

2015 CACFP Steps to Success

ICN Workshop

Reference: "CACFP Administrative Manual for Centers"

Workshop Hours	Session Topics	Content discussed	Who should attend
8:00 – 8:15 am	Introduction to CACFP Participation	Responsibilities for participating in CACFP. Identifies organization types. Reference: Chapter 1.	Current and new CACFP center directors, board members and personnel.
8:15 –9:50 am	Menu Planning	CACFP meal patterns, creditable foods, menu planning, and meal service styles. Reference: Chapter 2.	Current or new organization food service personnel responsible for planning, purchasing, preparing and serving meals; center directors.
9:50–10:50 am	Meal Counting and Claiming	How to compile a claim for reimbursement. Chapter 4	Current and new organization directors and staff members responsible for compiling the claim for reimbursement.
10:50-11:20 am	Financial Reports	How to compile a monthly financial report. Chapter 5	Current and new center directors and staff members responsible for compiling the financial report.
11:20-11:25 am	Online Claiming	How to submit claims online. Chapter 6	Current and new center directors and staff members responsible for submitting the online claim for reimbursement
11:25-11:40 pm	Supervision and Training	Organization responsibilities for staff supervision and CACFP training requirements. Chapter 7	Current and new center directors and staff members responsible for administration and supervision of the CACFP.
11:40-12:00 pm	Civil Rights	Chapter 8	Current and new center directors and staff members responsible for administration and supervision of the CACFP; all staff members who have CACFP duties.
12:00-12:15 pm	Preparing for a Review	Chapter 9	Current and new center directors and staff members responsible for CACFP operation.
12:15-12:30 pm	Recordkeeping Requirements and Steps for New Organizations	Chapter 10	New center directors or staff members responsible for administration of the CACFP from organizations wanting to participate in CACFP.

Workshop Dates and Tentative Locations:

When an ICN site listed below cannot be scheduled, an attempt is made to find another site within a 30 mile radius.

- 8/12/14** Tuesday Des Moines and ICN sites: Ames, Audubon, Cedar Rapids, Cylinder, Keokuk, Osceola, Ottumwa, Red Oak, Sioux City, Waverly
- 10/15/14** Wednesday Des Moines and ICN sites: Albia, Spencer, Atlantic, Cedar Falls, Charles City, Davenport, Denison, Fort Dodge, Iowa City, Orange City, Tama
- 12/11/14** Thursday Des Moines and ICN sites: Calmar, Cherokee, Creston, Fairfield, Hampton, Harlan, Independence, Jefferson, Muscatine, Onawa, Oskaloosa
- 3/3/15** Tuesday Des Moines and ICN sites: Carroll, Clinton, Council Bluffs, Creston, Iowa Falls, Mason City, Mt. Pleasant, Ottumwa, Waterloo, West Union
- 6/11/15** Thursday Des Moines and ICN sites: Cedar Rapids, Chariton, Clarion, Corning, Decorah, Dubuque, Marshalltown, Missouri Valley, Sac City, Sheldon, Washington
- 8/11/15** Tuesday Des Moines and ICN sites: Ames, Audubon, Cedar Rapids, Cylinder, Keokuk, Osceola, Ottumwa, Red Oak, Sioux City, Waverly

Register: Each person attending from an organization must register independently. Register online at educateiowa.gov; click on "Calendar" (top center of screen), find the month the workshop is scheduled for, click on the name of the workshop and follow the directions. If you do not have internet access contact Robin Holz at (515)281-3484 or robin.holz@iowa.gov. If you want DHS credit for the training, you must also register at <https://ccmis.dhs.state.ia.us/trainingregistry/>. If you need assistance registering with DHS, contact trhelp@dhs.state.ia.us for assistance.

Register at least twenty (20) days prior to the workshop. A confirmation letter including the ICN site address and directions, and workshop materials will be mailed to you about a week prior to the workshop. An ICN site will be cancelled if no people have registered eight days prior to the workshop. ICN site locations are subject to change. You may request a site closer to you; if enough people request that site, the site may be added.

Questions: Contact Janelle Loney at (515) 281-5356, e-mail: Janelle.Loney@iowa.gov