



CACFP Administrative Handbook

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15. Sponsor Responsibilities

Provider Training

Each provider must complete two hours of CACFP/nutrition training each program year as outlined in the provider Program Agreement and the sponsor's management plan. If the training is not completed as required, the provider must be determined seriously deficient. For continued participation in the CACFP, a CAP must be issued to complete the training in 30 days.

- Each new provider will complete at least one hour of food safety training. The one hour counts toward the training requirement for the Program year.
- The training provided during the pre-approval visit may count for no more than one hour of credit.
- If a provider participates in the CACFP for six months or less during a Program year, the training requirement will be reduced to one hour. The training requirement may not be reduced to increments of less than one hour.
- A provider can only receive credit once for the same training during a three-year period (example, completion of the home study guide on *Crediting Foods* cannot count for Program year 2011 and Program year 2013 for the same provider). This means that a continuously participating provider (not terminated) can only receive credit for the same class once during a three-year period.

Sponsors must offer classes a minimum of one time per year for all participating providers. If a sponsor has more than 50 providers, the sponsor must offer more than a single two-hour training during **each** program year. Sponsors of homes in a multi-county area must offer training convenient for all providers. For every four counties, a sponsor must offer each training in more than one city conveniently located to a reasonable number of providers.

The sponsor is required to make training services accessible to all participants. Training announcements will provide information on how to request assistance needed.

New Provider Training

The sponsor is required to train the provider in program requirements before the provider begins participating in the CACFP. The training must include, but is not limited to, information in the Provider Program Agreement, meal patterns, creditable foods, civil rights, how to complete daily attendance, meal counts and menu forms and how to instruct parents on completing the child enrollment form. The training session may count for up to one hour of training and a certificate of completion must be given to the provider. Written documentation of all provider training must be kept on file.

Take Time for Food Safety

Each new provider must complete “Take Time for Food Safety”. KSDE developed and provided the materials to each sponsor. This training may count for one hour of training and a certificate of completion will be given to the provider.

Civil Rights Training

Each sponsor is required to provide annual Civil Rights Training to all providers. Annual Civil Rights training documentation should be maintained on file. Documentation could include signatures of providers trained, an electronic attestation, or an online class completion certificate. The training must include, but not be limited to:

- Collection and use of data
- Effective public notification systems
- Complaint procedures
- Compliance review techniques
- Resolution of noncompliance
- Requirements for reasonable accommodation of persons with disabilities
- Requirements for language assistance
- Conflict resolution
- Customer service

Provider Training Methods

Training Classes

Classes can be on a wide range of topics related to nutrition, foods, or child development as it relates to nutrition, physical activity, and the CACFP. Classes can be provided by outside individuals (county extension agents, registered dietitians, etc.) who are qualified to provide such training. Classes should not be centered on special diets, fad diets, dietary supplements, older person dietary needs, crafts, etc.

Annually, the sponsor plans the training topics and locations in advance. The sponsor submits a tentative training schedule as part of the Management Plan during program renewal.

After the class is developed but prior to conducting the class, the sponsor must submit an outline, class details, and handouts to KSDE for approval. The proposal should be submitted a minimum of three weeks prior to the first session of the class. If the class is not pre-approved by KSDE, the sponsor risks providing a training that is not approved for CACFP training. Classes given by sponsors that are not approved by KSDE will not meet the provider’s two-hour CACFP training requirement and the sponsor cannot use CACFP administrative funds for the class (salary, printing costs, travel, etc. that are related to the training). If the class is approved, the sponsor will receive written approval to keep on file.

Other types of training that may be credited by a sponsor are identified in the approved Management Plan on file with KSDE. Sponsors may accept online training developed or approved by KSDE as well as USDA and the Institute of Child Nutrition (ICN). Books and videos do not count towards the annual two-hour CACFP training requirement.

Training Documentation

The sponsor is required to monitor the training status of the provider. Training must be documented by using an attendance roster or sign-in sheet for training offered by the sponsor. The documentation from each class must be kept on file.

The sponsor must have a system to track the status of each provider. The sponsor must provide written notice to the individual provider, in advance, when the provider has not completed the training requirement. The notice must state the deadline to complete the training requirement, sources/methods available to complete the training, and the consequences should the provider fail to complete the training.

