



Division of Child Care & Early Childhood Education
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Health and Nutrition Unit (HNU) Training Requirement Acknowledgement Addendum

This is a notice regarding initial and annual training requirements for all USDA Program Participants in the Child and Adult Food Program (CACFP), Child and Adult Food Program At-Risk (CACFP-At Risk), National School Lunch Program (NSLP), and Summer Food Service Program (SFSP).

New Applicants

- All applicants must complete initial training and annual training for USDA food programs prior to having their food program application approved.
- New applicants are required to attend in-person new participants training with HNU trainers prior to having their food program application approved.
 - Training calendar is available in the SNP Application system. Please register for available monthly New Participant Training Classes.

Renewing Applicants

Annual refresher courses are available online and on demand. No registration is required.

- *For Application Credit*- An authorized (manage user) person from existing programs must complete the online annual refresher course through the SNP Resource Library. Application credit will be applied towards their program agreement number upon completion.
- *For General Staff Members*- General staff members may attend in-person annual refreshers (as available) or complete an online refresher course in the SNP Resource Library. Programs can use the Online Refresher Guidelines in the Resource Library for their specific USDA program operation. General staff members are not required to have annual training through the Department of Human Services (DHS), and sites may conduct their own training that covers each staff's needs to operate in each area that they provide USDA food program services through.
- Training certificates expire one year from the date of completion and must be renewed before the expiration date.

Site Level Trainings by Sponsors or designated staff

- All USDA programs (CACFP, SFSP, and NSLP) must provide training at the site level for new and existing staff members on Civil Rights. This must be completed initially at time of hire and annually thereafter.
- All training resources are available in the SNP system, Resource Library to assist with site level trainings as needed. *However, all sites should use these resources only in additional to or as part of their own specific site level training.*
- Required Documents such as training agendas, sign in sheets, and training materials must be documented and kept on file.

Site Level Training Acknowledgement

- I hereby, acknowledge that I have read and understood the training requirements for participating in the USDA food programs.
- I further acknowledge that all staff members have received initial and annual training for applicable USDA food programs and civil rights at the site level.
- I agree to provide site level trainings documentation to the HNU State Agency as needed for reviews and site visits.

Print Name: _____

Date: _____

Signature: _____

Note: A signed copy of this document must be uploaded annually into the SNP System.