



United States Department of Agriculture
Food and Nutrition Service
Western Region

CACFP Policy Memo 04-03
SA-9-2-GEN

February 2, 2004

Subject: Mandatory Institution Attendance at State Agency (SA)
Child and Adult Care Food Program (CACFP) Training

To: All Western Region State Child Nutrition Program Directors

This memorandum establishes FNS policy to mandate attendance of CACFP institutions at State agency-provided CACFP integrity training. The general rule on SA training of institutions is stated in 7 CFR 226.6(a): "Each SA shall provide . . . sufficient training and technical assistance to institutions . . . to facilitate expansion and effective operation of the Program." In other words, SAs are required to provide training, and this requirement can only be met if institutions attend or otherwise participate in the training.

For example, FNS provided SAs training on the CACFP integrity regulations. Our clear expectation was that SAs, in turn, would provide the training, and institutions would attend the training in person or otherwise receive the training in a way that was amenable to the SA (i.e., satellite connection, internet connection, etc.)

We expect each SA to develop and disseminate policy to require attendance and what constitutes attendance at or participation in training. Each SA should also develop its own method of tracking attendance and handling cases where institutions fail or refuse to attend or participate in required training. The bottom line is that an institution that fails or refuses to attend or participate is out of compliance with 7 CFR 226.6(c)(3)(ii)(C), (Q), (U), and, by inference, (O); and the SA must declare the institution "seriously deficient" for noncompliance and require attendance at SA training as corrective action.

Please disseminate this information to your CACFP sponsors within 30 days. If you have any questions or concerns, please contact your state team at 415-705-1336.

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cc: WRO Advocates