

OSPI Child and Adult Care Food Program (CACFP) Checklist

FY 2022–23 Training Checklist

Child and Adult Care Food Program (CACFP) sponsors must certify completion of all training requirements when submitting their sponsor application. Use this checklist as a guide to complete Fiscal Year 2022–23 (FY23) training requirements. You do not need to return this form to OSPI.

Who Must Attend Annual Training?

- All institutions participating in the CACFP.
- All institutions planning to participate in the CACFP in FY23.
- At a minimum, the person responsible for oversight of the CACFP must attend. This training is intended for directors and administrators.

How to Participate in Annual Training

Training will be provided as recorded training modules in the Moodle platform. Training information can be found on the [CACFP Training webpage](#). Please select the appropriate dropdown, based on your organization type, to access required trainings.

How to Receive Training Certificates

Participants must certify completion of each required training in the appropriate Moodle course. Upon completing the certification, a tile will appear with your certificate. You may download and print your certificate and retain this document for your records. You do not need to submit training certificates to OSPI.

Child Care Sponsors Required Training

Go to the CACFP webpage and select the [FY23 Child Care Center, At-Risk Community Sponsor, Family Day Care Homes \(FDCH\) Sponsors Annual Training](#) dropdown to access required trainings.

☐ **FY23 CACFP Annual Updates Webinar**

Join us as we discuss the past year and looking ahead to FY23.

☐ **Annual Civil Rights Training**

This session will review the basics of the Civil Rights requirements and newly released updates Sponsors must know when operating the CACFP.

☐ **Procurement Training**

This training will provide guidance for what to expect on a procurement review, common findings during procurement reviews and expectations for procurement documentation.

☐ **Financial Management Training**

Learn how CACFP costs should be documented, when and why budgets should be revised and how to track expenses.



☐ **Study Month Training**

Changes are coming to the study month! This session will walk you through these changes and provide tips on how to be successful.

☐ **Infant Training (required for centers with enrolled infants)**

This training will provide important updates to how infant meals should be tracked, counted, and claimed.

At-Risk—Community Sponsors Required Training

Go to the CACFP webpage and select the [FY23 Child Care Center, At-Risk Community Sponsor, Family Day Care Homes \(FDCH\) Sponsors Annual Training](#) dropdown to access required trainings.

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School District/ Local Education Agency (LEA) Sponsors Required Training

Go to the CACFP webpage and select the [FY23 Annual Training for School Districts Operating the CACFP](#) dropdown to access required trainings.

At-Risk Program—School Sponsors

☐ So, You Want to Operate the CACFP in Your School Program Recorded Training

Pre-K Programs claiming meals under the CACFP

☐ So, You Want to Operate the CACFP in Your School Program Recorded Training

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Family Day Care Homes (FDCH) Sponsors Required Training

Go to the CACFP webpage and select the [FY23 Child Care Center, At-Risk Community Sponsor, Family Day Care Homes \(FDCH\) Sponsors Annual Training](#) dropdown to access required trainings.

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☐ **Infant Training** This training will provide important updates to how infant meals should be tracked, counted, and claimed.

Adult Care Sponsors Required Training

Go to the CACFP webpage and select the [FY23 Adults Care Center Sponsors Annual Training](#) dropdown to access required trainings.

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Optional Training—Administer CACFP Like a Pro!

In addition to the virtual required annual training, optional training events will be conducted in person in October throughout the state. Upcoming CNS Updates will include additional information for these opportunities to engage with other Sponsors in your area and learn more about CACFP.

Questions? Please [email the Community Nutrition team](#).