



2023-2024 Division of Early Childhood School and Center Based

Head Start and Pre-K CACFP Training Requirements

Required Postings:

The following posters must be posted inside of the classroom in a conspicuous place during the approved snack time. If snacks are served and consumed in the cafeteria, all required postings must be posted in the cafeteria as well.

- Tennessee Comptrollers of the Treasury
- And Justice for All
- Building for the Future (English & Spanish Version must be posted)
- Language Assistance
- Civil Rights Complaint Form
- All Meals Must Be Served as a Unit
- Child/ Adult License (Current Certification of Approval)
- Monthly Menu (Can be provided by your school's Nutrition Manager or Nutrition Compliance Advisor)
- Peanut Free Zone
- Pre-K Choking Hazards Posting

Mandatory Training Requirements:

- Every teacher and teacher assistant will sign and date a CACFP training form and Civil Rights roster and submit both forms to meet the required annual training requirements.

Meal Pattern Requirements:

- Every teacher and teacher assistant will ensure that the following meal components are provided to every child daily during meal services
- For Breakfast: Pre-K/ Head Start children must receive all 3 components
- For Lunch: Pre-K/ Head Start children must receive all 5 components
- For Snack: Pre-K/ Head Start children must receive 2 components
 - Snack consists of 2 components and both components must be served (2 of the 5 components must be served to be considered a complete snack: meat/ meat alternate, fruit, vegetable, grain, and milk



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******* Only unflavored low fat 1% or fat free skim milk will be served to Head Start and Pre-K children*******

Meal Services:

Snacks must be issued during the approved serving time according to the classroom's schedule that was approved for the classroom.

- All snacks **MUST** be issued during the approved snack time.
 - Ex. If the classroom's snack serving time is 2:15pm to 2:30pm, all children must be served during this time for real time compliance. The issue of snacks must start at the indicated approval time and all children must be served by the end of the indicated approval time. Changes to snack times must be approved by The State of Tennessee and must be requested in writing to the classroom's assigned Instructional Advisor and Nutrition Compliance Advisor. Requested snack time changes may take several weeks for approval, but you must continue with original serving time until the changes are approved, and you have been notified of the approved change.
 - Any substitutions to snack components should be written in on the snack menu.
- All children must be handed both components of the snack to be in compliance.
- Snacks are to be consumed in the classroom and should not be taken home.
- All extra snacks/ meals and insulated bags should be returned to the cafeteria daily.
- Children are not allowed to bring outside food into the school buildings.

Record Keeping and Claims:

- Daily attendance and meal counts will be captured electronically in GoEngage (Electronic System).
- All key staff will be trained on how to utilize and access the electronic records through GoEngage.
- Teacher and teacher assistants will be responsible to ensure that every child is signed in and out electronically at the time of arrival and dismissal daily.



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- Family Engagement Specialists will reconcile/monitor electronic attendance and meal records in GoEngage daily for accuracy.
- CACFP Meal addendum forms will be maintained electronically on file for each child and will be maintained by the assigned Family Engagement Specialist.

Record Retention

- All CACFP meal addendum forms, daily attendance, and meal counts should be retained for a minimum of three years plus the current year.

Water Accessibility

- The dietary guidelines recommend that water be consumed daily. CACFP requires that drinking water be must available to children throughout the day, including at meal times. While water must be made available to children during meal times, it is not part of the reimbursable meal and can not be served in place of fluid milk.

Sanitary Procedures:

- All staff and children must wash their hands prior to any meal being served.
- All staff must wear gloves when handling and opening food packaging during meal services.
- We will continue routine cleaning, sanitizing, and disinfecting before and after meal services of all tables and surfaces used to prepare meals using our 3 step process.
 1. Cleaning (with soap/ cleaning solution)
 2. Rinsing with clean water
 3. Sanitizing/disinfecting

*In the event of school closing/ pandemic, all District guidelines and protocols and CDC Recommendations will be followed as it relates to meal services.



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**If you have any questions or concerns in regards to the above Meal Procedures,
before signing and returning this acknowledgment form please contact:**

Lauren Ward at MillerL3@scsk12.org

Jacqueline Robinson-Tate at RobinsontateJE@scsk12.org

Acknowledgement of CACFP Meal Service guidelines & regulations on the following:

- 1. Meal Pattern Requirements**
- 2. Compliance during meal services**
- 3. Menu components including changes to components**
- 4. Daily meal count logs**
- 5. Meal review procedures**
- 6. Record Keeping Procedures (Attendance logs, all meal logs, and training acknowledgement forms, meal addendum forms, and enrollment forms)**
- 7. Required trainings (CACFP and Civil Rights)**
- 8. Required postings for the classroom or meal service area**
- 9. Claims submission/ Reimbursement system**

Print Name:

Signature:

Schools Name:

Position: Teacher or Teacher Assistant?

Date:
