



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 Pattern 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 CACFP Meal Patterns
- How to ensure meals are reimbursable

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 of 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

Feeding Infants 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

Purchasing Meals and Snacks From a Food Service Vendor 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

The New CACFP Meal Pattern Training

****It is recommended that staff responsible for planning and/or reviewing menus attend this training****

Designed for childcare centers serving children and infants and sponsors of day care homes.

Topics covered:

- How to plan reimbursable meals & snacks that meet the new CACFP Meal Pattern requirements



Training Schedule for the Metropolitan (NYC) Area

Training	Dates		Time	Location
New Sponsor New Director	March 8, 2017 May 10, 2017 September 13, 2017		10:00am – 1:00pm	Manhattan
Food Production Records	March 15, 2017 April 20, 2017 May 17, 2017	June 21, 2017 September 20, 2017	10:00am - 1:00pm	Manhattan
Steps to Excellence	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
NEW CACFP Meal Pattern	March 21, 2017		1:00pm – 5:00pm	New Rochelle
	March 22, 2017 May 24, 2017		10:00am - 2:00pm	
	April 18, 2017 May 3, 2017	July 12, 2017 August 1, 2017	1:00pm – 5:00pm	Manhattan
	April 19, 2017 May 4, 2017	July 13, 2017 August 2, 2017	10:00am - 2:00pm	

***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. You will need your CACFP Sponsor Agreement number.**