



Child and Adult Care Food Program (CACFP) Training Certification

All Trainings Version

Organization Name _____ CNPweb Agreement No. _____
Trainee Name _____ Trainee Title _____

Instructions:

- All trainings and affiliated resources and procedure templates are linked in this document. The material follows the [ODE CNP CACFP Policy and Procedure Manual](#).
- Check off each training and procedure as they are completed. Training documentation may be submitted to ode.communitynutrition@ode.oregon.gov or your assigned Child Nutrition Specialist.

Additional Resources: [ODE CNP CACFP Page](#) and [ODE CNP CACFP Training Page](#)

Training Titles	Resources and Procedures
Chapter 1: Introduction ☐ Getting Started with CACFP Trainings (6:34) ☐ Introduction (4:53) ☐ General Requirements and Administrative Oversight (9:03) ☐ Eligibility (5:07)	7 CFR 226 2 CFR 200 Registration for CACFP Knowing and Growing Newsletter
Chapter 2: Application and Renewal ☐ The Application Process (10:50) ☐ Responsible Principals (7:46) ☐ VCA (5:08) ☐ Annual Renewal Applications (11:47) ☐ Safety and Sanitation (8:11)	Becoming a CACFP Sponsor Page Administrative Oversight Quick Reference Guide
Chapter 3: Participant Enrollment and Eligibility ☐ CEF Overview (5:10) ☐ CIS Overview (9:37) ☐ Determining Eligibility (8:38) ☐ CEF Procedure Guidelines (3:32) ☐ CIS Procedure Guidelines (4:30)	ODE CNP CACFP Page ☐ Child Enrollment Form Procedures Template ☐ Confidential Income Statement Procedures Template
Chapter 4: The One Month Enrollment Roster ☐ Percentage Reimbursement Method (3:29) ☐ Required Records – OMER (5:39) ☐ Developing the OMER (4:17) ☐ Common Errors (3:23) ☐ Guidelines for Written Procedures (4:50)	CACFP One Month Enrollment Roster Excel Spreadsheet OMER Quick Reference Guide ☐ OMER Procedures Template

Training Titles	Resources and Procedures
Chapter 5: Attendance and Meal Count ☐ Attendance for Food Program Coordinators (13:35) ☐ Meal Counts for Food Program Coordinators (26:20) ☐ Attendance and Meal Counts: Site Staff (19:33)	ODE CNP CACFP Page ☐ Daily Attendance Procedure Template ☐ Point of Service Meal Count Procedure Template
Chapter 6: Meal Reimbursement Claim ☐ Preparing a Monthly Claim (11:58) ☐ Submitting a Claim in CNPweb (13:51) ☐ Guidelines for Written Procedures (3:28)	Claim Documentation Checklist ☐ Claims Procedure: Complete one Narrative Word format Fill-In PDF version
Chapter 7: Financial Management of the CACFP ☐ CACFP Financial Management (1:11:10)	CACFP Financial Management Workbook Financial Management Quick Reference Guide ☐ Financial Management Procedures: Complete one CACFP Financial Management Workbook Narrative Word format Fill-In PDF version
Chapter 8: Procurement ☐ Procurement (13:58) ☐ Vended Meals : (9:58) <i>for sponsors who receive vended meals</i>	ODE CNP Procurement Page ☐ Procedure templates: Complete one Procurement Procedure Template for Small CACFP Sponsors who do <u>not</u> use formal procurement Procurement Procedure Template for Large CACFP Sponsors who use formal procurement
Chapter 9: Meal Pattern Requirements ☐ Meal Pattern Overview (14:07) ☐ Crediting Grains (20:35) ☐ Crediting Meat/Meat Alternates (16:58) ☐ Crediting Vegetables and Fruits (7:50) ☐ Crediting Fluid Milk (10:49) ☐ Crediting Combination Foods (14:07) ☐ Meeting Meal Accommodation Requirements (38:40) ☐ Serving Traditional Foods : (8:59) <i>for sponsors who serve traditional foods</i>	ODE CNP's CACFP Meal Pattern and Menu Planning Page ODE CNP's Meal Accommodations Page

