



Training Schedule for the Capital District and Northern NY Area

New Sponsor/New Director Training

Designed for programs new to CACFP, new directors of day care centers participating in CACFP, and new staff members responsible for CACFP record keeping.

Topics covered:

- How to administer CACFP
- How to maintain the required CACFP records
- How to plan menus based on CACFP meal requirements
- How to prepare the claim for CACFP reimbursement

Food Production Record Training

Designed for cooks, foodservice managers and supervisors.

Topics covered:

- How to keep the required CACFP food production records
- How to use the USDA Food Buying Guide/Calculator and Crediting Foods Guide
- How to plan menus that meet the Healthy Meal Patterns
- How to ensure meals are reimbursable

Feeding Infants Training

Designed for all centers serving infants.

Topics covered:

- How to meet the requirements for providing and claiming infant meals
- How to meet the best practices with infant feeding
- How to safely handle breast milk, formula and infant foods
- How to support breastfeeding families and become designated breastfeeding friendly

Steps to Excellence Training

Designed for centers that wish to improve their menus, begin family style meal service and create a nutrition policy.

Topics covered:

- How to decrease the amount of processed foods on the menu.
- How to identify benefits to family style meal service and how to implement this at your center.
- How to identify staff behaviors that promote healthy mealtime modeling.
- How to develop an action plan to facilitate change.

Training	Dates	Location	Time
Food Production Records	May 16, 2017 August 15, 2017	Riverview Center, Albany, NY	9:30am - 1:00pm
New Sponsor New Director	February 21, 2017 July 19, 2017	Riverview Center, Albany, NY	9:30am - 1:00pm
	September 19, 2017	Child Care Coordinating Council, Albany, NY	
Steps to Excellence	June 21, 2017 September 28, 2017	Riverview Center, Albany, NY	10:00am - 1:00pm
Feeding Infants	July 26, 2017	Riverview Center, Albany, NY	10:00 am - 1:00 pm

***If you would like to be invited to a training, please call Kate Scacchetti at 1-800-942-3858, option 4 or email Katherine.Scacchetti@health.ny.gov. You will need your CACFP Sponsor Agreement number.**