



2020 USDA Mandatory Training

This is a **mandatory** training for all SENDCAA Providers. This training is due August 31st, 2020. The training is **NOT** Growing Futures approved. Answers can be found in the SENDCAA manual.

Name _____

Meal Patterns:

- | | |
|--|--|
| 1. At least _____ serving(s) of grains per day must be whole-grain rich. | 4. A serving of a fruit and a vegetable at snack would be creditable.
A. True
B. False |
| 2. Brown rice is considered a whole grain.
A. True
B. False | 5. Which food item(s) are NOT a creditable meat alternate for children over the age of one?
A. Soy yogurt
B. Pepperoni
C. Black Beans
D. Cheese products |
| 3. These cereals are creditable with the CACFP. (Circle all that apply)
A. Frosted Flakes
B. Multi-grain Cheerios
C. Life
D. Raisin Bran | |

Record Keeping:

- Claims must be submitted by the _____ of the month.
- Meal attendance can be completed before the meal has been served.
A. True
B. False
- Menu and menu attendance must be completed:
A. Weekly
B. Daily
C. Monthly

Reimbursement:

- Reimbursement is based on a two tier system.
A. True
B. False

Please review the civil rights statement on the next page and answer the questions below:

SENDCAA Civil Rights Compliance Training



1. Data Collection and Use
 - Parent may not be required to furnish information on their race or ethnicity on the child enrollment form
 - Keep confidential
2. Public Notification
 - Have information on the benefits of the CACFP available for all potentially eligible families. This includes program availability, complaint information and nondiscrimination statements
3. Complaint Procedures
 - The person alleging the complaint must be provided with the nondiscrimination statement and procedure
 - The nondiscrimination statement has the complaint process which can be found in the SENDCAA Manual or on our website
 - A complaint alleging discrimination must be made within 180 days of the event
 - Complaints should be forwarded to the Sponsor, State Agency or directly to USDA
4. Compliance Review
 - The State Agency and SENDCAA reviews civil rights as part of the compliance monitoring/home visits
5. Resolution and Non-compliance
 - Resolve all civil rights issues (examples – special dietary needs, language asst.)
 - Be responsive to corrective action regarding civil rights
6. Requirements for reasonable accommodations of persons with disabilities, such as:
 - Special dietary needs, special eating utensils, equal access and service
7. Language assistance
 - People with limited English proficiency need to be served in other languages
 - Outreach in other languages is important
 - Children can not be used as interpreters
 - If you need an interpreter to explain the program to parents and one isn't available locally, please contact SENDCAA
 - Respect confidentiality when using interpreters
8. Conflict Resolution
 - Assess the nature of the problem and remain calm
 - Take appropriate steps to notify all pertinent parties about the problem and work together
 - Follow-up
9. Customer Service
 - When a parent approaches you regarding a special dietary or any civil rights issue, treat them with respect and be helpful
 - All participants must be treated in the same manner
 - Be proactive and accommodating

Examples of Discrimination:

Refuse a child's enrollment based on disability; Segregating children; deliberately separating boys and girls; Forcing children to eat; Selectively distributing applications; Not offering the program to infants.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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: (202) 690-7442; or (3) Email: program.intake@usda.gov. This institution is an equal opportunity provider.

1. The CACFP must be offered to all children enrolled at the child care, including infants, at no additional cost to the parents.
 - A. True
 - B. False
2. Refusing a child's enrollment based on a disability is an example of discrimination.
 - A. True
 - B. False
3. The CACFP is a federal program, child care providers are required to offer meals without charge to all eligible children, regardless of:
 - A. Race, color, national origin, age, sex and disability
 - B. Race, color, age, sex, religion and disability
 - C. Race, color, age, sex, ability to pay and disability