



# CACFP Training Schedule for the Capital District and Northern NY

Audience	Training	Location	Dates	Time
	<small>**Descriptions of trainings can be found on page 2</small>			
Day Care Center Sponsors Only	New Sponsor New Director	Albany, NY	September 13, 2018	10:00am - 2:00pm
Day Care Center Sponsors Only	Food Production Records	Albany, NY	September 19, 2018	10:00am - 1:00pm
Day Care Home & Center Sponsors	Steps to Excellence	Lake Placid, NY	June 11, 2018	10:00am - 1:00pm
Day Care Home & Center Sponsors	CACFP Meal Pattern	Albany, NY	July 12, 2018	10:00am – 2:00pm

### How to Register for a Training

#### **If you have a Health Commerce System (HCS) account and use CIPS:**

1. [Click here to log into](#) your HCS account.
2. Navigate to the “CACFP CIPS” application.
3. From the CIPS home page, click the “Classroom Training Registration” link to open a listing of current trainings.
4. Here you can self-register by clicking the registration link for the training(s) you want to attend.

**If you do not have an HCS account:** [Click here to be invited to trainings you are interested in](#)

**Questions? Please email [CACFPadmin@health.ny.gov](mailto:CACFPadmin@health.ny.gov)**



# CACFP Training Schedule for the Capital District and Northern NY

<p><b><u>New Sponsor/New Director</u></b>          Designed for day care centers new to the Child and Adult Care Food Program (CACFP), new directors of day care centers participating in CACFP, and new staff members at centers who are responsible for CACFP record keeping.</p> <p><b>Topics covered:</b></p> <ul style="list-style-type: none"> <li>• CACFP Meal Pattern Basics and Mealtime</li> <li>• Income Eligibility Forms and the Claim for Reimbursement</li> <li>• Record Keeping Requirements</li> <li>• Use of CACFP Funds</li> </ul>	<p><b><u>CACFP Meal Pattern</u></b>          This training has been designed for CACFP participating Centers and Day Care Home Sponsors</p> <p><b>Topics covered:</b></p> <ul style="list-style-type: none"> <li>• The CACFP Meal Pattern Requirements</li> <li>• Creditable Foods in CACFP</li> <li>• CACFP Best Practices</li> </ul>
<p><b><u>Food Production Record</u></b>          Designed for day care center staff responsible for completing the food production record.</p> <p><b>Topics covered:</b></p> <ul style="list-style-type: none"> <li>• How to complete the CACFP Food Production Records</li> <li>• How to use the USDA Food Buying Guide</li> <li>• How to calculate the amount of food needed to meet requirements</li> </ul>	<p><b><u>Feeding Infants In CACFP</u></b>          Designed for all centers and home sponsors serving infants.</p> <p><b>Topics covered:</b></p> <ul style="list-style-type: none"> <li>• How to meet the requirements for providing and claiming infant meals</li> <li>• How to meet the best practices with infant feeding</li> <li>• How to safely handle breast milk, formula and infant foods</li> <li>• How to support breastfeeding families and become designated breastfeeding friendly</li> </ul>
<p><b><u>Purchasing Meals &amp; Snacks from a Food Service Vendor</u></b>          Designed for centers that contract with foodservice vendors for their meal service.</p> <p><b>Topics covered:</b></p> <ul style="list-style-type: none"> <li>• How to ensure that food service contracts are procured and maintained in accordance with USDA and NYS procurement requirements</li> <li>• How to ensure that quality meals and snacks meet the CACFP Meal Pattern requirements</li> </ul>	<p><b><u>Steps to Excellence</u></b>          Designed for day care centers and home sponsors who serve preschool age children</p> <p><b>Topics covered:</b></p> <ul style="list-style-type: none"> <li>• How to identify processed foods and read food labels</li> <li>• How to implement or advance family style meal service</li> <li>• Promising nutrition practices in child care</li> </ul>