



Georgia Department of Early Care and Learning

## Nutrition Services FY 2016 Training Plan

Registration is required prior to attending any training listed below. To register for training, please access CNP 2000 or contact the Administrative Assistant at 404.657.1779. Dates and availability are subject to change.

### CACFP General Training

Training/Facilitator	Description	Audience	Dates/Month(s)
<b>CACFP Annual Budget Training</b>  <i>Nutrition Services - Web-Based</i>	Training will provide information on beginning the budget process, preparing/developing a budget, in addition to developing a system for maintaining budget-related and/or accounting records. 	New and Participating Institutions/ Sponsors	On-going
<b>CACFP Orientation &amp; Program Training - (2-day)</b>  <i>Nutrition Trainer – Face-to-Face</i>	Training will cover program regulations, policies and updates relative to CACFP. Training is for new participants responsible for CACFP in the organization. 	New Institutions/ Sponsors	Oct 21-22, 2015 Nov 17-18, 2015 Dec 16 -17, 2015 Jan 13-14, 2016 Feb 16-17, 2016 Mar 16-17, 2016 Apr 20-21, 2016 May 18-19, 2016 July 12-13, 2016 Aug 24-25, 2016 Sept 21-22, 2016
<b>CACFP- Civil Rights Training</b>  <i>Nutrition Services - Web-Based</i>	Mandatory USDA FNS 113-1 Civil Rights Training for institutions that have not previously completed. (One time <u>only</u> requirement) 	New Institutions/ Sponsors	On-going

<b>Annual Renewal Training for Administrative, Adult Center, Child Care Center, DCH Sponsors, and Child Care and Adult Care Centers</b>  <i>Nutrition Services - Web-Based</i>	Annual Renewal training covers program regulations, policies and updates relative to CACFP.  	Participating Institutions/Sponsors	Aug – Jan 2016
<b>At-Risk Afterschool Meals Orientation &amp; Program Training - (1 day)</b>  <i>Nutrition Trainer – Face-to-Face</i>	Training will cover program regulations, policies and updates relative to the At-Risk Afterschool Meals Program.  	New Institutions/Sponsors	Nov 16, 2015 Jan 12, 2016 Mar 15, 2016 May 17, 2016 July 14, 2016 Aug 23, 2016
<b>Adult Day Care Orientation &amp; Program Training Sponsors</b>  <i>Nutrition Services Team – Face-to-Face</i>	Training will cover program regulations, policies and updates relative to Adult Day Care Programs	Participating Institutions/Sponsors	Oct 28-29, 2015 Dec 8-9, 2015
<b>GA ATLAS Training</b>  <i>Nutrition Services Team – Face-to-Face</i>	Training will cover navigation, application and claim requirements in the new system ATLAS  	Participating Institutions/Sponsors	May-June 2016

### CACFP Specialized Training and Technical Assistance

Training/Facilitator	Description	Audience	Dates/Month(s)
<b>Compliance with Civil Rights Requirements</b>  <i>Nutrition Services (TA) - Web-Based</i>	This is a refresher training that will review Civil Rights requirements per FNS Instruction 113-1, including appropriate use of the non discrimination statement and internal and external procedures for filing a complaint.  	New Institutions/Sponsors	On-going

<p><b>Recordkeeping Requirements 101</b></p> <p><i>Nutrition Services (TA) – Webinar</i></p>	<p>Training will provide an overview of required records that must be maintained to support CACFP eligibility, creditable meal service, monthly claim submission, and use of CACFP reimbursement.</p> 	<p>Institutions/ Sponsors</p>	<p>Dec 8, 2015 9:00 am-12:00 Noon 1:00 pm-3:00 pm</p>
<p><b>Sponsor Requirements</b></p> <p>Nutrition Services (TA) – Face-to-Face</p>	<p>Training will review requirements for home/facility eligibility, general recordkeeping, monitoring , claim validation, ensuring facility’s appropriate use of reimbursement, sponsor financial management, sponsor use of administrative payment funds and initiating the Serious Deficiency Process.</p> 	<p>Sponsors</p>	<p>Feb 11, 2016 9 AM-4 PM</p>
<p><b>Let’s Eat: Meal Pattern Compliance (Tentative)</b></p> <p>Nutrition Services (TA) - Webinar</p>	<p>Training will provide an overview on new meal pattern requirements and complete daily, weekly and/or monthly meal count forms.</p> 	<p>Institutions/ Sponsors</p>	<p>April 13, 2016 Times to be determined</p>