

Staffing, Supervisory Oversight & Training Plan



Bureau of Nutrition and Health Services

Christine Crow

May 4, 2016



Objectives

- Describe the staffing, training & supervisory plan & requirements
- Understand why the staffing, training, and supervisory plan is needed
- Learn how to appropriately complete all sections of the plan so that it will be approval ready!



Staffing, Supervisory Oversight, and Training Plan

- The USDA requires CACFP centers to document that they have appropriate and effective management practices.
- Policies, procedures, and internal controls are required for every CACFP requirement. This will ensure:
 - There is an adequate number of qualified and trained staff to accomplish all CACFP responsibilities
 - There is a qualified person who supervises all CACFP responsibilities at a reasonable frequency

Staffing, Supervisory Oversight, and Training Plan

- This information is submitted and reviewed by your consultant annually through the CACFP Application.

Packet Assigned To: Keerti Patel				
Action	Form Name	Latest Version	Status	
View Revise	✓ Organization Application	Original	Approved	
Revise Details	✓ Board of Directors	Original	Approved	
View Revise	✓ Organization Budget Detail	Original	Approved	
View Revise	✓ Sponsor Management Plan	Original	Approved	
Details	✓ Checklist (14)			
Details	Application Packet Notes			
View	Application Packet Notes for Org			
Details	Attachment List			

Ctr-Mgt Plan-CACFP Staffing, Supervisory Oversight & Training Plan Chart

Instructions:

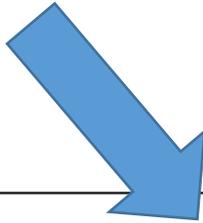
Complete the chart below to identify employees responsible for CACFP tasks, their job title, frequency the task is completed, and who is responsible for supervising the employee to ensure the task is completed correctly. Include the training plan including the CACFP training topic that the staff member will receive, the projected training date, who the person or organization will be that will administer the training, and the type of training to be given for each individual listed with CACFP responsibilities. If one person is responsible for multiple tasks, complete columns 4-8 only one time for the employee. Enter N/A in column 2 if the CACFP task is not applicable to your organization. The highlighted section is an example of how this chart should be completed for one of the tasks.

NOTE: to add a row when there are multiple people completing the same task, place the cursor to the right of the last column for that row and hit enter.

Organization Name & Agreement Number					Date Completed				
CACFP Staff Responsibility List				CACFP Staff Training Plan – Please list the training plan for all staff listed with CACFP Responsibilities					
CACFP Task (1)	Name and job title of employee responsible for the task (2)	Frequency this task is completed (daily, weekly, monthly, other) (3)	Name of person who supervises this employee and their title (4)	Frequency the supervisor oversees the task (daily, weekly, monthly, other) (5)	CACFP Training Topic(s) (list anticipated topics staff will receive) (6)	Projected date(s) (7)	Anticipated Trainer(s) (8)	Type(s) of Training (list all that apply) (9)	
					<ul style="list-style-type: none"> • Meal patterns • Meal participation records • Claims submission and review procedures • Recordkeeping requirements • An explanation of the CACFP reimbursement system • Mealtime expectations and responsibilities of adults supervising at mealtime • Civil Rights • Food Safety and Sanitation • Other (describe) 	*Must be in FY 2016 between 10/1/15 – 09/30/16		<ul style="list-style-type: none"> • State Agency Steps to Success Modules • State Agency Short Course • Other State Agency training • NFSMI online training • Center In-Service • CACFP topics during staff meetings • Training offered by other organization • ISU ServeSafe training • New employee orientation • Other (describe) 	

Enter your Center's Name & Agreement Number here

Enter the date you worked on the form



Organization Name & Agreement Number
Carrot Kids Day Care 0123456789

Date Completed
09/01/2016

CACFP Staff Responsibility List

CACFP Staff Training Plan –
Please list the training plan for all staff listed with CACFP Responsibilities

CACFP Task	Name and job	Frequency	Name of	Frequency	CACFP Training Topic(s) /List	Projected	Anticipated	Type(s) of Training
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CACFP Staff
Responsibility List

