

# CACFP Training Resources

## Online training

- **The National Food Service Management Institute:** <http://www.nfsmi.org/>. Click on Online Courses, then Child Care
- **Iowa Learning Online**
  - **Healthy Menu Makeover**
  - **Steps to Success Workshop**

Instructions for creating an account for the online course:

- Go to <http://ilopd.iowa.gov/login/index.php>.
- On the right side of the page (under "Is this your first time here?"), click the "Create new account" button.
- Enter information for your account. Each person who takes the workshop must register individually. Note that the first and last name you enter in this form will be used to create your certificate of completion in the course. You will need a valid email address to access this course and to receive related notifications.
- Click submit.
- A confirmation message will be emailed to you.
- Click the link in this email to activate your new account.
- In the "My courses" list, click on the "Iowa CACFP Steps to Success Training" or "Healthy Menu Makeover course."
- Enter the enrollment key, and click the "Enroll me in the course" button.
  - Healthy Menu Makeover: the enrollment key is "wholegrains"
  - Steps to Success Workshop: the enrollment key is "centers"
- You are now enrolled in the course. The next time you log in to the system, this course will automatically be associated with your account.
- If you have issues creating an account or logging in, try to use the prompts in the system to resolve the problem. If you have difficulties the system cannot address, send an email to [techsupport@iowalearningonline.org](mailto:techsupport@iowalearningonline.org)

### Steps to Success Online Modules:

Online Module #	Manual Reference	Core Workshop Topics*
1	Chapter 1	Introduction to CACFP Participation- Know Your Responsibility
2	Chapter 2	Menu Planning
3	Chapter 2a	Food Production Records
4	Chapter 2b	Recommendations for a Healthy Childcare Environment
5	Chapters 3 & 3a	Income Applications
6	Chapter 4	Meal Counting and Claiming
7	Chapter 5	Financial Reports
8	Chapter 6	Filing Claims Online
9	Chapter 7	Supervision and Training
10	Chapter 8	Civil Rights
11	Chapter 9	Preparing for a Review
12	Chapter 10	Procedures for New Centers
13	Appendix A	CACFP in Emergency Shelters
14	Appendix B	Center Sponsor Requirements
15	Appendix C	Infant Feeding in the CACFP
16	Appendix D	CACFP in At-risk Programs
17	Appendix F	Outside School Hours Child Care
18	Appendix G	Adult Care

## Other CACFP training

- **Feeding Young Children In Group Settings** (includes video vignettes)  
<http://www.cals.uidaho.edu/feeding/>
- **Civil Rights** handout on pp. 8-13 through 8-16.
- **Civil Rights** presentation: PowerPoint slides: <https://www.educateiowa.gov/pk-12/nutrition-programs/quick-links-nutrition/learning-tools-nutrition/civil-rights-training>
- **USDA: Training by Topic**  
[http://healthymeals.nal.usda.gov/schoolmeals/Resource\\_Cafe/Resource\\_Details.php?ID=1132](http://healthymeals.nal.usda.gov/schoolmeals/Resource_Cafe/Resource_Details.php?ID=1132)
- **Lessons** in CACFP Administrative Manual for Centers (Appendix E) for:
  - Meal service staff (cook and staff who help serve and/or supervise meals)
  - Infant room staff
- **Care Connection:** <http://www.nfsmi.org/ResourceOverview.aspx?ID=199> (Lessons you can deliver to staff in 10 minutes or less, family materials, fun nutrition education activities for children.)
- **Food safety and sanitation training**  
ServSafe offered by ISU extension:  
<http://www.extension.iastate.edu/foodsafety/training/index.cfm?parent=138>  
Online food safety training by the National Food Service Management Institute:  
<http://www.nfsmi.org/Templates/TemplateDefault.aspx?qs=cEIEPTIzNg>  
Serving it Safe: A Manager's Toolkit – for staff training on food safety and sanitation:  
[http://www.fns.usda.gov/tn/Resources/serving\\_safe.html](http://www.fns.usda.gov/tn/Resources/serving_safe.html)
- **Videos and curricula** may be checked out from our Bureau for use with children and in staff training. A list of resources and checkout procedures is located on pp 7-13 and 7-14. Note: if using dvds or videos, the center should include activities, discussion, handouts, etc. when training staff.