This Policy Alert revises sponsor training requirements for new and participating providers. This Policy Alert:

- Replaces Section 4332, Provider Training During the First Program Year, in the DCH Handbook,
- Replaces Section 4333, Provider Training After the First Program Year, in the DCH Handbook,
- Replaces Section 4334, Provider Training Documentation, in the DCH Handbook,
- Rescinds Section 5323, Provider Training, in the DCH Handbook,
- Rescind Policy Alert CACFP - DCH 2005-3, and

Note: “Off to a Good Start” no longer fulfills the new training requirements. The information supplied in the “Off to a Good Start” materials and video can be utilized as part of the new training requirements, but other topics must be added.

Definitions

- Annually – once during each program year.
- New Provider – a provider that has not begun participation in the Program, but has signed with a sponsoring organization.
- Sponsoring Organization - A public or private nonprofit organization that is entirely responsible for the food service in one or more day care homes.

Implementation

PY 2005

- Immediately implement and thereafter, the new training requirements for new providers.
- Immediately implement the new training requirements for participating providers that have not received training in PY 2005.

PY 2006

- Implement the new training requirements for all participating providers October 1, 2005 and thereafter.
**Procedures**

| Training Frequency | A new provider must receive training prior to the provider participating in the Program and annually thereafter.  
| A participating provider must attend training annually. |

| Training Content | New providers - At a minimum, trainings must include the following areas and subtopics for new providers. |

**Program Meal Pattern**  
- Infant and child meal pattern  
- Serving sizes for age groups  
- Creditable foods  
- Meal service styles  
- Accommodating special needs diets  
- Menu planning  

**Meal Counts**  
- Daily, weekly, monthly  

**Claims Submission**  
- Due date  
- Late claims  
- Amended claims  

**Review Procedures**  
- Frequency  
- Review elements  
- Serious deficiency process  
- Appeal rights  

**Recordkeeping Requirements**  
- Daily, weekly, monthly forms  
- Child Nutrition Program Application  
- Annual enrollment information  
- Attendance records  
- Financial records  
- Record retention  

**Reimbursement System**  
- Tiering Structure  
- Rates  
- Payment schedule  

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<table>
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<tr>
<th>Training Content continued</th>
<th>Civil Rights</th>
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<td></td>
<td>Note: If you begin sponsoring a provider who participated with another contractor, Civil Rights may be eliminated from the required topics if you obtain documentation verifying that the provider completed “Civil Rights for SNP.”</td>
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Participating providers – At a minimum, trainings must include the following main topic areas for participating providers:

- Program Meal Pattern
- Meal Counts
- Claims Submission
- Review Procedures
- Recordkeeping Requirements
- Reimbursement System
- Civil Rights

<table>
<thead>
<tr>
<th>Training Format</th>
<th>You must plan trainings that are appropriate to the experience level of the providers. Experienced and inexperienced providers should not get the same training year after year. Repetition of some information may be necessary to ensure continued Program compliance.</th>
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<td>There is no requirement for the amount of time spent on training. Therefore, one topic may only need a short review, while other topics require a longer period of time.</td>
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<td>Training may be conducted in a variety of ways to meet the needs of the providers. Sponsors may use classroom style, on-site, distance learning (with the exceptions listed below), or other innovative training techniques, provided the training is properly documented and the training accomplishes the regulatory requirements for training content and frequency.</td>
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<td>However, sponsors may not fulfill the training requirement by providing a training video to providers and requiring them to certify that they watched it. Training on video, CD-ROMS, web-based training, and/or other independent learning approaches are only permitted to fulfill the requirement if there are a means to verify that each trainee has actually received the training, i.e., pre- and post-tests, activities, exercises, etc. Providers may use electronic signatures to verify that they have completed electronic training.</td>
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continued
Procedures continued

Training Documentation

You must maintain documentation of all training sessions that include the following:

- Date of training,
- Location of training,
- Training topics,
- Names of participants, and
- Written or electronic signature of the participant.
- Name of trainer, if applicable.

When a provider completes a required training course, you must present the provider with written documentation acknowledging their completion of the training. The documentation must include:

- the name of the provider;
- the title of the training;
- the date that the training was completed;
- the name of your sponsoring organization;
- the name of your trainer who provided the training (if applicable); and
- the written or electronic signature of an authorized representative of your organization.

Adverse Action

Sponsors that do not conduct the required training may be placed in the serious deficiency process. Not providing proper training is a serious deficiency listed in Policy Alert CACFP DCH 2003-13, *Serious Deficiency Process for Participating Contractors*. Please refer to the policy alert for detailed information on the serious deficiency process.

A provider’s failure to attend annual training may be a serious deficiency. You must take action up to placing the provider in the serious deficiency process. Please refer to Policy Alert CACFP DCH 2003-8, *Serious Deficiency Process for Providers*.

Authority

Child and Adult Care Food Program: Improving Management and Program Integrity Rules.

Contact

If you have any questions regarding this Policy Alert, please contact your Area Program Office.