link at the top of this page (under the blue "Iowa Learning Online Professional Development" logo), [View additional navigation tips and technical requirements.](#)

[Demographic Questionnaire](#)

Before you start this course, please [complete a short demographic questionnaire](#). You must complete this Demographic Questionnaire in order to receive a Certificate of Completion for any module. You only need to complete this questionnaire once if you are completing multiple modules.

Getting Started



MAIN MENU

- Homepage
- Course Overview
- 1: Introduction
- 2: Menu Planning
- 3: Production Records
- 4: Healthy Child Care
- 5: Income Applications
- 6: Counting & Claiming
- 7: Financial Reports
- 8: Online Claims
- 9: Training
- 10: Civil Rights
- 11: Review Preparation
- 12: New Organizations
- 13: Emergency Shelters
- 14: Center Sponsors
- 15: Infant Feeding
- 16: At-Risk Program
- 17: Outside School Hr.
- 18: Adult Care

Lessons in CACFP Administrative Manual for Centers

Appendix E.

CACFP Training Lessons for Child Care Staff



January...
2015

Goal: To provide training lessons for child care staff on core CACFP content based on their areas of responsibility

This chapter provides two sets of lessons:

Lessons for Meal Service Staff

Lesson 4 also for infant room staff
Pages E-3 through E-20



Lessons for Infant Room Staff

Pages E-21 through E-39



Each set of lessons includes several key CACFP topics and learning activities.

Lessons for Infant Staff



These lessons are intended for staff that care for infants in child care centers. The cook may benefit from attending some sessions if she is responsible for preparing meals for infants.

Each lesson includes several activities. Most activities take approximately ten minutes to complete. A complete lesson, including all activities, can be completed in one training session or the activities can be conducted on separate occasions depending on how much time is available. Remember to document center-based group trainings with sign-in sheets using the form on p. 7-9.

Lesson 1-Infant Meal Pattern Requirements

Audience: cook, infant caregivers staff

Activities

1. Meal Patterns
2. Formula and Breast Milk
3. Fruits, Vegetables and Juice
4. Infant Cereal, Grains and Breads
5. Meats
6. Test

Lesson 2-Infant Feeding Methods

Audience: infant caregivers

Activities

1. Preparing Bottles
2. Bottle Feeding
3. Introducing Solids
4. Drinking From a Cup and Preventing Tooth Decay
5. Test

Lesson 3-Infant Recordkeeping Requirements

Audience: infant caregivers

Activities

1. Enrollment Form/Offering Formula
2. Allergy/Food Exception Statements
3. Infant Menus
4. Infant Meal Participation and Attendance Records
5. Test

Lesson 4-Infant Room Food Safety and Sanitation

Audience: cook, infant caregivers

Activities

1. Infant Choking Prevention
2. Back to Sleep
3. Infant Food Handling and Storage
4. Dishwashing
5. Test

E-21

Lessons for Meal Service Staff

These lessons are intended for child care centers. Lessons for adult care centers are available in "Adult Day Care Lesson Plans for the USDA Child and Adult Care Food Program," available on-line at: <http://www.nfsmi.org/ResourceOverview.aspx?ID=37>.

These four lessons are intended primarily for staff in child care centers who help serve and/or supervise meals. Infant room staff should attend the Lesson on Basic Food Safety and Sanitation. While the cook would benefit from attending some sessions, they also need to attend the State agency "Steps to CACFP Success Workshop" session on menu planning and food production records. "ServSafe®", a class on food safety available from Iowa State University Extension, is strongly recommended to train cooks. To find "ServSafe®" classes, visit <http://www.extension.iastate.edu/foodsafety/training/servsafe.cfm?articleID=139&parent=138>.

Each lesson includes several activities. Most activities take approximately ten minutes to complete. A complete lesson including all activities listed can be completed in one training session, or the activities can be conducted on separate occasions, depending on how much time is available. There is an optional test at the end of each lesson. The test can be completed as a group or individually. Remember to document your group trainings with sign-in sheets using the form on p. 7-9.

Lesson 1-CACFP Meal Pattern Requirements

Audience: cook, teachers

Activities

1. Milk Requirements
2. Breakfast Requirements
3. Lunch/Supper Requirements
4. Snack Requirements
5. Correct Quantities
6. Test

Lesson 2-Meal Service Methods and Requirements

Audience: cook, teachers

Activities

1. Definitions
2. Practice Dishing Food
3. Practice Family Style Meal Service
4. Test

Lesson 3-Meal Service Expectations

Audience: teachers

Activities

1. Introducing New Foods
2. Division of Responsibility in Child Feeding
3. Successful Mealtimes
4. Test

Lesson 4-Basic Food Safety and Sanitation

Audience: teachers and infant room staff

Activities

1. Hand Washing
2. Cleaning, Sanitizing, and Disinfecting
3. Mealtime Sanitation Procedures
4. Choking Prevention
5. Test

E-3

Food safety and sanitation training

COOK

ServSafe offered by ISU extension (search word: servsafe):

<http://www.extension.iastate.edu/foodsafety/training/index.cfm?parent=138>

On-line food safety training by the National Food Service Management Institute:

<http://www.nfsmi.org/Templates/TemplateDefault.aspx?qs=cEIEPTIzNg>

Serving it Safe: A Manager's Toolkit – for staff training on food safety and sanitation:

http://www.fns.usda.gov/tn/Resources/serving_safe.html

TEACHERS

Appendix E- Lesson 4 on Basic Food Safety and Sanitation

INFANT STAFF

Appendix E - Lesson 4 on Basic Food Safety and Sanitation

Appendix E – Lesson 4 on Infant Food Safety and Sanitation

Adult Care Resources and Lessons

<http://www.nfsmi.org/ResourceOverview.aspx?ID=37>

