

A stylized, colorful illustration of a landscape. The foreground features rolling green hills in various shades of green, with a dark brown path winding through them. On the left, there are several stylized plants: a green tree with rounded foliage, a purple flower with a pink center, and a cluster of orange flowers. A small red bird is flying in the sky above the green hills. The background consists of light blue and white wavy bands, suggesting a sky or water. The overall style is clean and modern.

# CACFP Site Training

*Annual Required Training  
Updated 2019*

# Introduction

- *Thank you for being a participating site!*
- *Please sign in on the training roster*
- *Introductions*

# Child and Adult Care Food Program

CACFP is a federally funded nutrition assistance program that plays a vital role in improving the quality of day care in the U.S. Each day, 3.2 million children receive nutritious meals and snacks through CACFP. 112,000 adults who receive care in nonresidential adult day care centers also receive meals daily.

The CACFP is administered through grants to States. The Alaska Dept. of Education & Early Development, Child Nutrition Programs administers the CACFP and has agreements with participating programs.

# General Responsibilities of CACFP Programs

- 🍅 *Serve healthy meals that are in alignment with USDA meal patterns*
- 🍅 *Keep daily records of participants in attendance, number of meals served, and quantities of food prepared and served as well as expenses incurred*
- 🍅 *Follow all health and safety requirements per federal, state, and local authorities*
- 🍅 *Comply with all CACFP regulations and the Alaska Department of Education.*

# Meal Requirements

Each meal is required to have the following items:

- 🍓 Fluid milk
- 🍓 Fruit/Vegetable (two kinds)
- 🍓 Bread/bread grain alternative
- 🍓 Meat/meat alternative



The meal patterns requirements ensure that children are receiving a well-balanced meal that supply the types and amounts of foods required to help meet their nutrition and energy needs.

PepsiCo is our vendor this year. The milk is separate from the meal so please make sure children get a milk with their meal.



# *Civil Rights*

*Ensuring All Children Have Equal Access to Meals*

# USDA Policy

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA.*



# Reasonable Accommodations

Sponsors are required to make reasonable accommodations for children with disabilities; however, they are not expected to make accommodations that are so expensive or difficult that it would cause the sponsor undue hardship. In most cases, children with disabilities can be accommodated with little expense or difficulty.

If you have children with disabilities wishing to participate but need accommodations, let us know!

# Limited English Proficiency

- 🍓 Take reasonable steps to ensure meaningful access to services for limited English proficient persons by providing information in the frequently encountered, non-English languages of individuals eligible to be served or likely to be affected by the program;
- 🍓 Ensure that translations are accurate concerning the availability and nutritional benefits of the Program;
- 🍓 Make reasonable modifications in policies and procedures to ensure individuals with disabilities have equal access and effective communication when accessing the Program.

*Include the nondiscrimination statement, and instructions for filing a complaint, in your public release and in any Program information directed to parents of participants and potential participants. If you have someone wanting to file a civil rights complaint you should also direct them to our office. All complaints will be investigated by the Director of Food Programs/504 Coordinator and occasionally the State of Alaska if it cannot be handled on our level.*



# *Food Safety*

*CACFP Safety*

The information presented in this training may or may not apply to all meal sites, so adapt it to your program as applicable. The following three sections promote key food safety practices essential to a successful site:

- 🍓 Practicing good personal hygiene.
- 🍓 Checking and documenting food safety temperatures.
- 🍓 Proper cleaning and sanitizing.

# PERSONAL HYGIENE

*Personal hygiene is especially important for keeping food safe. This includes restricting or excluding ill staff from preparing or handling food, using effective handwashing procedures, and eliminating bare hand contact with ready-to-eat foods. Using all three practices together will help prevent foodborne illness at a meal service site. Each practice will be covered more in the following slides.*

*Good personal hygiene begins with arriving to a site properly dressed. This minimizes possible contamination from dirty clothes or people. When working for a site, follow these guidelines for proper attire.*



🍓 *Wear close-toed shoes.*

🍓 *Restrain your hair with a hat or hairnet.*

🍓 *Trim nails short, and do not wear nail polish.*

🍓 *Follow any guidance from the local health authority regarding proper attire.*

# EMPLOYEE HEALTH

If you are sick, you may spread your illness to those around you (staff, children). Site staff should tell the site manager if they are sick. Report these illness symptoms:

Vomiting

Diarrhea

Sore throat with fever

Jaundice (yellowing of the skin and eyes)

Open cuts, sores, or wounds

Foodborne illness diagnosed by doctor

# Handwashing

Keeping hands clean is one of the most important steps you can take to avoid spreading germs to others. Many diseases and conditions are spread by not washing hands with soap and clean, running water. Follow these steps for proper handwashing:

- Wet hands with water and soap.
- Lather hands with soap up to elbows and scrub for 10-15 seconds.
- Wash backs of hands, wrists, between fingers, and under fingernails.
- Rinse hands under running water.
- Dry hands with paper towel(s) or air dryer.
- Turn off water with paper towel(s). If applicable, open the door with the paper towel, and then discard it into trashcan.

# PROPER GLOVE USE

- Always wash hands before putting on gloves.
- Wear gloves when handling ready-to-eat foods.

Ready-to-eat foods are foods that can be eaten without further rinsing or cooking, such as fresh fruits and vegetables, sandwiches, and cheese.

- Never re-use or wash gloves.
- Dispose of soiled gloves.
- Change gloves after sneezing, coughing, or touching face, hair, or other parts of the body.
- Change gloves if touching something other than food, such as a cell phone, door handle, trashcan, cash register, or money.

## CLEANING TABLES, WORK SURFACES, AND EQUIPMENT

Be sure all food preparation occurs on a clean and sanitized surface. This reduces the risk of food becoming contaminated by microorganisms. Use a 3-step process to make sure all surfaces that will come in contact with food are clean.

1. Wash surface with soap and water solution to clean.
2. Rinse surface with clean water to remove debris and soap.
3. Sanitize surface using a sanitizing solution mixed at the concentration specified on the manufacturer's label. Allow items to air dry.

# Expiration Dates on Food

- *Expiration and Use-by Dates* – last date manufacturer recommends a food item be consumed (no regulation for this date except infant formula)
- *Best if Used Dates* – food at its peak (flavor and quality)
- *Sell-by Dates* – manufacturer recommends that a store sell by
- *Pack Dates* – when the product was packaged or processed

*Fd-107 Policy Memo June 9, 2010*

# Additional Safety Information

- Use your oldest food first and newest food last; this is FIFO (first in first out) practice.
- Store your food 6 inches off the floor and 6 inches away from the wall. On a crate or a shelf is a good option.
- If your food is stored in a shared storage space such as a janitorial closet, you shouldn't have anything, especially cleaning supplies, stored above your food.
- Food should be stored in a manner to protect it from spoilage, infestation, damage and any other conditions that may jeopardize the wholesomeness or safety of the foods.
- Store your food in a locked storage area if possible. This prevents your food from being vandalized or growing legs and walking away while not in service. We do need to keep wraps on this food as it is purchased using federal dollars that we, the Food Bank of Alaska, are responsible for.
- If foods show any signs of spoilage, infestation or other visible defects the food should not be distributed regardless of production dates. Please contact FBA immediately if you have spoiled or damaged food before taking any action.

# Paperwork Requirements



# Child and Adult Care Food Program Site Visits

During the duration of the CACF Program, there are three site visits that are required in order to participate in the program. They are as follows:

- Pre-operational Site Visit
- First Month Site Visit
- Fourth Month Site Visit/Racial Ethnic Data

The Pre-operational site visit is required to be filled out and submitted **BEFORE** starting the program service at your site.

The First Month site visit must be completed at some time during the **FIRST** month of meal service.

The Fourth Month/Racial Ethnic Data site visit must be completed at some time during the **FOURTH** month of meal service.

