Iowa
Child and Adult Care Food Program

Workshops
for Center Organizations

Fiscal Year 2013

Child and Adult Care Food Program
Bureau of Nutrition, Health and Transportation Services
Iowa Department of Education
Grimes State Office Building
400 E 14th St
Des Moines, IA 50319-0146

Website: http://www.educateiowa.gov

For CACFP Training Events:
click on "Nutrition Programs" then "Nutrition Training Events" (under "Nutrition Quick Links")
To Register:
click on "Calendar" (right of screen), find the month the workshop is scheduled for,
click on the name of the workshop and follow the directions.

CACFP Workshop Participation

Center organizations participating in the Child and Adult Care Food Program (CACFP) must maintain Program integrity by demonstrating capability, viability and accountability. To assist in meeting these requirements, the Bureau of Nutrition and Health at the Iowa Department of Education offers CACFP workshops.

At least one representative from a child or adult care institution (owner if the organization is for-profit) interested in participating in the Iowa CACFP is required to attend the "Steps to CACFP Success" workshop prior to starting CACFP participation or prior to the organization restarting CACFP participation after not participating for a time.

Participation in the "Infant Feeding in CACFP" session is not required if infants are not enrolled in the center. The "Emergency Shelter" session is not required unless there is an emergency shelter program within the organization that wishes to participate in CACFP.

Attendance at the "Steps to CACFP Success" workshop is highly encouraged when CACFP staff responsibilities change or when there are new staff members with CACFP responsibilities.

In addition, all key staff* with CACFP responsibilities at the center must be trained prior to Program operations and receive at least 1½ hours of CACFP related training annually thereafter. The entire "Steps to CACFP Success" workshop or selected sessions is one way to fulfill the annual training requirement. Other state-sponsored CACFP trainings or center-based CACFP trainings may also meet staff training requirements. All CACFP training must be documented. See Chapter 7 of the CACFP Administrative Manual for Centers for acceptable documentation and forms.

Board members of non-profit centers are encouraged to attend "Steps to CACFP Success" to learn responsibilities for CACFP participation, and to provide support and assistance for center staff personnel. Board members are also responsible for continuity of CACFP operations and compliance with CACFP federal requirements when there is a change in the CACFP authorized representative (usually the center director).

If you have questions about CACFP workshops, contact:
Janelle Loney at (515) 281-5356
E-mail: Janelle.Loney@iowa.gov

*Key staff who must receive annual CACFP training are private "for-profit" center owners, staff with CACFP responsibilities Including, but not limited to, administrative and foodservice staff, site monitors (for institutions with more than one site), all teachers/staff with mealtime responsibilities, and volunteers or board members with primary CACFP mealtime and/or decision-making responsibilities pertaining to the monthly claim for reimbursement.

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If you have questions or grievances related to compliance with this policy by the Iowa Department of Education, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, telephone number 515/281-5295; or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661, telephone number (312) 730-1560, fax (312) 730-1576, email: OCR.Chicago@ed.gov.

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2013 CACFP Center Workshops

"Steps to CACFP Success" Workshop

Reference Manual: *"CACFP Administrative Manual for Centers: Steps to Success in the CACFP"*

Workshop Hours	Session Topics	Content discussed	Who should attend
8:00 – 8:15 am	**Introduction to CACFP Participation**	Responsibilities for participating in CACFP and helps you identify your organization type. Reference: Chapter 1.	Current and potential CACFP participants, board members and new center directors.
8:15 – 9:20 am	**Menu Planning**	CACFP meal patterns, creditable foods, menu planning, and meal service styles. Reference: Chapter 2.	Center food service personnel responsible for planning, purchasing, preparing and serving meals; center directors; and board members.
9:25 – 10:40 am	**Food Production Records**	Purchasing, preparing and documenting enough food was served to meet requirements; Using the "Food Buying Guide" and completing food production records. Reference: Chapter 2a.	Center food service personnel responsible for purchasing, preparing and serving meals; staff responsible for keeping food production records; center directors; and board members.
10:45-11:00 am	**Recommendations**	Recommendations for a healthy center environment. Reference: Chapter 2b.	Center directors, board members, staff who plan and supervise meal service.
11:00–11:30 am	**Lunch** (except for those who operate an Emergency Shelter Program)		
11:00–11:30 am (11:30 – 12:00)	**Emergency Shelter Programs** (Lunch: Emergency Shelter Programs)	Requirements for Programs providing service to homeless children and homeless families with children who participate in the CACFP. Reference: Appendix A.	Emergency Shelters: new center directors; board members; organizations wanting to participate in CACFP; and staff members responsible for CACFP recordkeeping.
11:30 - 3:00 pm	**Recordkeeping**	Required CACFP records: income eligibility applications, meal counting and claiming, financial reports, on-line claim procedures, Program supervision, CACFP training, recordkeeping, Civil Rights, and requirements for sponsors of centers. Reference: Chapters 3-10, Appendix B and E.	New center directors; board members; organizations wanting to participate in CACFP; and staff members responsible for CACFP daily recordkeeping monthly reports and income eligibility applications.
3:15 – 4:30 pm	**Infant Feeding in CACFP**	Requirements for feeding and claiming infant meals. References: Appendix C and "Feeding Infants: A Guide for Use in the Child Nutrition Programs".	Center food service personnel and center staff responsible for purchasing, preparing and serving infant meals; center directors; and board members.

"Steps to CACFP Success" Workshop Dates and Tentative Locations:

When an ICN site listed below cannot be scheduled, an attempt is made to find another site within a 30 mile radius.

