POLICY ALERT

Date: December 2, 2004
Reference: # CACFP DCH 2005-3
To: Child and Adult Care Food Program-Day Care Homes (CACFP-DCH) Sponsors
Subject: Off to a Good Start (OGS) Training Video
Effective Date: December 1, 2004

Video Usage

The Texas CACFP Sponsors Association has developed an Off To a Good Start (OGS) training video. Sponsors may use the video in lieu of the 5-hour face-to-face Special Nutrition Programs (SNP) “Off to a Good Start for Family Day Homes (OGS)” training for day home providers on an exception basis when scheduling a face to face OGS on-site workshop is impractical. Reasons for using the OGS video include situations such as

- only one new approved provider needs the workshop before the 60-day OGS training deadline expires, or
- there is no location central to the provider who needs the workshop that month.

Sponsors who use the OGS video for a new provider must continue to provide additional face-to-face program training and technical assistance to the provider as needed through

- pre-approval visits or
- other meetings.

The OGS video will satisfy the mandated training requirement for a provider’s first year of program participation. However, if the sponsor has additional workshops available in the provider’s first year of program participation, the sponsor will offer them as an optional class for the provider.

Video Maintenance

The Sponsors Association will ensure that the OGS video content is

- consistent with SNP’s current OGS training materials; complete and correct, and
- updated when SNP makes changes to the SNP OGS face-to-face trainer materials.

The Sponsors Association will notify SNP each time the OGS video is revised.

SNP will not review the OGS video developed by the Sponsors Association or any subsequent changes to the video.

continued

This Policy Remains in Effect Until Further Notice
Obtaining the Video

The Sponsors Association will make the video and any changes to the video available to all day home sponsors in Texas.

Sponsors may request the OGS video by contacting one of the Sponsor Association officers listed on the Association’s website: TXCACFP.org

Provider’s Questions

Each OGS video workbook will contain

- a form for the provider to record questions or concerns regarding the video or program requirements; and

- instructions for the provider explaining how to submit questions/concerns and receive answers from his/her sponsor.

The provider will have the option of:

- calling the sponsor with questions/concerns or
- sending the sponsor written questions/concerns.

Testing

The OGS video training will include a post test for each module. The provider must complete each module’s post test and submit all post tests to his/her sponsor to document completion of OGS training.

The sponsor must grade each post test, retain the original and return a copy of each post test to the provider within 30 days of receiving the provider’s post test.

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<th>If a provider …</th>
<th>Then the sponsor …</th>
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| scores less than 70% on any post test | must give the provider additional training on those topics prior to the end of the provider’s first program year by
- telephone,
- mail, or
- in person,
according to the provider’s need. |

continued
Training Timeframe

The sponsor must receive all of the provider’s post tests within 60 days of the date SNP approved the provider for program participation.

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<th>If a sponsor …</th>
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<td>Does not receive all of the provider’s post tests within 60 days of the date SNP approved the provider for program participation.</td>
<td>• May not reimburse the provider for meals served until the sponsor receives all of the provider’s OGS post tests.</td>
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<td>• May resume reimbursing the provider on the day that the sponsor receives all of the provider’s post tests.</td>
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<td>• May not retroactively reimburse the provider for the period that the provider was out of compliance with OGS training requirements.</td>
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Documentation

The sponsor must maintain the following documentation for each provider who receives the OGS video training:

- a detailed explanation of why it was not practical for the provider to receive the face-to-face OGS training;
- copies of all correspondence between the provider and the sponsor related to the OGS video training, including the provider’s questions/concerns and the sponsor’s answers to the questions and/or responses to concerns;
- the provider’s original copy of each post test with the score results;
- documentation of the date that each post test was received by the sponsor and returned to the provider, and
- documentation of the date and topic of any additional training given to the provider.

Sponsor Training Plan

A sponsor who wishes to use the OGS video must amend their CACFP provider training plan before using the OGS video to train providers.

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SNP Responsibilities

SNP staff will review a sponsor’s compliance with requirements for using the OGS video during an administrative review of the sponsor.

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<th>If a sponsor …</th>
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<td>does not</td>
<td>considered to be in noncompliance with the requirement for training providers.</td>
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<td>• comply with all requirements for using the OGS video training or</td>
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<td>• maintain the necessary documentation</td>
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<td>exceeds the tolerance levels related to training providers during an administrative review or follow-up reviews</td>
<td>subject to the administrative recovery process.</td>
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SNP will notify sponsors if there are changes made to the video or the conditions for the video’s use.

If SNP determines that sponsors are using the OGS video to train providers on a routine rather than exception basis, SNP will rescind the policy allowing sponsors to use the OGS video and all sponsors will be required to offer the SNP face-to-face OGS training, only.

Contact

If you have any questions please contact your Area Program Office.