# Pre-Operational Site Visit Form

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File | P:/Program/Website/Forms%20and%20Documents/Child%20Nutrition/PreOp%20Visit.pdf

**To be completed during site training**

**Pre-Operational Visit**

**This form must be completed and returned to Food Bank of Alaska before food can be shipped to your site.**

Site Name:	Monitor's Name:
Monitor's Telephone:	Monitor's Fax:
Monitor's Email:	
Facility Contact Name:	Facility Contact Telephone:

Type of site (indicate appropriate type):

<input type="checkbox"/> Recreation Center	<input type="checkbox"/> Park
<input type="checkbox"/> School	<input type="checkbox"/> Residential Camp
<input type="checkbox"/> Church	<input type="checkbox"/> Play Street
<input type="checkbox"/> Playground	<input type="checkbox"/> Tribal Office
<input type="checkbox"/> Settlement House	<input type="checkbox"/> Other

Estimated number of children the site could serve: \_\_\_\_\_

Estimated number of needy children in area: \_\_\_\_\_

Estimated number of personnel needed to adequately control the food service: \_\_\_\_\_

Is another site needed in this area?  Yes  No

Are present facilities adequate for organized meal service?  Yes  No

If answer is no, comments: \_\_\_\_\_

For the estimated number of children, does the site have:	Yes	No
Shelter for inclement weather?	_____	_____
Adequate storage for food?	_____	_____
Storage space for records on site?	_____	_____
Access to refrigeration:	_____	_____
Access to a telephone:	_____	_____
Access to a fax:	_____	_____
Access to internet:	_____	_____

What type of organized activities are possible or planned for this site?  
\_\_\_\_\_

Improvements or corrective actions needed before site operates:  
\_\_\_\_\_

_____ Site Monitor's Signature	_____ Date
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PreOp Visit.pdf | Meal count form.pdf | CACFP daily stude...pdf

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# First Month Site Visit Form

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File | P:\Program\Website\Forms%20and%20Documents\Child%20Nutrition\First%20Week%20Visit.pdf

Site Monitor Form #2  
This form must be completed during the 1st week of service.

**First Week Visit**  
Monitor must be present for the entire meal service and return this form to Food Bank of Alaska immediately following the visit. This form must be completed during the 1st week of service.

Site Name:	Monitor's Name:
Monitor's Telephone:	Monitor's Fax:
Monitor's Email:	

Please complete all the boxes below.

Date of Site Visit:	Monitor's Arrival Time:	Monitor's Departure Time:
Discussion with Staff (list names):		
Area's of Discussion: Please ask the following questions to meal service volunteer's and the site manager.		Notes and Observations
Has the site manager been trained by Food Bank of Alaska?		
On what day and how many meals and milks have arrived in the village?		n/a
Are daily meal count forms filled out each day of service and are they being turned in each week?		
Are meals served as seconds and meals served to adults excessive?		
Is there proper sanitation and storage? Is food stored 6 inches off the floor and 6 inches away from the wall?		
Does the site manager know when and how to order more food from Food Bank of Alaska?		
Are meals served during the scheduled times and on the scheduled days?		
<b>Are meals served and consumed onsite?</b>		
Is each child offered a complete meal?		
Is the GREEN "Justice for All" poster hung where the children can see it?		
List any problems that were noted during the visit, and any corrective actions that were initiated to eliminate the problems:		

First Week Visit.pdf | PreOp Visit.pdf | Meal count form.pdf | CACFP daily stude...pdf | Show all

# Fourth Month Site Visit Form

Site Monitor Form #3  
This form must be completed before the end of the 4th week of meal service.

Site Review	
<b>Monitor must be present for the entire meal service and return this form to the Food Bank of Alaska immediately following the visit. This form must be completed before the end of the 4th week of meal service.</b>	
Site Name:	Monitor's Name:
Monitor's Telephone:	Monitor's Fax:
Monitor's Email:	
Date of Site Visit:	Monitor's Arrival Time:      Monitor's Departure Time:
Average Daily Participation:	Number Served Today:
What is the regular meal service schedule?	
Does the site follow this schedule? <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never	
Areas of Observation	Notes and Observations
Are the meals being consumed on site by children?	
How many meals are available in inventory	
How many meals were served as firsts to children, pregnant women and special needs adults today?	
How many meals were served as seconds to children today?	
How many meals were served to adults today?	
General notes and observations:	

Site Monitor Form #3  
This form must be completed before the end of the 4th week of meal service.