CACFP Staff
Training Plan



CACFP Staff Responsibility List

CACFP Task (1)	Name and job title of employee responsible for the task (2)	Frequency this task is completed (daily, weekly, monthly, other) (3)	Name of person who supervises this employee and their title (4)	Frequency the supervisor oversees the task (daily, weekly, monthly, other) (5)

CACFP Task

Approve income applications and/or complete Head Start certification lists

Verify accuracy of income application approval

Approve income applications and/or complete Head Start certification lists
Verify accuracy of income application approval
Hearing official (pricing programs only)
Complete and update free and reduced price eligibility summary and/or Head Start certification lists
Ensure enrollments are on file, updated annually and required information is completed
Conduct annual training of CACFP staff
Conduct CACFP orientation for new staff
Plan menus
Check menus for meal component compliance

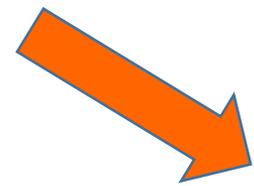


Hearing official (pricing programs only)

Monitor sponsored sites (For Center Sponsors only)
Infant Feeding: Check box if infants are not enrolled for care
Purchase infant foods
Prepare infant bottles
Prepare infant food
Feed infants
Record infant menus
Record infant meal participation
Evaluate infant menus and meal participation records to ensure only reimbursable meals are claimed
Ensure parents of infants have signed a form to accept or decline the center's



Monitor sponsored sites (For Center Sponsors only)



Infant Feeding: Check box if infants are not enrolled for care
Purchase infant foods
Prepare infant bottles

Name & Job Title of
Employee Responsible for
the Task

<u>EXAMPLE:</u> Plan menus	Jane Doe – cook
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Will This Be Approved?

Is there a name and title in every field?

If a task does not apply, is it indicated that is not applicable to this center?

Approve income applications and/or complete Head Start certification lists	Caleb Carrot – Business Manager
Verify accuracy of income application approval	Caleb Carrot – Business Manager
Hearing official (pricing programs only)	N/A
Complete and update free and reduced price eligibility summary and/or Head Start certification lists	Caleb Carrot – Business Manager
Ensure enrollments are on file, updated annually and required information is completed	Caleb Carrot – Business Manager
Conduct annual training of CACFP staff	Becky Broccoli - Director
Conduct CACFP orientation for new staff	Becky Broccoli – Director
Plan menus	Cathy Cauliflower – Head Cook



Will This Be Approved?

Is there a name and title in every field?

If a task does not apply, is it indicated that is not applicable to this center?

Approve income applications and/or complete Head Start certification lists	Caleb Carrot – Business Manager
Verify accuracy of income application approval	
Hearing official (pricing programs only)	N/A
Complete and update free and reduced price eligibility summary and/or Head Start certification lists	Caleb Carrot – Business Manager
Ensure enrollments are on file, updated annually and required information is completed	
Conduct annual training of CACFP staff	Becky Broccoli - Director
Conduct CACFP orientation for new staff	
Plan menus	Cathy Cauliflower – Head Cook
Check menu for	



Will This Be Approved?

Is there a name and title in every field?

If a task does not apply, is it indicated that is not applicable to this center?

Approve income applications and/or complete Head Start certification lists	Caleb Carrot – Business Manager
Verify accuracy of income application approval	
Hearing official (pricing programs only)	N/A
Complete and update free and reduced price eligibility summary and/or Head Start certification lists	Caleb Carrot – Business Manager
Ensure enrollments are on file, updated annually and required information is completed	
Conduct annual training of CACFP staff	
Conduct CACFP orientation for new staff	
Plan menus	Cathy Cauliflower – Head Cook

What about these tasks?



Order and/or shop for food	Cathy Cauliflower – Head Cook
Prepare meals	Cathy Cauliflower – Head Cook
Supervise participants during meal service	Teachers – see attached list
Record point of service meal participation	Teachers – see attached list



Order and/or shop for food	Cathy Cauliflower – Head Cook
Prepare meals	Cathy Cauliflower – Head Cook
Supervise participants during meal service	Teachers – Alison Apple Betty Banana Chris Cucumber Dean Bean Kurt Kale
Record point of service meal participation	Teachers – Alison Apple Betty Banana Chris Cucumber Dean Bean Kurt Kale

Frequency This Task Is Completed (daily, weekly, monthly, other)

<u>EXAMPLE:</u> Plan menus	Jane Doe – cook	Monthly
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Will This Be Approved?