Training Titles	Resources and Procedures
Chapter 10: Meal Service and Menu Records ☐ Meal Service Overview (8:37) ☐ Family Style Meal Service (11:39) ☐ Offer Versus Serve (18:56) ☐ Developing Menus (27:15) ☐ Supporting Documentation Requirements (23:54) ☐ Creating Standardized Recipes (30:46) ☐ Creating Menu Procedures (9:51)	ODE CNP's CACFP Meal Pattern and Menu Planning Page Menu Monitoring Checklist Documenting Your CACFP Menu ☐ CACFP Menu Procedure: Complete one: Narrative Word format Fill-In PDF version
Chapter 11: Infant Meal Pattern ☐ Infant Meal Overview (29:23) ☐ Infant Meals for 0-5 Months (9:24) ☐ Infant Meals for 6-11 Months (16:04) ☐ Infant Menu Recordkeeping (18:36) ☐ Claiming Infant Meals (6:32)	USDA Feeding Infants in the CACFP Guide ODE CNP's CACFP Meal Pattern and Menu Planning Page
Chapter 12: Civil Rights ☐ Civil Rights (31:19) ☐ Racial and Ethnic Data Collection (10:53)	ODE CNP Civil Rights Page
Chapter 13: Trainings ☐ Trainings (11:54)	
Chapter 14: Multi-Site Sponsors ☐ General Requirements (7:26) ☐ Site Monitoring (34:10)	Site Pre-Approval Tool Site Monitoring Review Tool
Chapter 15: Sponsors of Unaffiliated Sites ☐ Unaffiliated Sites (11:41) ☐ General Requirements (6:26) ☐ Serious Deficiencies (8:29)	
Chapter 16: At-Risk Afterschool ☐ At-Risk Afterschool Eligibility (11:44) ☐ At-Risk Afterschool Operations (25:43) ☐ At-Risk Afterschool Common Findings (23:00)	
Chapter 17: Emergency Shelters ☐ Program Eligibility (4:52) ☐ Participant Eligibility and Reimbursement (8:51) ☐ Recordkeeping Requirements (3:59)	
Chapter 18: Head Start Programs ☐ Head Start Programs (12:12)	
Chapter 19: For-Profit Programs ☐ For-Profit Programs for Childcare and Outside School Hours Child Care (26:57) ☐ For-Profit Programs for Adult Care (23:43)	For-Profit Certification Form For-Profit Eligibility Calculation Form ☐ For-Profit Roster Procedure Template

Training Titles	Resources and Procedures
Chapter 20: Outside School Hours Care Centers ☐ Outside School Hours Care Centers (7:33)	
Chapter 21: Adult Day Care Programs ☐ Adult Day Care Programs (13:06) ☐ Adult Meal Pattern Overview (15:04)	
Chapter 22: Pricing Programs ☐ Pricing Programs (13:00)	Pricing Notification Letter Pricing Policy Statement
Chapter 23: Single Audit Requirements ☐ Single Audit Requirements (8:40)	
Chapter 24: Administrative Reviews and Investigations ☐ Administrative Review Overview (20:47) ☐ Investigations (10:51) ☐ Findings, Adverse Actions, and Corrective Actions (18:38) ☐ Preparing for an Administrative Review (18:56)	
Chapter 25: Serious Deficiencies, Suspensions, and Terminations ☐ Serious Deficiency (18:20) ☐ Termination and Disqualification (13:28) ☐ Suspension (17:13)	
Chapter 26: The Appeal Process ☐ The Appeal Process (15:41)	ODE CNP Appeal Procedure
Additional Trainings as assigned:	

☐ I certify that I viewed all assigned online trainings and completed all assigned tasks. I understand that I am responsible for complying with the content of the trainings.

Trainee Signature

Date

Submit the completed form and all completed procedures to
ODE.CommunityNutrition@ode.oregon.gov.

This institution is an equal opportunity provider.