Yes	No	Please explain any "no" answers below.
		1. Does the staffing pattern correspond to that listed on the approved site sheet?
		2. Has the site manager been trained by Food Bank of Alaska?
		3. Does the site have sufficient food service supervision?
		4. When a shipment of food is received does the site manager count everything and report to Food Bank of Alaska how much was received and when it arrived?
		5. Are accurate daily meal count forms being kept and submitted to Food Bank of Alaska once a week?
		6. Are records of Adult meals kept?
x		7. Do meals meet the meal pattern requirements?
		8. Is there proper storage and sanitation?
		9. Does the site manager know how and when to order more food from Food Bank of Alaska?
		10. Are meals served during the scheduled time and on the scheduled day?
		11. Are all meals served and consumed on site?
		12. Does the site have a place to serve children in case of inclement weather?
		13. Is each child offered a complete meal with milk?
		14. Is the GREEN "Justice for All" poster hung where the children can see it?
		15. Are meals served to qualified participants regardless of participant's race, color, national origin, sex, age or disability?
		16. Do all qualified participants have equal access to services and facilities at the site regardless of participant's race, color, national origin, sex age or disability?
	X	17. Is informational material concerning the availability and nutritional benefits of the program available in appropriate translations?
Explanations:		

Site Monitor Form #3  
This form must be completed before the end of the 4th week of meal service.

Count how many times a major violation is found to be true and indicate the number under "Actual Count".		
Major Violations	Actual Count	Notes and Observations
1. Adult meals included in count of meals served to children.		
2. Offsite consumption.		
3. More than one meal served at one time to children.		
4. Meal pattern not met (specify).		
5. Meals not served as a unit with milk.		
6. Meal serving times not met.		
7. No records are being kept or submitted to Food Bank of Alaska by the site manager.		
8. Incomplete records are being kept.		
9. Poor sanitation in serving area or food storage area.		
10. Other		
Corrective actions discussed with (name and title):		
Corrective actions taken:		
Site manager's comments:		
Further action needed by (date):		
Site Manager and Site Monitor Must Both Sign This Form		
Site Monitor's Signature _____	Date _____	
Site Manager's Signature _____	Date _____	

# Racial and Ethnic Data Form

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File | P:/Program/Website/Forms%20and%20Documents/Child%20Nutrition/Racial%20and%20Ethnic%20Data.pdf

Site Monitor Form #4  
To be completed during the Fourth Week Site Review form

### Racial and Ethnic Data\*

**Monitor must be present for the entire meal service and submit this form to Food Bank of Alaska immediately. This form must be completed before the end of the 4th week of service.**

Site Name:	Monitor's Name:	
Monitor's Telephone:	Monitor's Fax:	
Monitor's Email:		
Date of Site Visit:	Monitor's Arrival Time:	Monitor's Departure Time:
Site Manager's Name:	Site Manager's Email:	
Site Manager's Telephone:	Site Manager's Fax:	

Both ethnic and racial categories must be determined for each child. Each child can be tallied in one or more racial category.

Ethnic Categories	Number of Participating Children
<b>Hispanic or Latino.</b> A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino".	
<b>Non-Hispanic or Latino.</b>	

Racial Categories	Number of Participating Children
<b>American Indian or Alaska Native.</b> A person having origins in any of the original peoples of North and South America, (including Central America), and who maintains tribal affiliation or community recognition.	
<b>Asian.</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	
<b>Black or African American.</b> A person having origins in any of the black racial groups of Africa. Terms such as "African" or "Negro" can be used in addition to "Black or African American".	
<b>Native Hawaiian or Other Pacific Islander.</b> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
<b>White.</b> A person having origins in any of the original peoples of Europe, the Middle East or North Africa.	

Site Monitor's Signature	Date
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\*Note: Based on OMB Notice, Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity, published 10/30/97

First Week Visit.pdf | PreOp Visit.pdf | Meal count form.pdf | CACFP daily stude...pdf | Show all

# Memorandum of Agreements

There are MOAs for the site manager and the site monitor. Each one defines the responsibilities of each party. Please sign and return to FBA via fax or email.

# Meal Counts/Attendance Sign In

The Daily meal count is the most important form. This form must be filled out when the children are served a meal. Every day you serve a meal, you must take record of it on this form.

