



DEPARTMENT OF EDUCATION


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September 20, 2022

MEMORANDUM

TO: Child and Adult Care Food Program Sponsors

FROM: Aimee Beam, MS, RD, LDN 
Education Associate, Nutrition Programs

SUBJECT: **2022 Operational Memo #21**
FY 23 CACFP Training Requirements

Fiscal Year (FY) 23 Child and Adult Care Food Program (CACFP) trainings are now available. The following courses must be completed, and certificates must be submitted, as part of FY 23 reapplication:

- CACFP Annual Reapplication Training – Course # - 29391 – Section # - 60658
- CACFP – USDA Performance Standards (VCA) – Course # - 30911 – Section # - 60458
- Crediting Meats and Grains in CACFP – Course # - 30912 – Section # - 60718

In order to take each course you must first register in PDMS and then take the course in Schoology. The PDMS and Schoology icons are available once you log into EdAccess. Instructions are attached to this memo for your reference.

Please note that the annual Civil Rights training will be released separately. We are streamlining so that sponsors in multiple Child Nutrition Programs will only need to take the Civil Rights training once per year and it will count for all Programs.

A completed 2023 CACFP Reapplication Training Checklist must be submitted to your assigned reapplication Field Agent along with your course certificates. The checklist is attached to this memo.

Please contact us at 302-857-3356 with any questions.

Attachment: 2023 CACFP Reapplication Training Checklist
How to Register and Access Nutrition Courses and Certificates

cc: Nutrition Team



Delaware

Department of Education

How to Register and Access Courses in PDMS and Schoology for the Child Nutrition Program (CNP)

The following steps are to be used when registering for a course in the Professional Development Management System (PDMS), and accessing a course in Schoology.

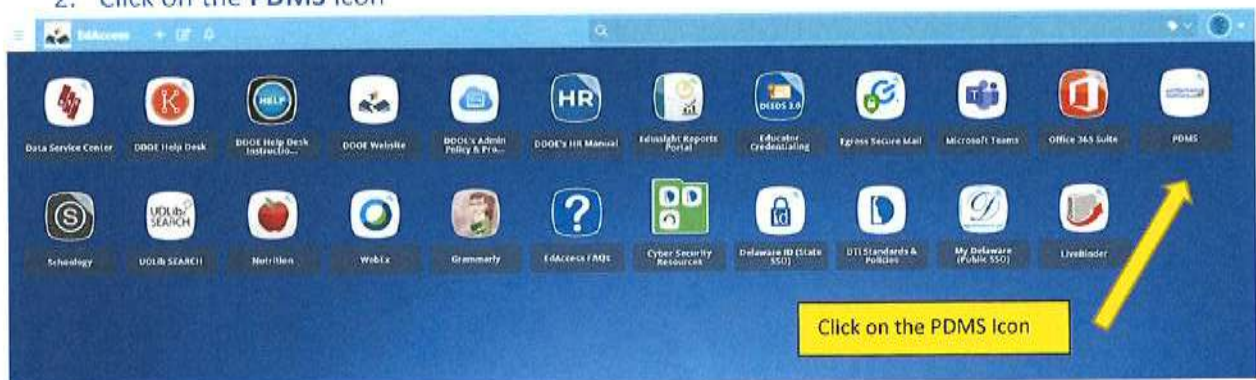


How do I register for a training course?

1. Log into EdAccess



2. Click on the PDMS icon



If difficulty is experienced with sound, etc., please try a different Internet browser, excluding Internet Explorer.

For questions and assistance, please call the Nutrition Programs Office at (302) 857-3356.

3. Search for the desired course title or course number. If you do not have the course or section number, you can also enter "SFSP" "CACFP" or "SNP" and all related courses should appear.



4. A list of courses matching your search criteria will be displayed in the center column and the applicable sections available for registration will be displayed at the bottom of the course title listed under "Select a section to register".

5. Click **Register** button



If difficulty is experienced with sound, etc., please try a different Internet browser, excluding Internet Explorer.

For questions and assistance, please call the Nutrition Programs Office at (302) 857-3356.

6. Click **Next** button (bottom left of page) to confirm Course Selection. You can access the course as soon as you complete the registration. You do not have to wait until the following day.

Course Registration

Registering for District School Nutrition - Procurement Form 8569 American Signatures Program 198

Confirm Course Selection

Make sure to enter following information to complete the course registration. Click Next to continue.

Display selected course

Course Title: Nutrition Training - Procurement Form 8569 American Signatures Program 198

Section: Nutrition Training - Procurement Form 8569 American Signatures Program 198

Check class type: **Next**

Section Notes: NPTA - July 2025

Last Dates: 7/14/25 - 8/20/25

Print Registration Data



How do I access the training course?

The courses are delivered through Schoology (which is accessed through EdAccess, and registered for in PDMS).

The preferred method for accessing a course:

1. Log into your **EdAccess** account
2. Click on the **Schoology** tile
3. Click the **Courses** link at the top of the page
4. Click the desired course

Alternative Method:

1. Log into your **EdAccess** account
2. Click on the **PDMS** link
3. Click on the course link title. This link will launch Schoology and open your course.

If difficulty is experienced with sound, etc., please try a different Internet browser, excluding Internet Explorer.

For questions and assistance, please call the Nutrition Programs Office at (302) 857-3356.



Child and Adult Care Food Program 2023 Fiscal Year

Training Checklist

Sponsor Name: _____

Sponsor Contact: _____

This checklist provides information on a number of topics for the 2023 Child and Adult Care Food Program (CACFP). The checklist serves to meet the State agency’s annual training requirement for your institution’s CACFP Program. Please review this document in its entirety and check all boxes that pertain to your sponsorship. The completed and signed checklist will validate that you have read each item, understand the program requirements, and agree to implement the regulations.

Fax (302-739-1769) or scan/email a copy of your completed and signed checklist to your assigned Field Agent. Failure to return a completed and signed checklist will result in a delay of your 2023 application approval.

Training

I acknowledge that I have reviewed the 2023 CACFP Annual Sponsor Training PowerPoints and handouts to meet the annual training requirement as outlined in federal regulations 7 CFR 226. Topics included:

- CACFP Annual Reapplication Training: Course # - 29391 – Section #60658
- CACFP – USDA Performance Standards(VCA): Course # - 30911 – Section #60458
- Crediting Meat / Meat Alternative & Grains in the CACFP: Course #30912 - Section #60718

I acknowledge that all staff involved in any aspect of the CACFP will be trained. This training is necessary to meet the annual training requirement as outlined in federal regulations 7 CFR 226. Training topics must include:

- | | | |
|-----------------------------|------------------------------|--------------------------------|
| Civil Rights | Infant Menus (if applicable) | Recordkeeping Procedures |
| Claim Completion Procedures | Meal Count Procedures | Time and Attendance Records |
| Costs Documentation | Meal Pattern Requirements | Monitoring Requirements |
| Eligibility Determination | Menus | <i>(Sponsor Organizations)</i> |
| Enrollment Statements | Milk Substitutions | |

Non-Discrimination Statement

- I acknowledge that I have read the federal non-discrimination statement, and will add to our website, and update all CACFP documents to include the current required statement.

Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

program.intake@usda.gov

This institution is an equal opportunity provider.

Sponsor Organization: _____
(Name of Sponsoring Organization or Independent Center Sponsor)

Print Name (Executive Director/Owner or Designee)

Date

Signature (Executive Director/Owner or Designee)

In accordance with 7 CFR §226 Recordkeeping requirements, please retain a signed copy of this Training Checklist

STATE USE ONLY

Reviewed/Approved by: _____
Signature

Date