Is there a frequency documented for every task?

Does this frequency correlate with the CACFP requirement?

Approve income applications and/or complete Head Start certification lists	Caleb Carrot – Business Manager	Annually
Verify accuracy of income application approval	Caleb Carrot – Business Manager	Annually
Hearing official (pricing programs only)	N/A	N/A
Complete and update free and reduced price eligibility summary and/or Head Start certification lists	Caleb Carrot – Business Manager	Annually
Ensure enrollments are on file, updated annually and required information is completed	Becky Broccoli – Director	Annually
Conduct annual training of CACFP staff	Becky Broccoli – Director	Twice a year
Conduct CACFP orientation for new staff	Becky Broccoli – Director	As new staff are hired
Plan menus	Cathy Cauliflower – Head Cook	Monthly



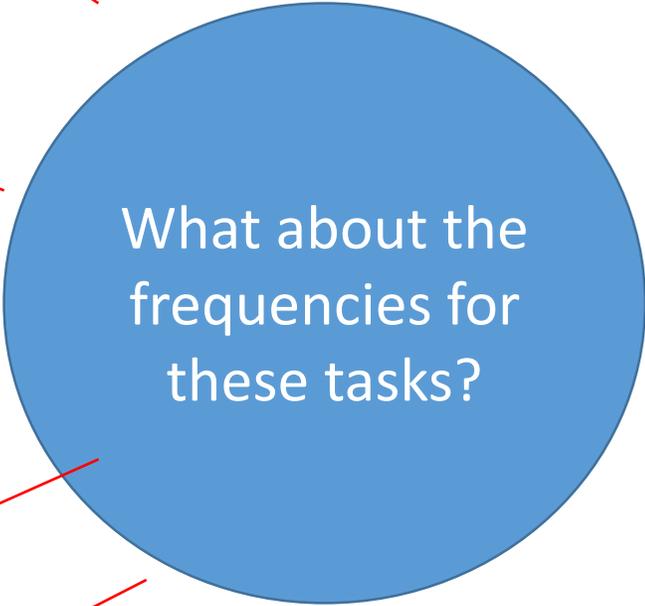
Will This Be Approved?

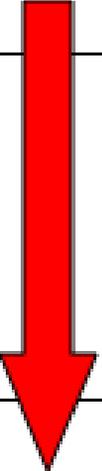
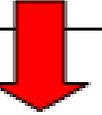
Is there a frequency documented for every task?

Does this frequency correlate with the CACFP requirement?

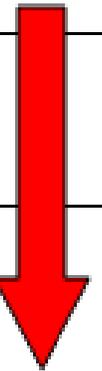
Approve income applications and/or complete Head Start certification lists	Caleb Carrot – Business Manager	Annually
Verify accuracy of income application approval	Caleb Carrot – Business Manager	
Hearing official (pricing programs only)	N/A	N/A
Complete and update free and reduced price eligibility summary and/or Head Start certification lists	Caleb Carrot – Business Manager	
Ensure enrollments are on file, updated annually and required information is completed	Becky Broccoli - Director	
Conduct annual training of CACFP staff	Becky Broccoli – Director	
Conduct CACFP orientation for new staff	Becky Broccoli - Director	
Plan menus	Cathy Cauliflower – Head Cook	Monthly

What about the frequencies for these tasks?



Order and/or shop for food	Cathy Cauliflower – Head Cook	Weekly
Prepare meals	Cathy Cauliflower – Head Cook	3 times per day
Supervise participants during meal service	Teachers – Allison Apple Betty Banana Chris Cucumber Dean Bean Kurt Kale	
Record point of service meal participation	Teachers 	



Order and/or shop for food	Cathy Cauliflower – Head Cook	Twice a year
Prepare meals	Cathy Cauliflower – Head Cook	monthly
Supervise participants during meal service	Director	Once a week
Record point of service meal participation	Director	





Prepare infant bottles	Wendy Watermelon, Penny Pineapple, Martha Mango	Daily as needed	Becky Broccoli – Director	Twice annually
Prepare infant food				
Feed infants				
Record infant menus				
Record infant meal participation				

Name of Person Who Supervises This Employee & Their Title

Frequency the Supervisor Oversees the Task (daily, weekly, monthly, other)

<u>EXAMPLE:</u> Plan menus	Jane Doe – cook	Monthly	Mary Smith - Director	Twice annually
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Will This Be Approved?