All children attending the program are also required to sign in on the attendance sheet.

If kids eat their meal and come back for more you should cross off numbers in the "Second Meals Served to Children" section; if you serve meals to adults cross off numbers in the "Meals Served to Adults" section.

*Second Meals Served to Children* - A limited number of second meals served as a unit can be claimed for reimbursement by the Food Bank of Alaska; please keep your second meals served to children low. When children ask for second meals, please first redirect them to the share table food items.

*Meals Served to Adults* - The program is meant to serve kids. You should not serve them to adults. If meal service site staff would like a meal they are able to have one. Meal service staff are Site Manager, Site Monitor and/or 1-2 regular program volunteers. These people would be marked in the meals served to adults meal service staff column.

Menu for observed meal- In this section of the meal count which is NEW please report which of the meal options you served that day by recording the specific food item in the specific food group.

Site Manager should sign the daily count forms each week and fax or email it back to FBA WEEKLY.

Damaged meals should be counted and recorded. Damaged meals are meals that are missing meal components, meals that were served incomplete, or a meal box that was damaged in transport, etc.

# Daily Meal Count Form

Meal count form.pdf - Google Chrome  
 File | P:/Program/Website/Forms%20and%20Documents/Child%20Nutrition/Meal%20count%20form.pdf

Meal Served: \_\_\_\_\_

### Daily Meal Count Form (must have one at each meal service)

Fill this form out each day of scheduled meal service even if no meals were served. Each week send these forms in to Food Bank of Alaska.

Site Name: \_\_\_\_\_ Meal Type: \_\_\_\_\_ Lunch  
 \_\_\_\_\_ Supper

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Site Manager: \_\_\_\_\_ Site Monitor: \_\_\_\_\_

Total Number of Meals Available: \_\_\_\_\_ Meal Number Served: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

First meals served to children (cross off a number as each child is served):

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160

Menu for Observed Meal/Snack:  Lunch OR  Supper

	List Specific Food Items Served:
Milk (list fat content)	
Meat/Meat Alternate	
Fruit	
Vegetable	
Bread/Bread Alternate	
Other	

**Total Number of First Meals:**

Second Meals Served to Children: \_\_\_\_\_ Total Number of Second Meals (not sharetable food): \_\_\_\_\_

Meals Served to Adults: \_\_\_\_\_ Total Number of Adult Meals (meal service staff only): \_\_\_\_\_

Meals Served to Adults: \_\_\_\_\_ Total Number of Adult Meals (non meal service staff elders/pregnant women): \_\_\_\_\_

Total damaged/incomplete/other non-reimbursable meals (please report damaged meals to FBA immediately): \_\_\_\_\_

Total Meals Left: \_\_\_\_\_

Site Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

Meal count form.pdf | CACFP daily stude....pdf | Show all X



# Shipping and Receiving Forms

The Food Bank of Alaska is responsible for sending out meals to CACFP sites during the duration of the program. When the shipments have left our warehouse, we will send an email to the appropriate site containing information regarding the shipment such as the AOR shipment order, how many cases of meals, how many cases of milks, and the date the shipment left the warehouse. Upon receipt of the shipment, it will be the site's responsibility to complete the shipping and receiving log accurately and submit it to the Food Bank of Alaska. This will need to be done every time a shipment is received at your site.

Site Manager Form  
Rural Programs

This form must be sent to FBA whenever you receive a new shipment of meals



Child and Adult Care Food Program FFY20\_\_  
Shipping & Receiving Log

Site Name \_\_\_\_\_

Date Received	# of Cases Received	Date Contacted FBA
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Comments/Explanations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Please return to: Food Bank of Alaska  
Fax 1-907-277-7368  
[cdonohue@foodbankofalaska.org](mailto:cdonohue@foodbankofalaska.org)

# Requesting More Meals

One thing we don't want to see happen during the program is sites running out of meals to serve to children. This requires the Food Bank of Alaska to have adequate notice when a site is running low on meals and will need another shipment. We are asking that a two week notice on orders be given from the site to the Food Bank of Alaska in order to pick, process and ship the order before your site runs out of meals and milks. This will help to prevent a lapse in program service as well as ensure children aren't going hungry unnecessarily.

