



COMMONWEALTH of VIRGINIA

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Date: August 12, 2024

To: Program Operators of the Virginia Child and Adult Care Food Program (CACFP)

From: T. Sherri Dorsey, Special Nutrition Programs (SNP) Manager

Memo: Notification of FY 2024-2025 Required Annual Program Training

Greetings Partners:

Please accept this correspondence as the Virginia Department of Health's (VDH) Notification of Required Annual Training for all Program operators participating in the CACFP. The State Agency is responsible for providing annual training specific to Program duties and responsibilities for key staff from all independent centers and sponsoring organizations.

Per Federal regulations Section 7, Part CFR 226, attendance by key staff, as defined by the State agency, is required prior to administration of CACFP operations. Key staff includes the following:

- **Executive Director**
- **Business Owner (for –profit)**
- **Center Director**
- **Authorized Representative**
- **Program Coordinator/ Contact**
- **Financial staff involved with budget and claim preparation**
- **Staff involved in free and reduced priced determinations**
- **Teachers**
- **Monitors**
- **Direct Care Staff**
- **Cooks**
- **Staff that plan meals**

Annual State agency CACFP training for Federal fiscal Year (FFY) 2024-2025 will be available **August 15, 2024** online. Details regarding online training are below:

Website: vdhcacfptraining.com
Access Code: vdh
Required Modules: 110 Annual Sponsor Training

Additional required training modules continue to be revised and updated based on revised United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) policies. Please look for these additional training modules to go live on August 15, 2024.

Completion of annual CACFP training is required for key staff of independent centers and sponsoring organizations, appropriate to the level of staff duties. As part of the Annual CACFP Certification requirements, organizations must upload their training Certificates of Completion into the Child and Adult Application and Meal Payment System (CHAAMPS) Attachment List section of the Application Packet. Noncompliance with this training requirement will result in delay and/or denial of the organization's application/annual certification for FY25.

Please feel free to contact the CACFP mailbox with training questions or concerns at cacfp@vdh.virginia.gov or contact your assigned specialist. For technical assistance with the training website, please visit vdhcacfptraining.com/contact/.

The Special Nutrition Programs Team looks forward to working with our wonderful Program partners during the FY25 CACFP. As always, please accept my sincere appreciation for your hard work and continued efforts to eradicate hunger in the Commonwealth of Virginia.

Looking Forward To A Great Program Year!

T. Sherri Dorsey, Special Nutrition Programs (SNP) Manager