



Arizona Department of Education

Health & Nutrition Services Division

HNS # 35-2020

MEMORANDUM

To: All Child and Adult Care Food Program (CACFP) Day Care Centers, Head Start Centers, Emergency Shelters, and At-Risk Afterschool Program Sponsors

From: Melissa Conner, Associate Superintendent
Arizona Department of Education, Health & Nutrition Services Division

Original Signed

Date: August 19, 2020

Subject: FY 2021 Annual CACFP Training Requirement

The Arizona Department of Education (ADE) Community Nutrition Programs team is pleased to announce that we will administer the Child and Adult Care Food Program (CACFP) under the Catalog of Federal Domestic Assistance (CFDA) #10.558, for fiscal year 21 (FY 21) October 1, 2020 through September 30, 2021. As part of this program, a representative from participating sponsors and independent centers are required to receive annual CACFP training.

For the last six years, ADE provided a full day summit as the required annual CACFP training. In March, the CACFP Customer Satisfaction Survey included questions regarding the preferred setting, time and topics for training. The results identified that 78% of Arizona's CACFP Organizations prefer online only or a mixture of both online and in person training opportunities. For FY21, the Annual CACFP Training will be made available online only. The online training will provide applied learning opportunities on the following topics:

1. **Renewal Management Plan** – This session will cover the purpose of the management plan and its importance in the proper operation of the CACFP. This session will also walk through each section of the management plan to assist institutions with submitting a complete, accurate management plan in an efficient manner.
2. **Renewal Budget** – Institutions are provided a detailed overview of the connection between reimbursement, allowable costs, the CNP Budget and ongoing cost reporting in CNP Web. This session will share valuable information on the new hierarchy of cost reporting and specific directions on how to submit the FY21 CNP Budget.
3. **FY21 Updates** – This session will provide a detailed overview of CACFP policy updates and training opportunities for the upcoming fiscal year.

4. **Civil Rights Compliance** – This session is a comprehensive overview of civil rights compliance for operators of USDA’s Child Nutrition Programs. This training is required annually.

ATTENDEES

At a minimum, at least one person from each sponsor must complete all 4 trainings. Those who oversee and administer the CACFP program and are directly involved with the renewal application process are strongly encouraged to view the trainings. The trainings will be posted online and available to anyone who wishes to view them.

REGISTRATION

Registration is not required. These trainings will be posted to ADE's website in early September. ADE will send an e-blast to all participants when the trainings are live and available.

CERTIFICATES

Upon completion of the four online trainings, a link will appear to complete a brief survey. Once the survey is complete, a certificate will be available to print or download. A certificate must be downloaded for each of the four online trainings so they can be submitted with your renewal Management Plan.

WORKFORCE REGISTRY

The four online training sessions will be listed on the Arizona Early Childhood Workforce Registry. If you want the training to appear on your Registry transcript, please provide your Workforce Registry ID when completing the survey at the end of each online training.

RENEWAL DEADLINES

Submission of the management plan and budget serve as notification to ADE that the sponsor intends to continue operating the CACFP for FY 21. All applications must be submitted by October 1, 2020. However, early submissions are encouraged. If applications are received after October 1st, ADE cannot guarantee that sponsors will be able to claim for the month of October.

The FY21 Management Plan and Budget System and the CNPWeb Site and Sponsor Applications are currently available and may be submitted immediately upon completion of the four online training sessions.

CONTACT INFORMATION

If you have questions or concerns regarding this memo, please contact your assigned program specialist. If your specialist is unavailable and your need is urgent, please contact the Specialist of the Day at (602) 542-8700 and choose option #1 for Community Nutrition Programs.

We look forward to working with you during the FY21 application renewal process!

This institution is an equal opportunity provider.