



# Training Schedule for the Metropolitan (NYC) Area

## New Sponsor/New Director Training

Designed for programs new to CACFP, new directors of day care centers participating in CACFP, and new staff members responsible for CACFP record keeping.

*Topics covered:*

- How to administer CACFP
- How to maintain the required CACFP records
- How to plan menus based on CACFP meal requirements
- How to prepare the claim for CACFP reimbursement

## Food Production Record Training

Designed for cooks, foodservice managers and supervisors.

*Topics covered:*

- How to keep the required CACFP food production records
- How to use the USDA Food Buying Guide/Calculator and Crediting Foods Guide
- How to plan menus that meet the Healthy Meal Patterns
- How to ensure meals are reimbursable

## Infant Training

Designed for all centers serving infants.

*Topics covered:*

- How to meet the requirements for providing and claiming infant meals
- How to meet the best practices with infant feeding
- How to safely handle breast milk, formula and infant foods
- How to support breastfeeding families and become designated breastfeeding friendly

## Vended Meals Training

Designed for all centers that contract with foodservice vendors for their meal service.

*Topics covered:*

- How to ensure that food service contracts are procured and maintained in accordance with USDA and NYS procurement requirements.
- How to ensure that quality meals and snacks meet the CACFP Meal Pattern requirements.

## Steps to Excellence Training

Designed for centers that wish to improve their menus, begin family style meal service and create a nutrition policy.

*Topics covered:*

- How to decrease the amount of processed foods on the menu.
- How to identify benefits to family style meal service and how to implement this at your center.
- How to identify staff behaviors that promote healthy mealtime modeling.
- How to develop an action plan to facilitate change.

Training	Dates	Time	Location
Food Production Records	November 10, 2016	10:00am – 1:00pm	Manhattan
	January 18, 2017 February 8, 2017 March 15, 2017	April 19, 2017 May 17, 2017 June 21, 2017 September 20, 2017	10:00am – 1:00pm Manhattan
New Sponsor New Director	November 3, 2016	10:00am – 1:00pm	Manhattan
	January 11, 2017 March 8, 2017	May 10, 2017 September 13, 2017	10:00am – 1:00pm Manhattan
Steps to Excellence	February 15, 2017 June 13, 2017	10:00am – 1:00pm	Manhattan
Feeding Infants	June 7, 2017	10:00am – 1:00pm	Manhattan
Purchasing Meals and Snacks from a Vendor	April 12, 2017 September 6, 2017	10:00am – 1:00pm	Manhattan

**\*If you would like to be invited to a training, please call Kate Scacchetti at 1-800-942-3858, option 4 or email [Katherine.Scacchetti@health.ny.gov](mailto:Katherine.Scacchetti@health.ny.gov). You will need your CACFP Sponsor Agreement number.**