Approve income applications and/or complete Head Start certification lists	Caleb Carrot – Business Manager	Annually	Becky Broccoli - Director	Annually
Verify accuracy of income application approval	Caleb Carrot – Business Manager	Annually	Becky Broccoli - Director	Annually
Hearing official (pricing programs only)	N/A	N/A	N/A	N/A
Complete and update free and reduced price eligibility summary and/or Head Start certification lists	Caleb Carrot – Business Manager	Quarterly	Becky Broccoli - Director	Annually
Ensure enrollments are on file, updated annually and required information is completed	Becky Broccoli - Director	Quarterly	Sam Spinach - Board President	Annually
Conduct annual training of CACFP staff	Becky Broccoli – Director	Twice a year	Sam Spinach - Board President	Annually
Conduct CACFP orientation for new staff	Becky Broccoli - Director	As new staff are hired	Sam Spinach - Board President	Annually
Plan menus	Cathy Cauliflower – Head Cook	Monthly	Becky Broccoli - Director	Twice a year

Will This Be Approved?



Approve income applications and/or complete Head Start certification lists	Caleb Carrot – Business Manager	Annually	Becky Broccoli - Director	Annually
Verify accuracy of income application approval	Caleb Carrot – Business Manager	Annually		
Hearing official (pricing programs only)	N/A	N/A	N/A	N/A
Complete and update free and reduced price eligibility summary and/or Head Start certification lists	Caleb Carrot – Business Manager	Quarterly	Becky Broccoli - Director	Annually
Ensure enrollments are on file, updated annually and required information is completed	Becky Broccoli - Director	Quarterly	Sam Spinach - Board President	
Conduct annual training of CACFP staff	Becky Broccoli – Director	Twice a year		
Conduct CACFP orientation for new staff	Becky Broccoli - Director	As new staff are hired		
Plan menus	Cathy Cauliflower – Head Cook	Monthly	Becky Broccoli - Director	Twice a year

QUESTIONS?

CACFP Staff Training Plan

CACFP Staff Training Plan – Please list the training plan for all staff listed with CACFP Responsibilities			
CACFP Training Topic(s) (list anticipated topics staff will receive)	Projected date(s)	Anticipated Trainer(s)	Type(s) of Training (list all that apply)
<ul style="list-style-type: none"> • Meal patterns • Meal participation records • Claims submission and review procedures • Recordkeeping requirements • An explanation of the CACFP reimbursement system • Mealtime expectations and responsibilities of adults supervising at mealtime • Civil Rights • Food Safety and Sanitation • Other (describe) <p style="text-align: center;">(6)</p>	<p>*Must be in FY 2017 between 10/1/16 – 09/30/17</p> <p style="text-align: center;">(7)</p>	<p>(8)</p>	<ul style="list-style-type: none"> • State Agency Steps to Success Modules • State Agency Short Course • Other State Agency training • NFSMI online training • Center In-Service • CACFP topics during staff meetings • Training offered by other organization • ISU ServSafe training • New employee orientation • Other (describe) <p style="text-align: center;">(9)</p>
Meal Patterns, Civil Rights Food Safety & Sanitation	03/16 & 02/16	Mary Smith & ISU Extension	Center In-service & ServSafe Training

CACFP Staff Training Plan

<p>CACFP Training Topic(s) (list anticipated topics staff will receive)</p> <ul style="list-style-type: none"> • Meal patterns • Meal participation records • Claims submission and review procedures • Recordkeeping requirements • An explanation of the CACFP reimbursement system • Mealtime expectations and responsibilities of adults supervising at mealtime • Civil Rights • Food Safety and Sanitation • Other (describe) <p>(6)</p>

