Bright Track Course Descriptions

How do users access CDSS Bright Track (BT)? Users must create an account before registering to complete an online course. Instructions on creating a user account and registering for an online course are available in the video tutorial. Detailed instructions on how to navigate the CDSS BT platform are available in the Quick Start Guide. The access code to register for a course is **CACFP**.

Who can create a BT account? CDSS BT accounts may be created by key staff from institutions that have an agreement with the California Department of Social Services (CDSS) to operate the Child and Adult Care Food Program (CACFP) and cannot be created by vendors, day care home providers, or staff at sponsored centers. Access the CDSS CACFP Training web page for information on BT account guidelines, a link to the CDSS BT Civil Rights Training online course (in English and Spanish) for staff who do not have access to the CDSS BT training platform, and other free/low-cost CACFP and nutrition training opportunities.

The audience for BT courses is all institutions unless a specific audience is noted in the 'Description' column.

CCC: Child Care Centers
ADC: Adult Day Care Centers
ARA: At-Risk Afterschool Programs

ES: Emergency Shelters
SO: Sponsoring Organizations

Course Number/Name	Description	Topics Included

001: How to Master the CACFP Administrative Review (AR)	This training describes the AR process and provides valuable information for users with the goal to increase knowledge of the CACFP AR process, increase confidence in meeting program requirements and oversight, provide tips for organizing and providing all requested documents at the start of the AR, and provide useful tips to avoid AR findings.	● Lesson 1:
		  o Program types and review frequency
		  o Site selection and facility reviews
		  o Entrance/exit conference and corrective action document (CAD)
		● Lesson 2:
		  o Financial viability
		● Lesson 3:
		  o Procurement
		  o Program resources
		  o Policies and procedures
		  o Pricing programs
		● Lesson 4:
		  o Enrollment
		  o Eligibility
		  o Tiering for day care homes (DCH)
		  o Meal counts
		● Lesson 5:
		  o Licensing

Course Number/Name	Description	Topics Included
		o Meal requirements o Fiscal accountability ● Lesson 6: o Training o Facility review o Safety and sanitation o Civil rights
002: Navigating the USDA Food Buying Guide (FBG)	This course provides extensive training on using the online FBG tools and is meant to be a resource that CACFP Operators can revisit when needed.	● Lesson 1: o FBG purpose, accessing, navigating o FBG 'Food Items Search' tool o FBG yield tables ● Lesson 2: o Crediting commercially-processed foods o FBG Exhibit A Grains tool o FBG Recipe Analysis Workbook tool ● Lesson 3: o FBG Calculator
003: Crediting Grains as Oz Eq	Grains are an important part of meals and snacks served in the CACFP. To ensure participants in your program receive enough grains during meals and snacks, the required minimum serving size for the grains component is listed in the meal patterns charts in ounce equivalents. Ounce equivalents tell you the amount of grain in a portion of food.	● Grain oz eq overview ● Crediting grains in Exhibit A Grains table ● Crediting grains using documentation (recipes and combination foods) ● Compliance during an AR
004: Straw Bale Gardening 101: From Bale to Bloom! (English | Spanish)	A straw bale garden is a revolutionary way to grow fruits and vegetables and is increasing in popularity. Straw bales provide the container for plants and the decomposed straw inside provides a nutrient-rich, moist and warm environment for plants to thrive. This course will explore the aspects of a straw bale garden and give you the knowledge to create this new exciting way to grow fruits and vegetables for your CACFP participants.	● Advantages of a straw bale garden ● Science behind a straw bale garden ● Supplies to create a straw bale garden ● Steps to create a straw bale garden
110: Annual Mandatory Training	This course is designed for returning CACFP staff and will review the regulations and procedures of the CACFP to assist CACFP Operators with regulatory compliance.	● Lesson 1: Civil Rights o See topics for course 150 ● Lesson 2: Performance Standards o Performance standards 1, 2, and 3

Course Number/Name	Description	Topics Included

		● Lesson 3: Food Services
		  o Topic 1: Meal service, special dietary requirements, and menu planning
		  o Topic 2: Meal patterns and quantities
		● Lesson 4: Recordkeeping
		  o Topic 1: Eligibility (institution and facility), annual records (e.g., training), monitoring
		  o Topic 2: Meal benefit forms (MBF) and enrollment forms
		  o Topic 3: Meal documentation, edit checks
		● Lesson 5: Financial Management
		  o Operating, administrative, and allowable costs
		  o Claim submission and payment
		  o Nonprofit food service program
		● Lesson 6: Program Oversight
		  o Sponsor monitoring
		  o Serious deficiency