# Fire Drill/Afterschool Activity Documentation

In order to participate in the Child and Adult Care Food Program, the USDA requires documentation of a Fire Drill plan in case of an emergency at your site. This needs to be documented and sent to the Food Bank of Alaska for us to keep on file.

An afterschool activity is also required in order to operate the program at your site. This can be something simple like a reading club, chess club, tutoring, etc. Please provide the Food Bank of Alaska with documentation of your site's afterschool activity.

# Food Service Flexibilities

Using “share tables” is a strategy to reduce food waste in the Child Nutrition Programs. “Share tables” are tables or stations where children may return whole food or beverage items they choose not to eat. These food and beverage items are then available to other children who may want additional servings to eat at that time, or save for later.

CACFP at-risk afterschool centers may now allow children to take one vegetable, fruit, or grain item off-site to eat at a later time. The food item a child takes off-site must be from the child’s own meal or from a share table. FNS encourages at-risk afterschool centers to use this flexibility to increase children’s consumption of vegetables and fruit, and help reduce potential food waste in the CACFP.

# Share Table

Please have the signs posted so kids will know where to put items they do not wish to eat instead of throwing them away. Items on the share table do not need to be counted on the daily meal count because they already have been distributed and they must be unopened. These items are available to other children who may want additional helpings. For example, milk is served in individual cartons and a child can return an unopened milk carton to the share table. Complete meals and nonperishable components that remain on a share table may be appropriately stored for later service.

# Eat Here Only Signs

All meals must be eaten onsite with the exception of foods approved in Policy Memo 22-2016. Feel free to encourage families to bring other children to partake in the meal service if they know others who have need.

These signs should be posted near the entrances of your food program/feeding areas so kids and parents know they cannot leave the site with the entire meal. The only food items that can be taken off site are fruits, vegetables, one grain or food items taken directly from the share table.

A stylized landscape illustration featuring rolling green hills in the foreground, a blue sky with wavy bands of light blue, and a purple and pink flower-like shape on the left. The text 'Site Monitor Training' is centered in a brown, cursive font.

# *Site Monitor Training*

# Monitor Role

The role of site monitor is very important. You are a link between FBA and the site and we rely on you to ensure that the sites operate in accordance with program guidance and requirements. Site monitors must develop and maintain open communications and cooperative relationships with site managers. Site monitors will also work with the site manager to correct any problems. To be an effective monitor, you are required to spend enough time at the site to observe the meal service operation.

# Monitor Guidance and Training

- The monitor should oversee the distribution to ensure that only kids are being served meals, that meals are being eaten on site, and that the program is running smoothly.
- The monitor may not be affiliated (either through family relation or through a business/employer relationship) with the organization/group running the CACFP meal service.

*If the site monitor changes please let FBA know immediately.*

# Monitoring Review Dates

- 1st review due within first month of operating the program
- 2nd review due within first three months of programming
- 3rd review due prior to program closing in May

# Thank you for attending; Questions?

The Food Bank of Alaska thanks you for participating in today's Child and Adult Care Food Program training. We would also like to thank you for being a site that is helping to eliminate hunger among Alaska's youth.

Please fill out and sign the training agenda and submit to the Food Bank of Alaska for our records.

If you have any questions or concerns, please reach out to Chelsea Donohue at [cdonohue@foodbankofalaska.org](mailto:cdonohue@foodbankofalaska.org)

# Additional Resources

Institute of Child Nutrition – formerly National Food Service Management Institute (NFSMI) <http://www.nfsmi.org/>

