Subject: Responsibilities for Training by State Agencies and Sponsoring Organizations

To: STATE AGENCY DIRECTORS (Special Nutrition Programs) - Colorado DH, Iowa, Kansas, Missouri, Montana DHES, Nebraska ED, North Dakota, South Dakota, Utah and Wyoming ED

This memorandum will rescind CCFP-63 and reemphasize the responsibility of State Agencies (SA) and Sponsoring Organizations (SO) to train institutions and facilities on the requirements of the Child Care Food Program (CCFP).

Training communicates the Program requirements to the institutions and the facilities. In order for the training to be effective, it should be focused on the specific needs of the audience. Teaching aids (films, videos, overhead projectors, film strips, and games) can enhance a training session. When a training session is effectively presented, significant program improvements may be obtained.

State Agency Responsibilities

Section 226.6(k) requires each SA to "...provide technical and supervisory assistance to institutions and facilities to facilitate effective Program operations, monitor progress toward achieving Program goals, and ensure compliance with the Department's nondiscrimination regulations..."

The Regulations also require that SAs annually review 33.3 percent of all the institutions either every four years or every two years. Reviews conducted once every four years will include (1) independent centers and SOs of centers and (2) SOs of day care homes with 1 to 200 homes. At least 15 percent of an SO's centers will be reviewed and at least 10 percent of the 1 to 200 homes will be reviewed. Reviews conducted once every two years are for SOs with more than 200 homes. The review shall include 5 percent of the first 1,000 homes and 2.5 percent of all homes in excess of 1,000. (See attached Review Chart)

These mandatory reviews provide SAs an excellent opportunity to train the institutions and facilities on a one-to-one basis. During the review, the reviewer should encourage questions and respond to them as fully as possible. The reviewer should also note, throughout the review, any potential problems or Program areas which could be strengthened. During the exit conference, the reviewer should discuss these areas and provide assistance in developing new or improved operation techniques.
Sponsoring Organization Responsibilities

Section 226.16(d) requires SOs to (1) provide training to all facilities prior to beginning Program operations, (2) hold training sessions at least annually and (3) conduct reviews of all the facilities.

The initial training of a facility prior to beginning the Program is vital if the CCFP is to operate effectively. The CCFP has a number of requirements which child care facilities and day care homes may have difficulty complying with unless they are properly trained. Failure to understand Program requirements can result in significant disallowances of reimbursement to SOs, centers, and homes. By initially providing in-depth training through workshops and individual sessions, SOs will help to ensure that their facilities will not be deficient in operating the CCFP.

The regulations require that training sessions be held, at least annually. It should be stressed to SOs that the annual requirement is the minimum. More frequent training sessions will help improve Program operations.

For both the sponsor and the day care provider a workshop or a group session is probably the most effective means of providing training. Studies have shown that in a group session people feel less defensive and provide a situation where they can share ideas, information, and problems.

Training is one of the most important tools available to the SA and SO for ensuring successful Program operations. Therefore, training should be conducted on a frequent and continuous basis at all levels of CCFP to reinforce the requirements and skills necessary for a quality Program.

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Attachment
STATE AGENCY CCFP REVIEW REQUIREMENTS

A State Agency is required to annually review 33.3 percent of all the institutions by either:

A. Four Year Review:
   1. (a) Independent centers
   (b) SOs of centers
      15% of centers need to be reviewed.
   2. SOs of day care homes (1 to 200)
      10% of the homes need to be reviewed.

B. Two Year Review:
   1. SOs of day care homes (>200)
      (a) 5% of first 1,000 homes need to be reviewed.
      (b) 2.5% of homes in excess of 1,000 need to be reviewed.