

SUBJECT: TRAININGS

POLICY: Southern Adirondack Child Care Network, in accordance with the CACFP regulations, will follow a specific procedure to ensure that Family Child Care Providers, both regulated and Legally- Exempt, will participate in at least one nutrition/food training each calendar year of enrollment. For registered/licensed providers this training may also be able to be applied toward their OCFS training requirements (although approval is at the discretion of OCFS). All providers, both regulated and Legally-Exempt, will complete a Civil Rights training annually.

PURPOSE: To meet CACFP's yearly training requirement for enrolled providers.

PROCEDURE: During the first year of enrollment, an initial training will take place (usually at the provider's home). This training is for the purpose of learning about the program's policies and procedures, and **does** serve as the first calendar year training. For each year thereafter, we will advise providers of various trainings offered by our agency throughout the year. The initial Civil Rights Training will be completed at the 28 day visit either using a printed version to review with the provider, or through the on-line link.

http://nydontraining.health.state.ny.us/frontline_civil_rights

CACFP Educators will remind providers and supply the link to access the online training at the start of each calendar year. Providers will send a copy of completed certificates of training to SACCN where they will be placed in the providers file. Staff will record the training as being completed in the Provider Visit/Training log. As an alternative to completing the training online, CACFP staff will offer a printed version as well as offering it at each quarterly CACFP training.

Training workshops will be offered by the local CACFP staff quarterly, and will be announced in SACCN'S quarterly newsletter mailed in December, March, June and September. Attendance at trainings is often limited; therefore providers are advised to attend a workshop well in advance of their yearly training deadline.

CACFP training workshops will be offered at no charge to enrolled providers.

Certificates of participation are given to providers as documentation of attendance at the required training. These certificates will be kept by the provider for the duration of his/her participation in the food program. A pocket is provided at the back of this provider manual for storage of training certificates.

The local CACFP staff strongly recommends that providers utilize the quarterly trainings offered by our program in order to keep current with nutritional information and safety, but also to meet the requirements of the program in a timely manner. Providers are encouraged to contact the SACCN (local CACFP office) if other nutrition trainings have been attended that the provider believes may count toward the CACFP yearly training requirement; sometimes allowable trainings are offered by programs such as Cornell Cooperative Extension and at

other SACCN training events such as the yearly early childhood conference and the guest lecture series. Some on-line training may also count toward the yearly training requirement.

Although the local CACFP staff will keep track of provider training history/dates, it is ultimately the responsibility of the provider to ensure that one training workshop is completed each calendar year. Providers will be notified 90 days prior to the expiration of their training requirement, in order to have the opportunity to attend a training before the end of the calendar year and/or to have an alternative training approved by the CACFP staff. For any allowable training that is not CACFP sponsored, providers need to submit a copy of the training certificate to the CACFP office.

Additional training option:

- Small group trainings hosted by a provider at her/his home, and lead by the local CACFP staff (minimum of 6 participants required). Providers are encouraged to contact the SACCN office if they would like to host a training event in your area.

The location of trainings generally alternate between our training sites in Glens Falls and Fort Edward.

Trainings are typically held on weeknights from 7:00pm-8:00pm.

In the event that the training requirement has not been met within a 2 year period, the provider will be determined seriously deficient.

1/08

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