CACFP Task & Name/Title of Responsible Person

Approve income applications and/or complete Head Start certification lists	Caleb Carrot – Business Manager
Verify accuracy of income application approval	Caleb Carrot – Business Manager



CACFP Training Topics

<p>Civil Rights</p> <p>Mealtime expectations and responsibilities of adults supervising at mealtime</p> <p>Food Safety and Sanitation</p>
<p>Civil Rights</p> <p>Mealtime expectations and responsibilities of adults supervising at mealtime</p> <p>Food Safety and Sanitation</p>

CACFP Staff Training Plan

- CACFP Training Topic(s) (list anticipated topics staff will receive)
- Meal patterns
 - Meal participation records
 - Claims submission and review procedures
 - Recordkeeping requirements
 - An explanation of the CACFP reimbursement system |
 - Mealtime expectations and responsibilities of adults supervising at mealtime
 - Civil Rights
 - Food Safety and Sanitation
 - Other (describe)
- (6)

CACFP Task & Name/Title of Responsible Person

Supervise participants during meal service	Caleb Carrot Teachers – Allison Apple Betty Banana Chris Cucumber Dean Bean Kurt Kale	3 times per day
Record point of service meal participation	Caleb Carrot Teachers	

CACFP Training Topics

<p>Civil Rights</p> <p>Mealtime expectations and responsibilities of adults supervising at mealtime</p> <p>Food Safety and Sanitation</p>
<p>Civil Rights</p> <p>Mealtime expectations and responsibilities of adults supervising at mealtime</p> <p>Food Safety and Sanitation</p>



CACFP Staff Training Plan

<p>CACFP Training Topic(s) (list anticipated topics staff will receive)</p> <ul style="list-style-type: none"> • Meal patterns • Meal participation records • Claims submission and review procedures • Recordkeeping requirements • An explanation of the CACFP reimbursement system • Mealtime expectations and responsibilities of adults supervising at mealtime • Civil Rights • Food Safety and Sanitation • Other (describe) <p>(6)</p>

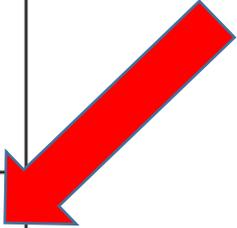


<p>Civil Rights</p> <p>Mealtime expectations and responsibilities of adults supervising at mealtime</p> <p>Food Safety and Sanitation</p>
<p>Civil Rights</p> <p>Mealtime expectations and responsibilities of adults supervising at mealtime</p> <p>Food Safety and Sanitation</p>
<p>Civil Rights</p>
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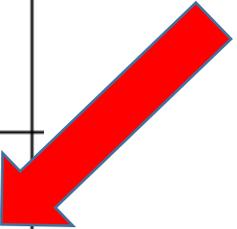


CACFP Staff Training Plan

Projected date(s) *Must be in FY 2017 between 10/1/16 – 09/30/17 (7)
03/16 & 02/16



Projected date(s) *Must be in FY 2017 between 10/1/16 – 09/30/17 (7)
03/17 & 02/17

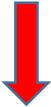


CACFP Staff Training Plan

CACFP Training Topics	Dates	Trainer	Type of Training
Civil Rights Meal patterns Meal participation records Mealtime expectations and responsibilities of adults supervising at mealtime	11/30/16 & 03/2017 <div style="text-align: center; font-size: 2em; color: red;">↓</div>	Becky Broccoli – Director and State Agency	Staff meeting and CACFP Short Course
Civil Rights Meal patterns Meal participation records Mealtime expectations and responsibilities of adults supervising at mealtime	(Empty cell)	Becky Broccoli – Director and State Agency	Staff meeting and CACFP Short Course



Review

- Every task listed on the chart must have an employee listed who is responsible for completing this task. If the task does not apply to your center, indicate this on the form.
- List all of the employee names involved. Do not leave any sections blank or generalize the staff by only listing their title.
- The frequency of the task must be the frequency as required by the CACFP regulations. If your frequency does not match the requirements, modify your procedure and the chart.
- Individualize the trainings for all employees listed and document the planned training topics for each employee.
- Document the training date and ensure it is within the fiscal year.
- Fill in all of the columns on the chart! N/A or  are accepted!

QUESTIONS?