130: CACFP Performance Standards	CACFP regulations require that all new and participating CACFP institutions meet and maintain compliance with the three Performance Standards: Financial Management and Viability, Administrative Capability, and Program Accountability. This course is designed to guide CACFP institutions to better understand the importance of the Performance Standards, the reason that they were developed, and the criteria used to determine compliance.	● Lesson 1:
		  o Overview of performance standards
		  o Financial viability – documentation and criteria
		● Lesson 2:
		  o Administrative capability – criteria, AR checklist
		● Lesson 3:
		  o Program accountability – governance, fiscal accountability, recordkeeping, meal service, implementation

150: Civil Rights Training for Child Nutrition Program Operators	Program institutions and facilities receiving federal financial assistance are required to comply with federal civil rights laws to ensure all child nutrition program participants have equal access to all benefits and services. This course will review civil rights regulations, and provide all information necessary to ensure that your program is in compliance with these requirements.	● Civil rights training ● Discrimination ● Six protected classes ● Responsibilities ● Assurances ● Collection and use of data ● Public notification systems

Course Number/Name	Description	Topics Included

160: Sponsoring Organization Hearing Official Training	**Audience**: SO only
	
	The Sponsoring Organization Hearing Official Training course responds to USDA's recommendation to train all hearing officials on appeal processes for the CACFP. The appeal process for day care home providers and the sponsor's responsibilities to administer appeal procedures are outlined in this course.
		● Lesson 1:
		  o Introduction to appeals – who can appeal, requesting an appeal, legal counsel
		● Lesson 2:
		  o Appeal and suspension actions
		● Lesson 3:
		  o Hearing official qualifications and responsibilities
		● Lesson 4:
		  o Review of documentation
		  o Determination
		  o Termination

181: Procurement for CACFP Operators	All CACFP operators must procure all goods and services using the procurement regulations found in 7 CFR 226.22 and 2 CFR Part 200.318-326. This course will define procurement and will provide an overview of the types of procurement methods, strategies for local purchasing, and purchasing from a Food Service Management Company. Lastly, participants will understand the requirements regarding written procurement policies and procedures and codes of conduct.	● Procurement steps ● Procurement methods ● Purchasing meals from a vendor or Food Service Management Company ● Sourcing local foods ● Written policies and procedures
211: Meal Counting, Claiming, and Documentation for Day Care Homes	**Audience**: SO only This course for DCH sponsors will provide assistance with identifying the records that must be collected and maintained by the DCHs to claim reimbursement for meals and recognizing the most common areas of non-compliance for DCHs.	● Determining DCH eligibility ● Family Style Meal Service (FSMS) ● DCH claims and meal counts ● DCH enrollment forms
501: Enhancing Meal Appeal for CACFP–Feeding Their Senses!	Explore how to enhance your CACFP meals and decrease food waste by planning and preparing meals that appeal to all 5 senses. In this one-hour session, participants will learn how to examine menus and prepare meals that not only taste great, but look, smell, feel and even sound great!	● Five senses ● Meal appeal ● Best practices
502: Nutrition Basics for Better CACFP Menu Planning	Once you have the CACFP meal pattern compliance mastered, the next step in planning CACFP meals is making sure you cover all the basic nutrition needs. In this	● Nutrient basics ● MyPlate and the CACFP meal patterns ● Menu requirements and recommendations

Course Number/Name	Description	Topics Included
	one-hour session, participants will learn the importance of where the CACFP meal pattern comes from and how to incorporate basic nutrition into CACFP menu planning mastery.	
503: Getting Everyone on the Same Plate–Teaching Teachers about the CACFP	**Audience**: CCC, ARA, and SO (of CCC and ARA) only This training is all about the CACFP. The course covers topics such as what the CACFP program is and what it does, who is eligible to sponsor or offer the CACFP and which children are eligible to participate or receive meals through the program. In addition, the course covers CACFP meal patterns, how to accommodate children with disabilities that affect the diet and recordkeeping requirements that are important for everyone involved with the CACFP to be aware of – even teachers!	● CACFP overview, eligibility, reimbursement ● Meal patterns, special dietary needs, medical statements ● Recordkeeping
504: Build It Once: Serve It Time and Time Again–Using Cycle Menus and Standardized Recipes	How important is menu planning to a meal program? The menu plan influences every aspect of the meal program – including purchasing and preparing foods, ensuring that your meals are C60ACFP creditable, providing adequate nutritional value, accounting for dietary restrictions, and satisfying the tastebuds of the children in your care. In this one-hour session, participants will learn about standardized recipes, cycle menus and the benefits of using both of these great tools to maximize kitchen efficiency and food budgets.	● Standardized recipes – benefits, parts, how to create ● Cycle menus – benefits, best practices, maintaining variety ● Incorporating recipes into cycle menus
505: Creditable vs Non-creditable–A CACFP Meal Pattern Guide	One of the hardest parts of planning a CACFP menu is understanding if a food is creditable or not and how much you need to serve. In this brief overview, participants will learn about tools to guide them to determine if a food is creditable to the CACFP meal pattern, and how much they need to serve to be in compliance.	● Meal component overview: Grains, meats/meat alternates, fruits, vegetables, and fluid milk ● Meal pattern requirements at each meal ● Serving sizes ● Creditable vs. noncreditable foods
506: Creditable vs Non-creditable–A CACFP Infant Meal Pattern Guide	**Audience**: CCC, ES, and SO (of CCC and ES) only One of the hardest parts of planning a CACFP menu is understanding if a food is creditable or not and how much you need to serve. In this brief overview, participants will learn about tools to guide them to determine if an infant	● Meal component overview ● Meal pattern requirements at each meal ● Serving sizes – documentation and recordkeeping

Course Number/Name	Description	Topics Included
	food is creditable to the CACFP meal pattern, and how much they need to serve to be in compliance.	
507: How to Order, But Not Too Much–A Hands-On Method in Calculating Quantity Needs for CACFP	Having excess inventory on hand can be costly, but not having enough inventory on hand can result in not serving enough food, and ultimately non-compliance and findings. In this one-hour session, learn how to calculate adequate inventory needs, while also learning how often inventory needs to be completed and best practices for stock rotation.	● Inventory compliance, management ● Ordering/procurement ● Calculating annual food costs ● Inventory/ordering best practices
509: Embracing Culture and Expanding Your CACFP Menu	Is your menu feeling a little lackluster? Do you want to infuse new and exciting items into your menu while teaching children about world citizenship and other cultures? In this one-hour session, participants will learn how to expand their menus through exploring new cultures and ethnic foods, resources for standardized recipes, and maintain CACFP meal pattern compliance.	● Creating a culturally-inclusive environment ● Steps and best practices to incorporate cultural foods ● Eating environment considerations
510: Spice it up! Infusing Flavor in Your CACFP Menus	Are your meals lackluster? Want to increase flavor, decrease plate waste, and increase meal consumption without making a huge impact to your budget? Step into the world of flavor, spices and seasonings! Take a trip through the herb garden and around the seasoning world while learning how to incorporate herbs and spices into your CACFP menus.	● Overview of spices and herbs ● Experiencing cultural foods ● Using spices and herbs in menus ● Growing herbs
511: Seasonality and CACFP Menu Planning	How can you make an impact on your budget and your menu in one change? Plan your menus according to the seasons. In this one-hour session, participants will learn about growing seasons for different regions of the US, how to plan menus with built in flexibility for seasonality and maintain CACFP meal pattern compliance.	● Seasonal foods overview, benefits ● Storing and sourcing seasonal foods ● Incorporating seasonal produce in meals
512: Navigating Special Dietary Needs While Maintaining CACFP Meal Pattern Compliance	Are you lost in the wilderness of how to accommodate special dietary needs, what a special dietary need actually is, and how all of this relates to CACFP Compliance? Through this one-hour session, participants will learn the difference between a special dietary need and an accommodation, what documentation is required for making these substitutions, and how to maintain CACFP Compliance while accommodating meal pattern changes as necessary.	● Disability laws ● Accommodating participants with disabilities ● Accommodating participants with dietary preferences

Course Number/Name	Description	Topics Included
513: Offer versus Serve (OVS): How to Live It, Love It, and Still be in CACFP Compliance	**Audience**: ADC, ARA, and SO (of ADCs and ARAs) only OVS can be a challenge to introduce into your CACFP program and even harder to maintain CACFP compliance throughout menu planning and service. In this hour-long session, participants will learn the rules to OVS success, how to plan menus and prepare meals to maintain compliance, and tips for best practice when incorporating it into their centers.	● OVS overview and benefits ● OVS at breakfast, lunch/supper ● OVS and combination foods ● Offering a variety of foods
514: Family Style Meal Service (FSMS)–Building Better, Healthier Menu and Eating Habits	Family style meal service has the opportunity to teach children so much more than just how to eat. Learn the benefits of family style meal service, best practices to incorporate it into your meal service option, and what you must do to maintain CACFP Compliance. In addition, participants will learn best practices for conversation starters around the meal table, how to encourage staff to role model positive eating behaviors, and what equipment is needed for FSMS success.	● FSMS overview and benefits ● FSMS compliance ● Preparing for FSMS ● Steps to a complete meal ● FSMS best practices – seating, conversation starters, reducing waste
515: All Aboard the Whole Grain Express!	With a destination of great nutrition and better lifestyles, learning how to incorporate whole grains into your CACFP menu can be a journey. In this one-hour session, participants will punch their ticket and board the whole grain express train, learning about where whole grains come from, how to incorporate them into their menu, and best practices for the preparation methods.	● Explanation of whole, refined, enriched, and fortified grains ● Whole grain-rich meaning and determination ● Incorporating whole grains in menus ● Whole grain tips – enhancing flavor, speeding cooking process, purchasing, storage, and serving
516: Healthy Food Preparation Techniques and CACFP Menu Planning	The first challenge is planning a CACFP Menu, but the challenge can continue in figuring out how to prepare food in healthy ways. Learning how to prepare food in a healthy way can maintain optimal nutrition and increase food consumption while building lifelong healthy eating habits for children.	● Required meal pattern components and patterns ● Accommodating participants with disabilities ● Incorporating OVS or FSMS ● Healthy meal preparation
518: Power Boost Your Breakfast Menu with Meat/Meat Alternates (M/MA	What an exciting opportunity to impact children's nutrition and health by being able to incorporate M/MAs into your breakfast menu. Throughout this interactive one-hour course, participants will explore what are M/MA, their health benefits, and learn best practices to incorporate them into their CACFP breakfast menus.	● M/MA overview, nutritional benefits ● Breakfast meal pattern overview, incorporating M/MA ● M/MA at breakfast compliance, best practices

Course Number/Name	Description	Topics Included
519: CACFP Snacks in a Jiffy!	Want to serve CACFP Snacks, but you are limited on preparation space? Want to learn what snacks you can serve in a pinch when you are short on staff? In this one-hour session, participants will learn how to provide variety in a CACFP Snack Cycle Menu, while still striving for optimal nutrition with a snack meal pattern that requires little to no preparation.	• Snack meal pattern overview, compliance • Speedy snacks • Snacks for limited refrigeration, staff, time • Snack best practices
520: Exploring and Eliminating Choking Hazards in CACFP Meal Planning	Did you know that choking is the 4th leading cause of death for children under age 5? Have you ever thought about what might be a choking hazard in your CACFP Menu? In this engaging one-hour study, participants will learn what are common food choking hazards, explore cooking methods to prevent choking hazards, and learn best practice service methods to prevent choking in their child care setting.	• Choking hazards overview • Common choking hazard foods • Cooking and mealtime practices to prevent choking • Best practices and menu examples
521: Trailblazing the Fruit & Vegetable Frontier	With Fruit and Vegetables now separate components, there are endless possibilities in incorporating great nutrition into your CACFP menus. Discover the great nutrition fruits and vegetables provide, which are the best sources of Vitamin C and A, and how often you should plan to serve them in your menus. Learn new and exciting best practices for introducing new fruits and vegetables on your menus across all meal services, as well as innovative preparation techniques.	• Fruit and vegetable overview and benefits • Fruit and vegetable meal pattern requirements • Fruit and vegetable purchasing, storing, preparing, and serving • Tips and best practices for serving fruits and vegetables to young children
522: Menu Building Basics–Utilizing Child Nutrition (CN) Labels and USDA Recipes to Build a Cycle Menu	In this course, participants will learn to recognize the six key indicators for a CN Label, what a product formulation statement is (PFS), and how to use them to build a cycle menu. In addition, participants will explore the vast resources of USDA Standardized recipes and will learn how to scale these recipes and products to fit their production needs. Lastly, participants will understand the basics of record retention and what documentation would be needed to support food production records, if required by their state.	• CN Labels • PFSs • USDA standardized recipes • Building a cycle menu • Menu documentation requirements
552: Experiencing Food Through the Five Senses	**Audience**: CCC, ARA, ES, and SO (of CCC, ARA, and ES) only	• Healthy diets and habits • Five senses

Course Number/Name	Description	Topics Included
	Children learn about the world around them by experiencing and exploring their environments. Giving children opportunities to explore and experience their food by touching, tasting, smelling, seeing and hearing it taps into their natural curiosity and uses their preferred mode of learning to teach them about good nutrition from an early age. What they learn about food and nutrition can have lasting effects into adulthood. Let's spend the next hour learning about the five senses and how to pique that natural curiosity with fun and easy sensory-based food and nutrition education activities!	● Engaging senses through sensory-based food education
555: Food Safety Essentials	Spend the next hour with us learning about basic food safety and sanitation principles! We'll review why food safety is an integral part of your operations, the dangers of foodborne illness, and how to apply these lessons to your day-to-day tasks and activities. This course will also cover motivating employees to follow food safety processes and protocols. Feeding children and adults is a noble profession - don't let a food safety slip mar the reputation of your program!	● Foodborne illness outbreaks ● Causes of foodborne illnesses ● Food safety steps ● Safe food practices – personal hygiene, flow of food, staff training
557: CACFP Basics: Orientation for New Staff	Do you wonder how CACFP benefits the participants in your organization? Are you unfamiliar with the goal of CACFP? Are you wondering what CACFP even means? Then this is the course for you! Over the next hour, we will dig into the basics of the CACFP and how it supports children and adults each and every day.	● History of the CACFP ● CACFP population served ● Meal pattern requirements and best practices ● Program benefits and goals
562: Informal Procurement and Reimbursable Meals	This course will define informal procurement thresholds, and the main steps involved in procuring food. It will offer practical strategies for purchasing, and provide resources to ensure that the meals served to program participants are reimbursable.	● Micropurchases – definition, options ● Informal purchases over $50,000 – procedures, steps ● Purchasing considerations – forecasting, timeframe, aggregate terminology ● Purchasing food for meals – CN Labels, PFSs, USDA FBG, Crediting Handbook for the CACFP
563: Vendor Management Practices	The course will provide guidance on basic procurement standards and the importance of vendor selection when outsourcing the food program. It will cover identifying and evaluating vendors based on quality, pricing and reliability.	● Basic procurement requirements ● Vendor selection criteria ● Vendor contract management

Course Number/Name	Description	Topics Included
	Managing the vendor contract to ensure the quality and safety of the food program will also be reviewed.	
564: Purchase Smarter, not Harder	This lesson provides information about different purchasing options available to CACFP institutions that will not only help minimize the workload and cost of planning and implementing an effective food program but also make sure that the food program is still able to offer high-quality, nutritious foods.	● Basic purchasing – nutrition, cost, quality/safety, cultural/dietary preferences, local foods, portion sizes ● Purchasing cooperatives benefits ● Vended meals overview, options, benefits ● Scratch vs. convenience foods ● Cycle menu benefits, best practices
565: Best Practices for Hiring and Promoting Staff	This course is designed to provide comprehensive guidance and knowledge on effective strategies and practices for attracting, selecting, and promoting the most qualified individuals within an organization. The course will explore recruitment and promotion processes and ensure the organization can build and retain a talented and diverse workforce.	● Hiring staff considerations, steps ● Staff retention ● Promoting staff – considerations, methods, process ● Succession planning ● Staff recognition
566: Best Practices for Improving Workplace Culture	This course equips child nutrition program administrators and staff with the knowledge and skills needed to improve workplace culture. A positive workplace culture is crucial for the well-being of employees and the success of the organization. This course covers the definition and importance of workplace culture, plus strategies for improving workplace culture.	● Workplace culture importance ● Fostering engaged employees ● Improving workplace culture
567: Effective Staff Training Tips	This course is designed to provide effective training tips for child nutrition program staff trainers. The course will review the trainer's role and the necessary competencies, learning styles, and effective training strategies for in-person and virtual training to enhance their training effectiveness and create a conducive learning environment.	● Role of the trainer ● Trainer competency and skills ● Diverse learning style ● In-person training ● Virtual training
568: Addressing Child Health Equity	This course provides a comprehensive understanding of social determinants of health and their impact on health equity for children. It explores the various factors that influence health outcomes, including economic stability, education access and quality, healthcare access and quality, neighborhood and built environment, and social and community context. The course emphasizes the role of child nutrition programs, the importance of addressing	● Health disparities ● Economic stability ● Education access and quality ● Health care access and quality ● Access to healthy foods ● Environment – access to healthy foods, adverse childhood experiences, environmental concerns, quality of housing

Course Number/Name	Description	Topics Included
	health disparities, and promoting equitable opportunities for children.	
569: Basic Scratch Cooking Skills	Basic Scratch Cooking Skills for Child Nutrition Programs is a 1-hour training course designed to provide anyone with cooking responsibilities in Child Nutrition Programs with the basic skills they need to begin preparing food. This training covers important topics including the benefits of cooking from scratch, basic knife types and knife cuts, different kinds of cooking methods, and a brief overview of developing standardized recipes and using cycle menus.	● Scratch cooking benefits ● Basic knife types ● Knife skills ● Cooking methods ● Standardized recipes and menu planning
570: Diversifying Meals	Multicultural Menus: Diversifying Meals in Child Nutrition Programs is a 1-hour training course designed to provide Child Nutrition Program operators with the skills they need to incorporate regionally diverse meals into their program. This training covers important topics including the importance of providing multicultural meals, methods of implementing a taste test, and ways to adapt menus to provide a range of multicultural dishes.	● Multicultural meals – importance ● Introducing new flavors and textures ● Regional flavor profiles – adapting menus to meet cultural needs
571: Milk Substitutions: Serving Creditable Milk Alternatives in CNPs	This course provides CACFP Operators with the information they need to accommodate participants' dietary needs as it pertains to fluid milk consumption. This training covers important topics including creditable milk types per age group and meal service, methods for accommodating special dietary requests and disabilities, and allowable fluid milk substitutions.	● Fluid milk – definitions, creditable types by age group and meal service type ● Accommodating dietary preferences for fluid milk substitutions ● Accommodating disabilities for fluid milk substitutions
580: Taking Action for Food Allergies	This training provides an overview of food allergies, an explanation of regulations for labeling food allergens, and a description of best practices for food allergy plans. Participants will practice finding common allergens on ingredient lists and identify practices that will keep children with food allergies from coming into contact with food that could trigger a reaction.	● Food allergies – definition, symptoms, treatment ● Top 9 allergens ● Checking food labels for allergens ● Accommodating allergies ● Making meals safe
581: Making Sense of Gluten-Free	This training provides an overview of gluten-free diets, including identifying gluten in food and preventing cross-contact. Participants will be able to identify foods that contain gluten, find gluten on food labels and	● Gluten – definition, gluten-related disorders ● Checking labels for gluten ● Accommodating gluten-related disorders

Course Number/Name	Description	Topics Included
	determine strategies to meet the needs of children on gluten-free diets.	● Avoiding gluten cross-contact – personal hygiene, food storage/preparation, manufacturing
583: Healthy Infant Development and Feeding	**Audience**: CCC, ES, and SO (of CCC and ES) only This course will examine the growth and development of infants and how to make healthy food choices for infants to support this development. We will review breastfeeding, bottle feeding and introduction to solid foods. Participants will be able to select healthy menus and adapt them based on special dietary needs.	● Infant growth and development ● Signs of hunger and fullness ● Breastfeeding and handling/storage of breastmilk ● Formula feeding – using a bottle ● CACFP meal patterns – 0 to 6 months and 6 to 12 months ● Introducing solid foods ● Preparing infant foods ● Accommodating disabilities
584: Cheering on Healthy Eaters	**Audience**: CCC, ARA, ES, and SO (of CCC, ARA, and ES) only Participants will learn behavioral strategies to motivate children to make healthy choices. Participants will understand how to be good role models for healthy eating and engage children in fun activities that inspire curiosity about food.	● Being a healthy role model ● Nutrition education during and outside of mealtime
601: Eligibility Determination	**Audience**: CCC, ADC, and SO (of CCC and ADC) only Meal Benefit Forms (MBFs) are required to determine the free, reduced-price, and base or paid eligibility categories for CACFP participants. This course reviews MBF requirements, demonstrates determining income eligibility, and discusses annual update requirements.	● MBFs – programs that require the form, how to complete, calculating eligibility, recordkeeping ● Foster children eligibility ● Adult care eligibility
602: CACFP Enrollment	**Audience**: CCC, ADC, and SO (of CCC and ADC) only This course covers the enrollment process for applicable programs, completed Enrollment Forms, and annual update requirements.	● Enrollment requirements by program type ● Completing enrollment forms ● Child and adult enrollment forms ● Enrollment form recommendations and recordkeeping ● Public program information for parents/guardians
604: Meal Counting, Claiming, and Documentation	Submitting a claim for CACFP reimbursement requires detailed recordkeeping and preparation prior to the submission. This course reviews requirements related to	● Attendance ● Meal counting – point of service and meal count worksheets

Course Number/Name	Description	Topics Included
	point of service meal counts, attendance documentation, the edit check process, consolidation, and claim submission.	• Monthly claim for reimbursement – consolidation and submission • Documentation to support meal count claims

605: Crediting Foods in the CACFP	This course provides guidance on crediting single component foods found in the FBG and Exhibit A Grains chart and foods requiring documentation (e.g., CN Labels, PFSs, and standardized recipes).	• Lesson 1:
		  o Creditable foods definition
		  o Crediting by component
		  o Noncreditable foods
		• Lesson 2:
		  o Crediting combination foods – definition, CN Labels, PFSs, standardized recipes
		  o Crediting for FSMS

609: Sponsor Monitoring	**Audience**: SO only This course reviews monitoring requirements, staffing, completing monitoring reports, and conducting the five-day reconciliation.	• Monitoring requirements, staffing, and frequency • Completing monitoring visit reports • Recordkeeping

610: Maintaining a Nonprofit Food Service Program	All CACFP institutions must maintain a nonprofit food service program. This course includes two lessons that cover the evaluation of program revenue and expenses, financial recordkeeping and controls, and expectations with operating a nonprofit CACFP.	• Lesson 1:
		  o Nonprofit food service account definition, program regulations
		  o Determining a nonprofit food service program
		• Lesson 2:
		  o Food service revenues
		  o Food service expenses – cost factors, documentation, PARS

611: Child Care Centers and Head Start Recordkeeping	**Audience**: CCC and SO (of CCC) only
	
	This course focuses on general CACFP recordkeeping requirements in lesson 1. In lesson 2 recordkeeping for Child Care Centers and Head Start programs will be discussed. The course addresses program eligibility, operational requirements, enrollment, participant eligibility, and miscellaneous recordkeeping requirements.
		• Lesson 1 – applicable to all institutions
		  o Institutions – definitions, agreements, policies
		  o Procurement recordkeepingglutefdfdf – written procedures, meal service contracts
		  o Financial recordkeeping – nonprofit food service program, PARS
		  o Training recordkeeping
		  o Civil rights
		  o Monitoring reports, training monitors

Course Number/Name	Description	Topics Included
		o Daily dated menus – combination foods, homemade foods ● Lesson 2: o Child care center, Head Start definitions, program eligibility requirements o Eligible age range, operational times o Enrollment documentation o Eligibility categories – MBFs o Reimbursement o Licensing, Head Start Grant letters, meal count worksheets o For-profit centers
612: At-Risk Recordkeeping	**Audience**: ARA and SO (of ARA) only This course focuses on general CACFP recordkeeping requirements in lesson 1. In lesson 2, recordkeeping for At-Risk Afterschool Meals Programs is discussed more specifically. The course addresses program eligibility, operational requirements, enrollment, participant eligibility, and miscellaneous recordkeeping requirements.	● Lesson 1: o Same as Course 611, Lesson 1 ● Lesson 2: o At-risk program organizational eligibility – criteria o Eligible age range, operational times o Eligibility categories o Reimbursement o Recordkeeping – meals served and delivered o For-profit centers
613: Outside School Hours Recordkeeping	**Audience**: CCC and SO (of CCC) only This course focuses on CACFP recordkeeping requirements for Outside School Hours Care Centers. The course addresses program eligibility, operational requirements, participant eligibility, and miscellaneous recordkeeping requirements.	● Lesson 1: o Same as Course 611, Lesson 1 ● Lesson 2: o Outside school hours eligibility o Eligible age range, operational times o Eligibility categories o Reimbursement o Licensing, meal count worksheets o For-profit centers
614: Emergency Shelter Recordkeeping	**Audience**: ES and SO (of ES) only This course focuses on general CACFP recordkeeping requirements in lesson 1. In lesson 2 recordkeeping for Emergency Shelters will be discussed. The course addresses program eligibility, operational requirements,	● Lesson 1: o Same as Course 611, Lesson 1 ● Lesson 2: o Emergency shelter eligibility o Eligible age range, operational times o Reimbursement

Course Number/Name	Description	Topics Included
	enrollment, participant eligibility, and miscellaneous recordkeeping requirements.	o Licensing, meal count worksheets, attendance records
615: Adult Center Recordkeeping	**Audience**: ADC and SO (of ADC) only This course focuses on CACFP recordkeeping requirements for Adult Day Care programs. The course addresses program eligibility, operational requirements, enrollment, participant eligibility, meal pattern flexibilities, and miscellaneous recordkeeping requirements.	● Lesson 1: o Same as Course 611, Lesson 1 ● Lesson 2: o Adult center eligibility requirements o Eligible age range, operational times o Enrollment documentation o Eligibility categories – MBFs o Reimbursement o Licensing, meal count worksheets o For-profit centers
800: Financial Viability	**Audience**: SO only This course provides an overview of the CACFP Performance Standards and focuses on the requirements specific to financial viability. Participants will learn various ways to demonstrate and evaluate financial viability as well as identify the appropriate records to maintain.	● Lesson 1: o Viability, Capability, and Accountability – definition, regulations o Financial viability – description of need, resources, history, budget o Administrative capability – number and type of staff, monitor-to-facility ratio, written policies and procedures o Program accountability – board of directors, recordkeeping, SO operational requirements ● Lesson 2: o Financial viability criteria, definition, how to demonstrate, best practices
810: Monitoring and Oversight	**Audience**: SO only This course provides an overview of the federal CACFP monitoring requirements for sponsoring organizations. Participants will learn the purpose and importance of monitoring, the federally required monitoring review elements, and best practices for conducting monitoring reviews.	● Lesson 1: o Monitoring definition, importance, oversight, types o Understanding staff requirements ● Lesson 2: o Monitoring the meal pattern, licensing or approval, training, meal counts, menu and meal records, enrollment, eligibility, meal counts, five-day meal count reconciliation, nonprofit food service, WIC, CACFP benefits, Building for the future brochure (or comparable notice)