8/14/12 Tuesday — Des Moines and ICN sites: Ames, Audubon, Cedar Rapids, Cylinder, Keokuk, Osceola, Ottumwa, Red Oak, Sioux City, Waverly

10/17/12 Wednesday — Des Moines and ICN sites: Albia, Spencer, Atlantic, Cedar Falls, Charles City, Davenport, Denison, Fort Dodge, Iowa City, Orange City, Tama

12/12/12 Wednesday — Des Moines and ICN sites: Emmetsburg, Calmar, Cherokee, Creston, Fairfield, Hampton, Harlan, Independence, Jefferson, Muscatine, Onawa, Oskaloosa

2013 workshops may include some ICN and some online segments (to be determined). ICN dates only:

3/5/13 Tuesday — Des Moines and ICN sites: Carroll, Clinton, Council Bluffs, Creston, Iowa Falls, Mason City, Mt. Pleasant, Ottumwa, Waterloo, West Union

6/13/13 Thursday — Des Moines and ICN sites: Cedar Rapids, Chariton, Clarion, Corning, Decorah, Dubuque, Marshalltown, Missouri Valley, Sac City, Sheldon, Washington

8/13/13 Tuesday — Des Moines and ICN sites: Ames, Audubon, Cedar Rapids, Cylinder, Keokuk, Osceola, Ottumwa, Red Oak, Sioux City, Waverly

"Iowa Eligibility Application Q&A" and "CACFP Application Renewal Q&A"

Description: Reviews the basic procedures and common questions regarding the Iowa Eligibility Application. The second part of the workshop will review CACFP application renewal procedures.

Who should attend: Center directors, board members, staff members responsible for CACFP applications and income eligibility applications. Participants can register for one or both of the workshops.

Workshop Hours: Income Eligibility Applications: 8:30 a.m. - 10:30 a.m. CACFP Application Renewal: 10:45 a.m. – 12:45 p.m.

Workshop Date and Locations:

7/17/12 Tuesday — **Des Moines and tentative ICN sites:** Burlington, Calmar, Clarinda, Clear Lake, Council Bluffs, Creston, Davenport, Dubuque, Eddyville, Iowa City, Marshalltown, Mason City, Milford, Pekin, Sheldon, Sioux City, Waterloo

7/17/13 Wednesday — **Des Moines and tentative ICN sites:** to be determined

2013 CACFP General Workshop Information

The 2013 CACFP Workshops listed in this flyer are sponsored by the Iowa Department of Education – Bureau of Nutrition, Health and Transportation Services and are designed for CACFP center staff, board members of non-profit center organizations, and owners of for-profit center organizations.

Cost:
There is no charge for the workshops.

Description of "Steps to CACFP Success":
"Steps to CACFP Success" covers Menu Planning, Food Production Records, Recommendations for a Healthy Center Environment, Emergency Shelters, CACFP Recordkeeping, Civil Rights, and Infant Feeding in CACFP. You may register for one or all sessions. If you are new to CACFP, you are required to attend the full day workshop. You do not need to attend the infant feeding session if you do not have infants enrolled in your center(s), and you do not need to attend the emergency shelter segment if you do not have an emergency shelter.

How to register:
Register online at: to educateiowa.gov; click on "Calendar" (right of screen), find the month the workshop is scheduled for, click on the name of the workshop and follow the directions. If you do not have internet access, contact Janelle Loney at (515)281-5356 to register. If you want DHS credit for the training, you must also register at https://ccmis.dhs.state.ia.us/trainingregistry/. If you need assistance registering with DHS, contact trhelp@dhs.state.ia.us for assistance.

Register at least twenty (20) days prior to the workshop. A confirmation letter including the ICN site address and directions will be mailed to you about a week prior to the workshop. An ICN site will be cancelled if no people have registered eight days prior to the workshop. ICN site locations may be subject to change. You may request a site closer to you and if enough people sign up, the site may be added. An ICN site will be cancelled if there are no registrations for the ICN site eight days prior to the workshop.

The day of the workshop:
***NOTE:** Plan to arrive 15 minutes prior to the start of the workshop.

There will be a 30 minute lunch break during the daylong workshops. We recommend bringing a sack lunch because of the short lunch break and since the ICN location may not be near a food source.

The room temperature varies from one ICN site to another. We suggest dressing in layers of clothing so you can adjust for your comfort.

If you have problems seeing or hearing at your site, contact the ICN staff in the building at your site.

Your responsibilities as a workshop participant:
You are responsible for learning your organization's CACFP responsibilities and for sharing the requirements with board members and staff when you return to your organization.

Individual ICN sites are generally not monitored by a consultant from the Department of Education. To make everyone's experience more productive and enjoyable we ask that you carefully read and follow these expectations for personal conduct:

- Practice common courtesy.
- Do not carry on side conversations during the presentations. This makes it difficult for others to hear.
- Turn your cell phone on silent; do not play games on your cell phone.
- Do not talk on the cell phone in the classroom during the workshop.
- Do not leave in the middle of a presentation, except for an emergency.
- Pay attention so you do not have to ask a question that has already been covered by the material presented.
- **You will not receive a certificate if you do not conduct yourself appropriately.** Conduct will be monitored by checking your ICN site visually, from evaluations, and by complaints received.

Certificate:
You must sign the attendance record when you arrive at the workshop (and mark the sessions you attended). Following the workshop, a certificate of attendance will be mailed to you at the address you provided when you registered. You will be notified if you will not be receiving a certificate due to inappropriate conduct. If you registered on the DHS site, you can print off your record of attendance.

Watch your email or the Department of Education website for additional 2013 CACFP workshops:
(There are registration fees for the Infant and Preschool Nutrition workshops.)

Adult ICN	TBD
Infant Nutrition	TBD
Preschool Nutrition	TBD
CACFP Short Course	TBD