



## **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 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

## **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 Syracuse and Southern Tier Area

Training	Dates	Time	Location
New Sponsor New Director	April 4, 2017	10:00am – 1:00pm	Syracuse
	September 26, 2017	1:00pm – 4:00pm	Binghamton
Food Production Records	May 9, 2017	10:00am - 1:00pm	Syracuse
	September 27, 2017	10:00am - 1:00pm	Binghamton
Steps to Excellence	TBD	10:00am - 1:00pm	TBD
Feeding Infants	TBD	10:00am - 1:00pm	TBD
Purchasing Meals and Snacks from a Vendor	TBD	10:00am - 1:00pm	TBD
<b>*New*</b> CACFP Meal Pattern	May 4, 2017	10:00am – 2:00pm	Binghamton
	April 25, 2017	12:30pm – 4:30pm	Syracuse
	April 26, 2017	9:00am-1:00pm	
	September 14, 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](mailto:Katherine.Scacchetti@health.ny.gov). You will need your CACFP Sponsor Agreement number.**