Notice

Date: June 05, 2008

Reference: # CACFP DCH 2008-8

To: Child and Adult Care Food Program-Day Care Homes (CACFP-DCH) Sponsors

Subject: Online Training - Tiered Reimbursements

Purpose

Tiered Reimbursements (A Quick Refresher Course for CACFP Day Care Homes Sponsors) online training is now available for current Sponsors. This refresher training reviews the correct way to determine the tier status of day care home providers and the eligibility of children in their care. Key administrative staff would benefit from completing this training.

Training Requirement

This training is OPTIONAL for all current sponsors.

Note: individual sponsors may be given specific instructions to complete the training. For example - a Field Office Monitor may require a sponsor to complete the training as part of a Corrective Action Plan.

Accessing the Online Course

Go to www.snptexas.org and click on the “Program/Nutrition Training” link. Then, choose the “Scheduled Classes” link from the left hand navigation bar to enter the FND Learning Center. First, select the link “Minimum System Requirements (READ before starting online training!)” to ensure your system has the appropriate settings for successful online training. Then return to the FND Learning Center and select the “Course Search” link to find the Course Code “DCH-*TIER” located as a “CACFP – Day Care Home – Sponsors” event.

The attachment includes more detailed instructions on accessing our Online Courses.

Personal User Code Requirement

You must have an active Personal User Code (PUC) to access and begin the online training.

You may request a PUC, by downloading a “FND Training Request Form” from the left-hand navigation bar on the training web site or from the FND Learning Center page. Complete the requested information and fax your form to the FND Training Unit at 888-237-5030. You will be notified by mail that your PUC is active.

Contact

Please contact the Training Unit at fndtrainingunit@tda.state.tx.us or 512-475-0586 if you have any questions concerning this training.

Attachment