Course Number/Name	Description	Topics Included

		● Lesson 2:
		  o Monitoring tools
		  o Red flags
		  o Trend analysis
		  o Risk assessment
		  o Components of a finding
		  o Quality assurance review

820: Serious Deficiency	**Audience**: SO only
	
	This course provides an overview of the CACFP serious deficiency process for day care home providers. Participants will learn the purpose of the serious deficiency process and the six steps of the serious deficiency process. Sponsoring organizations will also learn best practices for implementing the serious deficiency process for day care home providers.
		● Lesson 1:
		  o Serious deficiency purpose, explanation
		  o Sponsor roles and responsibilities
		● Lesson 2:
		  o Step 1: Identifying the serious deficiency – scope, severity, frequency
		  o Step 2: Prepare and issue the serious deficiency notice
		  o Step 3: Evaluate the DCHs corrective action
		  o Step 4: Notice of temporary deferment or proposed termination/disqualification
		  o Step 5: Hold an Administrative Review (appeal)
		● Lesson 3:
		  o Step 5 (continued): DCH appeals
		  o Step 6: Notice of final determination or temporary deferment

830: Recordkeeping and Claims	**Audience**: SO only
	
	This course explains the purpose and importance of maintaining accurate records. Participants will also identify common issues associated with recordkeeping. The course will also be to share information regarding records maintenance and management as well as evaluate best practices related to recordkeeping.
		● Lesson 1:
		  o Recordkeeping overview, purpose
		  o Challenges and impact of poor recordkeeping
		  o Records maintenance, tracking, and management
		● Lesson 2:
		  o Claims overview, processing workflow, timeline, and edit checks
		  o Calculating annual administrative fees
		  o Red flags and best practices

Course Number/Name	Description	Topics Included

840: Management Plans	**Audience**: SO only
	
	This course will discuss the definition, purpose and components of a management plan. Participants will learn how to evaluate, monitor, revise and submit the management plan. Participants will also discuss the CACFP performance standard and share best practices for management plans.
		● Lesson 1:
		  o Management plan basics
		  o Performance standards overview
		  o Purpose of management plans
		● Lesson 2:
		  o Developing a management plan
		  o Management plan components
		  o Managing the 'plan'

850 Internal Controls	**Audience**: SO only In this course, participants will learn the purposes, components and principles of internal controls. Participants will demonstrate how to document, assess and monitor internal controls as well as identify common program areas where internal controls are essential.	● Benefits of internal controls ● Aligning internal controls with program accountability ● Key elements of effective internal controls ● Impact of internal controls ● Inadequate or nonexistent internal controls
860: Corrective Action	**Audience**: SO only In this course, participants will learn about the purpose of corrective action and why corrective actions are necessary. Participants learn how to analyze the root cause of noncompliance and explain the relationship between corrective action and a corrective action plan (CAP). In addition, this course will cover the components of a CAP and how to evaluate the effectiveness of a CAP.	● Purpose of corrective action and why corrective actions are necessary ● Root causes of noncompliance ● Relationship between corrective action and a corrective action plan (CAP) ● Components of a CAP ● Effectiveness of a CAP ● Best practices for sponsoring organizations

870: CACFP Budgets	**Audience**: SO only
	
	This course will discuss the importance of the CACFP budget and how it relates to the management plan and the CACFP performance standards. Participants will obtain an overview of the federal cost principles and how they relate to the CACFP budget. Participants will also learn the key steps for creating a CACFP budget and receive best practices for developing and monitoring a CACFP budget.
		● Lesson 1:
		  o Budgets overview
		  o CACFP budget – purpose, perspectives
		  o Budget components
		  o Allowable costs – definition, 10 factors
		● Lesson 2:
		  o CACFP budget steps
		  o Supporting documentation
		  o State agency approval
		  o Adequate accounting system (GIGO)
		  o Budget best practices

880: Trainer Success for the Modern Trainer	**Audience**: SO only	● Lesson 1:
		  o Role of the trainer
		  o Adult learning principles

Course Number/Name	Description	Topics Included

	Whether you are with a State agency or a sponsoring organization, this course is designed to provide you with the tools to deliver the CORE training and other CACFP training to your sponsoring organizations, staff, and sponsored facilities.	● Lesson 2:
		  o Communication skills – body language, the five P's
		  o Trainer skills – active listening, questioning, observing, problem-solving
		● Lesson 3:
		  o Virtual training considerations
		  o Role of the virtual producer