The screenshot shows the homepage of the Institute of Child Nutrition (ICN). At the top, the logo features a stylized 'i' in a green circle next to the text 'INSTITUTE OF child nutrition' and 'RESOURCES • TRAINING • RESEARCH'. A search bar and 'Advanced Search' link are present. Navigation links include 'ICN TRAINERS LOGIN', 'STATE AGENCIES LOG-IN', 'SUBSCRIBE TO OUR NEWSLETTERS', 'CONTACT US', 'HELP DESK', and 'DOCUMENT LIBRARY'. A secondary menu lists 'ABOUT ICN', 'ICN RESOURCES', 'ONLINE COURSES', 'CHILD NUTRITION ARCHIVES', 'SCHOOL NUTRITION PROGRAMS', 'CHILD & ADULT CARE FOOD PROGRAM', 'CENTER FOR TRAINERS', 'TRAINING OPPORTUNITIES', and 'RESEARCH'. The main content area is divided into several sections: 'CHILD NUTRITION ARCHIVES' with a photo of children eating; a central 'Resources Training Research' graphic with the mission statement: 'Our mission at ICN is to provide information & services that promote the continuous improvement of child nutrition programs.'; 'ONLINE COURSES' with a photo of a woman at a computer; 'WHAT'S NEW' with a link to 'View All' and a news item about NFSMI becoming the Institute of Child Nutrition; 'NEWS, EVENTS, WORKSHOPS AND SEMINARS' with a link to 'View All' and several upcoming events; and 'THROUGH THE EYES' with a link to 'View All' and a photo of Dr. Katie Wilson. The footer includes the University of Mississippi logo, copyright information for 2015, and a contact link for the ICN Webmaster. A small accessibility notice is also present at the bottom.

<https://education.alaska.gov/cnp/cacfp1>

[Home](#) / [Child Nutrition](#) / [Child and Adult Care Food Program \(CACFP\)](#) / [Resources](#)

## Resources

### Infant Resources

[Common High-Risk Choking Foods for Toddlers \(word\)](#)  
[Proper Handling and Storage of Human Milk \(pdf\)](#)  
[Reasons Not to Put Cereal in Infant Bottles \(word\)](#)  
[Reduce Risk of Choking \(pdf\)](#)  
[Toddler Food Ideas \(word\)](#)

