



March 29, 2005

**SUBJECT: Annual Training Requirement**

CACFP – 84  
CACFPDCH – 74

**TO:** Authorized Representatives

**FROM:** Child and Adult Nutrition Services

This information should be shared with any person(s) with duties in the Child and Adult Care Food Program (CACFP) and those responsible for conducting and/or overseeing the training of those personnel. The original should be placed in the numbered memo notebook from Child and Adult Nutrition Services. The memo is also available on the Child & Adult Nutrition Services website.

The Interim Rule, implementing legislative reforms to strengthen Program integrity published in the Federal Register on September 1, 2004, requires the annual training of all key staff with duties relating to the CACFP. Therefore, beginning with the 2005-2006 Program agreement, all agencies will need to submit documentation that all key staff have been trained within the institution and/or each facility sponsored by the institution. Agencies should begin now to train all key staff within their organization or facilities under their sponsorship. It is the responsibility of the institution to ensure that all key staff are properly trained.

Participation in training provided by the State Agency will meet this annual training requirement. Participation does not require physical attendance. Videos are available for check out for the most basic training needs in the CACFP. Basic Training sessions are provided periodically and are announced by mail and on our website. These workshops are designed for staff new to the CACFP requirements and space is very limited. The sessions provided at this workshop are available on videos which can be checked out for a 30-day time frame as needed. Additionally, the annual CACFP/SFSP workshops in May will meet this requirement for annual training. These workshops are designed for staff that have a basic understanding of the CACFP requirements but wish to improve the management or to add a little variety to the day to day operations of the Program. Again, these workshops are announced by mail and on our website.

Key staff is defined in the State of South Dakota as:

- 1) Any individual who is solely responsible for a CACFP job duty within the institution (for example, one person may be responsible for tallying all of the meal counts from each facility; this person would require training on claims consolidation); and

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- 2) All individuals assigned to the duty of monitoring; and
- 3) Site personnel from each facility:
  - a. At least one individual from each facility to cover each job responsibility in the CACFP (for example, one teacher who takes meal counts, one cook who prepares meals, and one staff who prepares the claim for reimbursement); or
  - b. One person from each facility who is responsible for the training of personnel within the facility with any CACFP job duties assigned to them (for example, a center director may be responsible to train the cooks, teachers, and business manager on the CACFP requirements. In this case, the center director would then be considered the key staff required to attend training).

Training of monitoring staff must include instruction, appropriate to the level of staff experience and duties, on the Program meal patterns, meal counts, claims submission, and claims review procedures, recordkeeping requirements, and an explanation of the Program's reimbursement system. Training of all other key staff must include instruction, appropriate to the level of staff experience and duties, on creditable foods, meal pattern requirements, menus, production records, meal counting requirements, claim consolidation, and the collection of required records. Additional topics are allowable such as sanitation, food safety, purchasing, what it means to be a key staff or principle, etc.

Failure of key staff to receive annual training constitutes a serious deficiency and will be treated as such. Seriously deficient facilities and institutions will be notified of the serious deficiency and provided with a short time frame to correct the problem on a permanent basis or termination will occur. Termination under these circumstances would require that the names of the Local Agency, all responsible principals and responsible individuals be placed on the National disqualified list.

If the local agency or any responsible principal or individual chooses to voluntarily terminate the agreement, all applicable name(s) will still be placed on the National disqualified list. This information is then disseminated to State Agencies for use in approving applications for participation. These institutions/individuals are ineligible to sponsor any Child Nutrition Program administered by the United States Department of Agriculture (USDA) in any state without special exception by the USDA Food and Nutrition Service in consultation with the South Dakota Department of Education, Child and Adult Nutrition Services Office (7 CFR 226.6).

If you would like further guidance or have additional questions related to this matter, please call our office at (605) 773-3413.