

2022 USDA CACFP MANDATORY TRAINING

PROVIDER NAME:	PROVIDER #
<ul style="list-style-type: none"> Record Keeping <ul style="list-style-type: none"> • Meal Counts (daily) • Menus (daily) * • Attendance Records (daily) (Weekly Attendance Worksheet*) • Enrollment Records * • Eligibility Records * Child Meal Patterns * Infant Meal Requirements * Serious Deficiency (CNI Policies) – Appeal Procedures * Civil Rights Requirements - Civil Rights & You * Training Requirements (Annual) CDC Guidelines: COVID-19 (Coronavirus Updates and Resources) * <ul style="list-style-type: none"> • Social Distancing and Mask Mandates • Use of Personal Protective Equipment (PPE) 	<p style="text-align: center;">* <i>Resource on Website</i></p> <hr/> <p>Cell #: _____</p> <p>Email: _____</p>

GRAIN OUNCE EQUIVALENTS: Refer to the *Child Nutrition Today* magazine that we mailed to you in September 2021 along with CACFP Meal Pattern Cards. One ounce equivalent is equal to 16 grams of grain. Most grains will meet this requirement, however, one item that will be different is cereal. When serving “puffed” cereals (i.e., Rice Krispies or Chex cereals) you will need to increase the serving size to ensure that the requirement is met. A serving of Cheerios is ½ cup, a serving of “puffed cereal” should be increased to ¾ cup. One serving of grains per day must be a whole grain-rich food and served daily.

ENROLLMENTS: Parents need to complete the Parent/Guardian section and document the meals/snacks their child is to receive. Do not use white out or correction tape on the enrollment forms. Please look over the forms before sending them to the office. If the child is an infant, make sure you document the name of the formula **you** are offering (top of enrollment.) Incomplete enrollments will not be accepted and will be returned.

HOUSEHOLD CONTACTS: CNI is required to contact 2% of provider’s parents each month to verify attendance and meals/snacks claimed. Make sure parents have access to menus and know what meals/snacks their children are receiving.

LICENSE: You can only claim meals for the days and hours allowed on your license. If there are any changes you will need to contact your licensing inspector so your license can be updated. Notify CNI with any changes.

DAILY ATTENDANCE: Your attendance must be recorded in KidKare daily, via computer or phone app. If you are using paper and transferring your records, the form you are using needs to be approved by CNI. There is a Weekly Attendance report in KidKare that you can print. It will have the children’s names on it. We can send you instructions on how to print this report. If records are recorded daily online there is no need use paper.

WEB SITE: Make sure you are familiar with our website: www.cni-usda.org. There is valuable information such as forms, resources, relevant websites, nutritional education and training, COVID-19 guidance and much more.

CALENDAR KEEPER: This is a valuable tool that you are encouraged to use in your program. There is excellent information including monthly activities, ideas for introducing new foods, CACFP Best Practices, snack suggestions and much more.

KIDKARE: Check your messages in KidKare when you log in.

I certify that I understand and will ensure compliance with the Child and Adult Care Food Program Training:

Provider’s Signature _____ **Date** _____

Field Specialist Signature _____ **Time** _____ **Date** _____

This institution is an equal opportunity provider.

CNI – 230 (12/21)