



Division of Child Care and Early Childhood Education



To: Child and Adult Care Participants
Subject: 2019 Child & Adult (CACFP) Training Opportunities
Date: August 22, 2019

CACFP Training Requirements

This is a reminder to register for your CACFP Training. If you operate a CACFP Child & Adult Care Program you are required to attend each year. Additional trainings have been added to the training calendar to assist in application approvals for FY2020. These training sessions provide information on all basic CACFP administrative and operational requirements.

Register Now as **no more** trainings will be scheduled before application approvals close for billing. Per Federal regulations, all sponsors must complete CACFP Annual Training. Failure of the Authorized Representative to complete mandatory CACFP Annual Training will result in your organization being categorized as “seriously deficient” per Federal Regulation 7 CFR 226.6 (c)(3)(U). Annual staff training is a *minimum* requirement.

HNP encourages Sponsors to train staff more frequently or on an ongoing basis. HNP offers trainings monthly throughout the year. Additionally, HNP periodically issues new or revised policy through memoranda and revisions to program material that may require Sponsor to provide additional training to staff during the year.

To receive credit training participants are expected to arrive on time & attend the entire training session in order to receive credit for the training. Please plan to arrive early to complete the sign-in process. Late arrivals to training(s) **will** be asked to reschedule for the next available training session. Attendees **must** provide a government issued photo identification to enter the building (**NO entrance into training without the correct form of identification**).

To register: Log on to the SNP system <https://dhs.arkansas.gov/dcece/snp/SNPWelcomeM.aspx> Registration is required for all trainings as space is limited to three people per sponsoring organization. Sponsoring agencies who would like four or more people to participate in either training track must receive approval from HNP. Requests can be submitted to Mitzi Langley at Mitzi.langley@dhs.arkansas.gov

Enclosed are the CACFP Training dates.

Training Tracks

CACFP Refresher Training: Returning Licensed Childcare and Adult Programs.

CACFP New Participant Training: For New Programs/New staff Licensed Childcare and Adult Programs.

CACFP AT-RISK- For Returning & New CACFP Afterschool At-Risk Programs.

- ❖ **Note:** After School At-Risk Programs have additional Food Safety training requirements excluding School Food Authorities (SFA) who participate in the National School Lunch Program (NSLP). If you participate in the National School Lunch Program (NSLP) you are required to attend **ONE** training the CACFP At-Risk Training.
- ❖ ADH Food Safety Trainings are available on the HNP training calendar.
- ❖ Program sponsors who have obtained a national food safety certification such as ServSafe® or a similar type nationally recognized program may substitute the ADH Food Safety training with approval. You can obtain a list of approved food safety certifications from the Dept. of Health.
- ❖ For additional information contact: Sherri Woodus at Sherri.Woodus@arkansas.gov.

* 2019 CACFP Trainings*

<u>COURSE</u>	<u>DATE</u>	<u>LOCATION</u>	<u>ADDRESS</u>	<u>TIME</u>
New CACFP REFRESHER	SEPTEMBER 12TH	ARKANSAS WORKFORCE CENTER	5401 S. UNIVERSITY AVENUE LITTLE ROCK, AR 72209	9A-12P
CACFP 'HEAD START ONLY' REFRESHER TRAINING	SEPTEMBER 12TH	ARKANSAS WORKFORCE CENTER	5401 S. UNIVERSITY AVENUE LITTLE ROCK, AR 72209	1P-4P
CACFP AT-RISK	SEPTEMBER 17TH	ARKANSAS WORKFORCE CENTER	5401 S. UNIVERSITY AVENUE LITTLE ROCK, AR 72209	9A-4P

New CACFP REFRESHER	SEPTEMBER 26TH	ARKANSAS WORKFORCE CENTER	5401 S. UNIVERSITY AVENUE LITTLE ROCK, AR 72209	9A-12P
CACFP REFRESHER	SEPTEMBER 26TH	ARKANSAS WORKFORCE CENTER	5401 S. UNIVERSITY AVENUE LITTLE ROCK, AR 72209	1P-4P
New CACFP NEW PARTICIPANT	SEPT 30 TH	ARKANSAS WORKFORCE CENTER	5401 S. UNIVERSITY AVENUE LITTLE ROCK, AR 72209	9A-4P