CACFP New Sponsors

Online Course Syllabus

Length

5 hours. You may begin and complete the course at any time.

Description

The CACFP New Sponsor Training is a 5 hour comprehensive online course designed to provide initial training for those who are new to the CACFP or for participating sponsors with new staff. The training includes important topics such as Civil Rights, Meal Service Planning, Recordkeeping, Financial Management, Documentation, and Responsibilities, Maintaining a Nonprofit Food Service Program and Program Oversight.

This course consists of six (6) lessons:
- Lesson 0: Overview
- Lesson 1: Civil Rights
- Lesson 2a: Meal Service Planning
- Lesson 2b: Meal Patterns and Components
- Lesson 3a: Documenting Institution and Facility Eligibility
- Lesson 3b: Participant Eligibility
- Lesson 3c: Meal Counting and Documentation
- Lesson 3d: Miscellaneous Recordkeeping
- Lesson 4: Financial Management, Documentation and Responsibilities
- Lesson 5: Maintaining a Nonprofit Food Service Program
- Lesson 6: Program Oversight

Estimated Completion Time

5 hours

Course ID

ODE-1

Course Author

Mary Kershaw and Sheri Roe

Ohio Department of Education

Office for Child Nutrition

25 South Front Street

MS 303

Columbus, Ohio 43215-4183

www.education.ohio.gov

Instructor Contact

This course is self-paced, not instructor led.

Level of Challenge

Introductory

Requirements

Access to the Internet and a valid e-mail address.

Format

This course requires no face-to-face classroom instruction. Lessons will be available via the course web site. You will complete the course lessons whenever it is most convenient for you. You may work on lessons at any time of the day or night on any day of the week.

This course is estimated to take 5 hours to complete. The course web site will track the completion of each lesson and assignment and you will be able to exit the course with out completing it and pick up where you left off
at any time.

Estimated time to complete each lesson:

Lesson	Topic	Time
Lesson 0	Overview	30 min.
Lesson 1	Civil Rights	30 min.
Lesson 2a	Meal Service Planning	30 min.
Lesson 2b	Meal Patterns and Components	20 min.
Lesson 3a	Documenting Institution and Facility Eligibility	30 min.
Lesson 3b	Participant Eligibility	30 min.
Lesson 3c	Meal Counting and Documentation	20 min.
Lesson 3d	Miscellaneous Recordkeeping	20 min.
Lesson 4	Financial Management, Documentation and Responsibilities	30 min.
Lesson 5	Maintaining a Nonprofit food Service Program	25 min.
Lesson 6	Program Oversight	35 min.

Learning Objectives

- Recognize eligible participants in the CACFP
- Identify the programs that are eligible to participate in the CACFP
- Become familiar with contracting as a method for providing meals
- Recall the three CACFP performance standards
- What are civil rights?
- Who is required to have civil rights training?
- Why are civil rights important?
- What are your responsibilities as a sponsor?
- Understand the meal service requirements in the CACFP
- Identify special dietary requirements in the CACFP
- Summarize CACFP menu planning basics
- Recognize the standard meal pattern requirements for the CACFP
- Identify the minimum quantities of required food components by age group.
- Identify the records required to document institution and facility eligibility to participate in the CACFP

- Identify the records that must be collected and maintained for participants in the CACFP.
- Identify the records required to support meals claimed for CACFP reimbursement.
- Identify the various miscellaneous records that must be maintained to document CACFP compliance.
- Clarify what is meant by "nonprofit food service program"
- Understand how a nonprofit food service program is determined
- Identify the records required to document the nonprofit food service program
- Understand what to expect if the nonprofit food service program can't be documented
- Distinguish between the various levels of program oversight in the CACFP
- Determine when monitoring is required by sponsors of sites participating in the CACFP
- Identify the factors involved in determining a serious deficiency
- Understand how a serious deficiency impacts CACFP participation

Means of Developing Competencies

- Online presentations with voice narration and interactivity
- Workbook that complements online course content
- Online resources available through internet links
- Downloadable resources
- Quizzes

Course Completion Requirements

New sponsors must successfully complete the overview and all quizzes associated with the six course lessons in order to be approved to participate in the CACFP. In order to complete this course successfully, you must complete all of the course assignments and score an 80% or higher on all quizzes.

In order to complete the course successfully, you must:

- Score at least 80% on each of the quizzes
- Accumulate a minimum of 80 (out of a possible 100) points

How to earn 100 possible points:

Lesson	Points
Lesson 0	0
Lesson 1	10
Lesson 2a	10
Lesson 2b	10
Lesson 3a	10
Lesson 3b	10
Lesson 3c	10
Lesson 3d	10
Lesson 4	10
Lesson 5	10
Lesson 6	10