



Wyoming Department of Education

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MEMORANDUM

TO: Directors, Independent Child Care Centers
Directors, Sponsoring Organizations of Child Care Centers

FROM: Judy Colton DiRienzo, Nutrition Programs Consultant

DATE: November 1, 2013

SUBJECT: Child and Adult Care Food Program (CACFP) 2013-2014 Training

We are pleased to announce the dates of the 2013-2014 Administrative Trainings for the Child and Adult Care Food Program.

Please remember: One person (does not have to be a new person) that is involved with the CACFP from each participating program must **attend a Department of Education** training during the training year which runs from October 1, 2013-September 30, 2014.

"Plus" Administrative 2013 – 2014 Trainings: All Day

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|----------------------|--------------|--------------|
| • December 3, 2013 | Cheyenne | 9 AM-5:00 PM |
| • January 29, 2014 | Powell | 9 AM-5:00 PM |
| • March 26, 2014 | Casper | 9 AM-5:00 PM |
| • May 21, 2014 | Riverton | 9 AM-5:00 PM |
| • June 23, 2014 | Sheridan | 9 AM-5:00 PM |
| • September 24, 2014 | Rock Springs | 9 AM-5:00 PM |

This is an in-depth training on all major aspects of the CACFP. The training focuses on the following areas;

- Online Application Process
- Meal Benefit Eligibility Forms
- Menu Planning
- Meal Production Records
- Infant Requirements
- Counting and On-line Claiming
- Financial Management
- Record Keeping
- Civil Rights
- Nutrition Education Let's Move Child Care
- On-line Administrative Review Process

Six hours of STARS training credit is available for this training.

- This training is **only mandatory for new center staff working with the program** (particularly new directors, food program coordinators, cooks who fill out the meal production records, administrative staff that manage the meal benefit forms).
- **If your center is applying to be on the program, at least one person must attend this before the center can be approved for the CACFP.** Other staff involved with the program will be required to attend after the program is approved.

“Basic” Administrative 2013 -2014 Training: (Mornings)

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|------------------|--------------|------------|
| ● Dec. 4, 2013 | Cheyenne | 8:30-12:30 |
| ● Jan. 30, 2014 | Powell | 8:30-12:30 |
| ● March 27, 2014 | Casper | 8:30-12:30 |
| ● May 22, 2014 | Riverton | 8:30-12:30 |
| ● June 24, 2014 | Sheridan | 8:30-12:30 |
| ● Sept. 25, 2014 | Rock Springs | 8:30-12:30 |

Child and Care Food Program “Basic” Training is suggested for CACFP Veteran Staff. The same CACFP Veteran Staff must have attended Administrative training two times before attending “Basic” Administrative Training.

This training would be best utilized by the director or personnel handling CACFP paperwork.

This training is a review of major aspects of the Child and Adult Care Food Program. During “Basic” Administrative Training you be conducting a mini review of their center.

Four hours of STARS training credit is available for this training.

“Cook’s” Administrative 2013 – 2014 Training: (Afternoons)

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| ● Dec. 4, 2013 | Cheyenne | 1:30-5:30 |
| ● Jan. 30, 2014 | Powell | 1:30-5:30 |
| ● March 27, 2014 | Casper | 1:30-5:30 |
| ● May 22, 2014 | Riverton | 1:30-5:30 |
| ● June 24, 2014 | Sheridan | 1:30-5:30 |
| ● Sept. 25, 2014 | Rock Springs | 1:30-5:30 |

Child and Child Food Program Cook’s Training is suggested for Cooks or Kitchen staff dealing with the CACFP program.

This training will cover the following areas:

- CACFP meal components
- New USDA Requirements
- Creditable Food Guide
- Food Buying Guide
- Menus
- Serving Sizes
- Cooking from Scratch
- Production Sheets
- Feeding Infants
- Point of Service

Participants will be required to bring the following items to training:

- Copies of Menus and Production Sheets for one month
- One week of Daily Infant Sheets

Four hours of STARS training credit is available for this training.

If you have any questions, please call me at 307.777.6262 for further information.