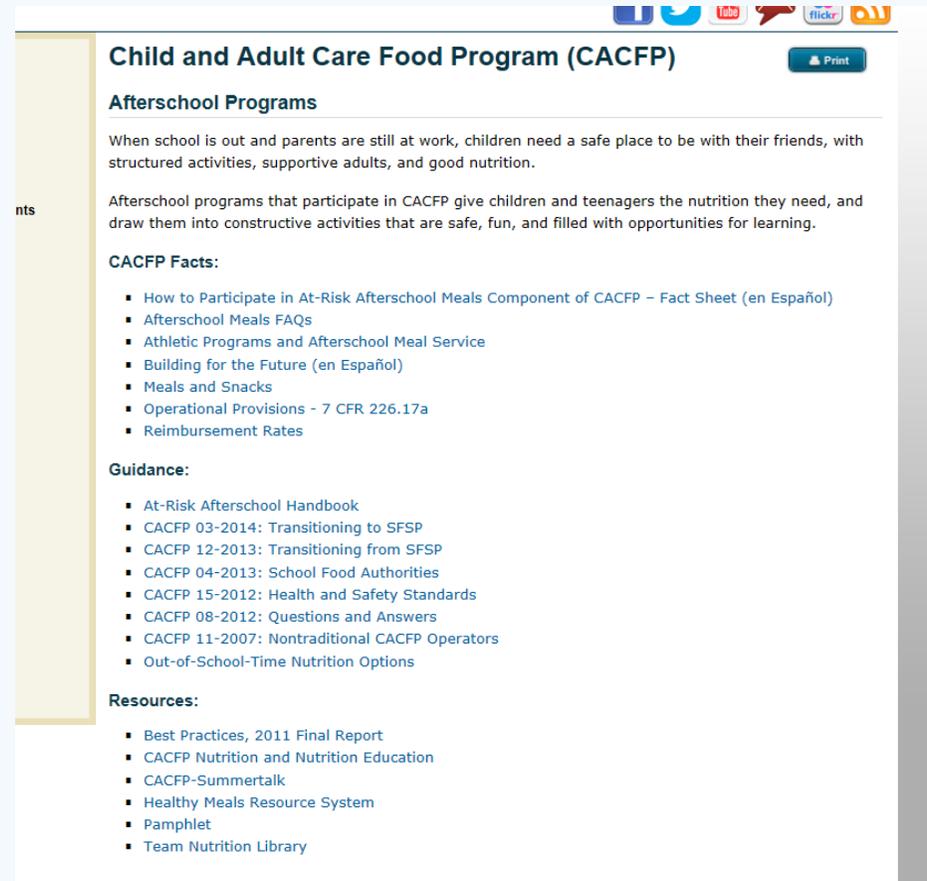
### Additional CACFP Resources

[CACFP Program Year Expense Template \(excel\)](#)  
[FY18 Income Eligibility Guidelines for Free & Reduced Price Meals \(pdf\)](#)  
[Estimated Reimbursement Worksheet 7/1/17 through 6/30/18 \(excel\)](#)  
[Sample Menus for Child Care](#)  
[Wellness in Alaska Child Care: Best Practices \(pdf\)](#)  
[Appeal Rights \(rich text\)](#)  
[Procurement](#)  
[CACFP Food Substitution Fact Sheet \(word\)](#)  
[Information for Using Eggs in CACFP \(pdf\)](#)  
[Monthly Expenditures \(excel\)](#)  
[Mileage Log Template \(excel\)](#)  
[Meal Delivery Receipt Template \(word\)](#)  
[Non-dairy Milk Substitutions \(pdf\)](#)

### USDA Resources

[USDA Child and Adult Care Food Program](#)  
[USDA CACFP Regulations \(Part 226\)](#)  
[USDA CACFP Legislation](#)  
[USDA CACFP Policy](#)  
[USDA Financial Management Tools](#)  
[USDA At-Risk Afterschool Meals Handbook 2016 \(pdf\)](#)  
[USDA Independent Child Care Centers Handbook 2014 \(pdf\)](#)  
[USDA Adult Care Handbook](#)  
[USDA Crediting Handbook for CACFP](#)  
[USDA CACFP Meal Patterns](#)  
[USDA Guidance for Management Plans and Budgets Handbook \(pdf\)](#)  
[USDA Family Day Care Homes Monitoring Handbook \(pdf\)](#)  
[USDA Eligibility Manual for School Meals \(pdf\)](#)  
[USDA Serious Deficiency, Suspension, & Appeals for State Agencies & Sponsoring Organizations Handbook - 2/2015 \(word\)](#)

<https://www.fns.usda.gov/cacfp/afterschool-programs>



The screenshot shows a webpage titled "Child and Adult Care Food Program (CACFP)" with a sub-section for "Afterschool Programs". At the top right, there are social media icons for Facebook, Twitter, YouTube, and Flickr, along with a "Print" button. The main content area includes a paragraph explaining the purpose of afterschool programs, a list of "CACFP Facts" with links to various documents, a "Guidance" section with links to handbooks and transition guides, and a "Resources" section with links to reports and educational materials.

**Child and Adult Care Food Program (CACFP)** [Print](#)

**Afterschool Programs**

When school is out and parents are still at work, children need a safe place to be with their friends, with structured activities, supportive adults, and good nutrition.

Afterschool programs that participate in CACFP give children and teenagers the nutrition they need, and draw them into constructive activities that are safe, fun, and filled with opportunities for learning.

**CACFP Facts:**

- [How to Participate in At-Risk Afterschool Meals Component of CACFP - Fact Sheet \(en Español\)](#)
- [Afterschool Meals FAQs](#)
- [Athletic Programs and Afterschool Meal Service](#)
- [Building for the Future \(en Español\)](#)
- [Meals and Snacks](#)
- [Operational Provisions - 7 CFR 226.17a](#)
- [Reimbursement Rates](#)

**Guidance:**

- [At-Risk Afterschool Handbook](#)
- [CACFP 03-2014: Transitioning to SFSP](#)
- [CACFP 12-2013: Transitioning from SFSP](#)
- [CACFP 04-2013: School Food Authorities](#)
- [CACFP 15-2012: Health and Safety Standards](#)
- [CACFP 08-2012: Questions and Answers](#)
- [CACFP 11-2007: Nontraditional CACFP Operators](#)
- [Out-of-School-Time Nutrition Options](#)

**Resources:**

- [Best Practices, 2011 Final Report](#)
- [CACFP Nutrition and Nutrition Education](#)
- [CACFP-Summertalk](#)
- [Healthy Meals Resource System](#)
- [Pamphlet](#)
- [Team Nutrition Library](#)