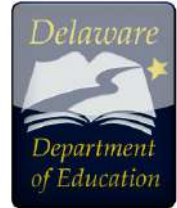


**Child and Adult Care Food Program (CACFP)
Annual Sponsor Training
Dover Downs Hotel & Conference Center
September 19, 2017
8:00 a.m. - 3:30 p.m.**



Registration 8:00 am – 8:30 am

- I. Welcome and Introductions (*Aimee*) 8:30-8:45
 - a. Kimberly Krzanowski, Executive Director, Office of Early Learning

- II. Civil Rights (*Jason*) 8:45 – 9:00

- I. Recordkeeping/Documentation (*Ruth/Heather/Jason*) 9:00-10:00
 - a. Training
 - b. Eligibility determinations for participants
 - c. Meal count and attendance forms
 - d. Fiscal Management
 - e. Claim Documentation

Restroom Break – 15 minutes 10:00-10:15

- II. Procurement (*Melissa*) 10:15-11:30

Lunch Break – 1 hour (working lunch) 11:30-1:00

- III. How to Prepare an Effective Corrective Action Plan (*MH Miles*) 12:00-1:00
- IV. CACFP New Meal Pattern (*Nemours*) 1:00- 3:00
- V. Questions/Wrap Up (*Aimee*) 3:00-3:30
 - a. Evaluations (*Laura Lessard, PhD, MPH, Director of Evaluation, Delaware INBRE, University of Delaware*)



Did you sign in?

Post questions on the Parking Lot!

Turn in Evaluations before you leave!