In addition, the sponsor must distribute a certificate of training to each provider after the provider has attended a class. If a provider attends a two-hour workshop but leaves after the first hour (or arrives an hour late), credit must be given for only one hour. If the provider received training through a different method (approved in the sponsor's Management Plan), a copy of the provider's training certificate must be on file. A certificate must be issued by the sponsor to the provider for the classroom training and home study guides.

Providers are required to keep proof of CACFP training completion. It is the sponsor's responsibility to ask a transferring provider for the training documentation prior to signing a Provider Program Agreement and verify the provider's training status. A copy of the documentation should be on file at the new sponsor's office.

Training Deficiency

In the event that training is not completed as required, the provider will be declared seriously deficient. A corrective action plan will require the provider to complete training as well as establish a plan to ensure annual training requirements are met.

For example, if a provider completed one hour of training during the Program year and has one hour of training outstanding, the provider must be declared seriously deficient on October 1 and a corrective action plan required within 30 days. If a training class approved by the sponsor is completed by November 1, and a plan of corrective action explains the provider's plan to complete the two-hour annual training requirement for the current program year, the sponsor may defer the serious deficiency. If no training is completed by November 1, an intent to terminate will be issued. The provider is eligible for reimbursement through the serious deficient process. Refer to Chapter 16 for more information on corrective action plans and the serious deficiency process.

Technical Assistance

The sponsor is required to provide CACFP technical assistance to providers. Policies, guidelines, and program information must be distributed to providers in a timely manner. Distribution can be via newsletter, letter, training, etc. Follow-up assistance may involve phone calls and/or on-site visits.

Home visits are a good opportunity to provide nutrition education to the children in care. For example, during an unannounced meal visit, a short nutrition story book can be read to the children to allow the provider time to finish preparing lunch.

Provider Information in the Computer System

Each eligible provider must be entered into the KN-CLAIM computer system before he/she can be reimbursed for a claim. Providers are eligible to begin CACFP participation once both parties have signed the agreement. See *Chapter 17, Provider Participation* for additional details.

The following information is contained in the Provider Application screen:

- **Provider ID** – A computer-generated number.
- **Social Security Number** – Optional. If an incorrect number is entered, call KSDE for assistance. The SSN is a unique identifier for providers with the same last name. Use only the last 4-digits of the social security number to help protect privacy information.
- **Name** – The name of the individual provider who is providing the care for the children; not the business name. First and last name are required, but middle initial is optional.
- **Provider Birthdate** – Optional.
- **Route/area** – Optional. If providers are divided by a route/area, the route designation may be entered here.
- **Street Address 1** – The address from the KDHE license or federal authority. If the license is issued by KDHE, the address must match the KDHE database in order to pass edit checks.
- **Street Address 2** – Optional. This field is used when the provider has a mailing address that is different from the street address above.
- **City and State** – The city and state from the KDHE license or federal authority. If the license is issued by KDHE, the city and state must match the KDHE database in order to pass edit checks.
- **Zip Code** – The zip code that is used for mailing purposes. Generally, the zip code from the license is the correct zip code, but in a few circumstances, it may be a different zip code (example, the Post Office Box number in Street Address 2 may have a different zip code than the zip code for the Street Address 1).
- **County** – County where the day care home is located.
- **Phone** – Optional. Phone numbers are 10 digits; phone 1 may be the primary phone and phone 2 may be a cell phone number.
- **Email** – Optional.
- **License Type** – Select one of the following: License, Group, Temporary, or Military.
- **License Capacity** – The license capacity is stated on the provider's license/letter.
- **License Number** – The number from the license. If the license is issued by KDHE, the number must be 7 digits. If the license is issued by a federal authority, the sponsor needs to assign a unique number that is 3-6 digits and not assigned to another provider.
- **License Extension** – If the license is issued by KDHE, the number must be entered and consist of 3 digits.
- **Effective Date** – The effective date of the license/letter.
- **Expiration Date** – The expiration date from the license/letter.
- **License Exception** – Optional. The boxes for the types of exceptions may be checked when applicable.
- **KDHE Status/Date** – The current KDHE status and status date from the monthly import of data from CLARIS to the KSDE computer system.
- **Effective Date of Provider Agreement** – The effective date from the provider's agreement.
- **Date of Pre-approval Visit** – The date the sponsor was on-site at the provider's day care home prior to the provider beginning participation in the CACFP.
- **Date of Initial Training** – The date that the sponsor trained the provider about CACFP rules and record keeping.

- **Total Enrollment** – The number of children who are enrolled in the CACFP.
- **Provider Income Eligibility Form for Own Children** – If the provider has a current Income Eligibility Form on file to claim own children, the sponsor answers “Yes” and indicates the number of children. If not, the sponsor answers “No”.
- **Months of Operation** – A check box is populated when a tiering level is indicated for that month.
- **Tier Level for Month** – A tier level must be indicated for each month the provider submits a claim. When necessary, a tier level for a month must be updated before that month’s claim is entered.
- **Tier 1 by Food Assistance Program (FAP)** – A provider who is Tier 1 due to FAP participation or who is Tier 1 by school and uses a FAP case number to qualify his/her own children for Tier 1 rates, must be indicated as “yes” and a case number listed on the KSDE computer system.
- **Tier 1 Providers** – Providers eligible based on eligibility or income
- **Meal Service** – Indicate each meal type, serving times, and days of the week meals are generally served.
- **Home Visits** – Record planned home visits.
- **Provider Training** – Indicate plans for training.
- **CACFP Start Date** – The date the provider is eligible to start in the CACFP.
- **Comments** – Optional. Information about this provider may be entered in this area.
- **Termination Date and Reason** – See “Terminating a Provider” to determine who enters the termination date.

Tier Level

After a tiering determination has been made according to the instructions from *Chapter 18, Tiering Guidance for Homes*, the tier level must be entered KN-CLAIM, including providers who are inactive.

For a Tier 2 Mixed provider, the provider’s tier level may change based on the attendance of the children during a month. When all the children in attendance during a month are eligible for the higher Tier 1 (Tier 2 High) rates, then the provider’s status is Tier 2 High and a new tier level must be entered into KN-CLAIM. Another example occurs when all the children in attendance during a month are eligible for Tier 2 rates, then the provider’s status is Tier 2 Low and a new tier level must be entered into KN-CLAIM. An updated tier level, due to re-determinations or due to change of attendance of children during a month for a Tier 2 home, must be entered prior to submitting that month’s claim for the sponsor.

Tiering information should be periodically reviewed and updated as needed.

Terminating a Provider Application

When a Provider Program Agreement is terminated, the provider and sponsor must follow the Provider Transfer or Termination guidance in *Chapter 17, Provider Participation*.

Termination is noted in the KN-CLAIM computer system in the following manner:

- If a provider has been inactive and the sponsor has sent a notice of termination, the termination date is the date from the written notice.
- If a provider who terminates (by calling or providing written notice), the sponsor will send written notice confirming the date that the provider stated. After a 60-day waiting period (to allow for the provider to change his/her mind) the sponsor will enter the termination date as the date originally provided by the provider. If it is at the end of the program year and the sponsor is confident that the provider is terminating, the sponsor does not have to wait the entire 60 days.

- For a provider transfer, the sponsor **will not** make the change in KN-CLAIM. After the provider's last claim with the current sponsor has been paid, KSDE will transfer the provider to the new sponsor.
- For a provider who is declared seriously deficient and disqualified, the sponsor **will not** make the change in KN-CLAIM. After the provider's name has been submitted to the National Disqualified list, KSDE will terminate the provider as *Dropped for Cause*.

Re-Activating a Provider

If the provider previously participated with the sponsor and was terminated from the KN-CLAIM, the provider will need to be treated as a new provider which will require: (1) a new tier determination, (2) the name re-checked against the disqualified list, (3) a pre-approval visit, (4) a 4-week follow up visit, and (5) new enrollment forms.

The sponsor needs to contact KSDE to get the provider re-activated in KN-CLAIM. The sponsor can then enter the information into the Provider Application screen.