



Lesson Plans

CACFP Basics and Business Practices for Family Day Care Home Providers Video Lesson

Lesson Overview

Lesson Participants: CACFP personnel and family day care home providers.

Type of Lesson: Video lesson delivered in short face-to-face training session

Time Needed to Conduct the Lesson: 40 minutes

Lesson Description: This video lesson provides an overview of how family day care home providers can participate in the U.S. Department of Agriculture's Child and Adult Care Food Program (CACFP) and offers tips for successful business practices.

Lesson Objectives

At the completion of the lesson the participant will be able to

- identify how a family day care home provider can participate in the CACFP.
- identify best sources for further information and guidance on participating in the CACFP.
- understand the role of the sponsor.
- choose business practices tips to apply in their family day care home.
- organize the records needed to maintain and submit on the program.

Get Ready to Train

The format for the CARE Connection lesson plans includes an overview, preparation checklist, lesson-at-a-glance with timeline for conducting the lesson, instructor's script, and lists of references and other resources. The instructor will use the script to present the lesson to the participant. Each script gives directions to the instructor—**DO, SAY, ASK**—to deliver the lesson.

Before the day the lesson is to be presented:

- Study the Instructor's Script and be prepared to tell it in your own words.
- Preview the video and be familiar with the answers on the video viewing guide.

The lesson can be presented in a family day care home, media center, or classroom.

CARE Connection Section 9: Video Lesson 2: *CACFP Basics and Business Practices for Family Day Care Home Providers* has a run time of approximately 17 minutes. Allow a few minutes to get started and allow 15 minutes for follow-up discussion after the video.

The video may also be used as a substitute lesson for an employee who was not present for the face-to-face training or to review material for an employee needing additional information.

Preparation Checklist

Directions: Use the Preparation Checklist to get ready for the training session. Keep track of your progress by checking off tasks as they are completed.

Done <input checked="" type="checkbox"/>	Lesson Tasks
	<p>Gather Materials</p> <p>Materials Needed:</p>
<input type="checkbox"/>	<ul style="list-style-type: none"> • Instructor’s Script
<input type="checkbox"/>	<ul style="list-style-type: none"> • CARE Connection Section 9, Video Lesson 2: <i>CACFP Basics and Business Practices for Family Day Care Home Providers</i> video file. The video file may be viewed online at www.nfsmi.org or downloaded as a Windows Media Video (WMV) file to be viewed on a computer. The CARE Connection video lessons are also available on a two DVD set from the National Food Service Management Institute.
<input type="checkbox"/>	<ul style="list-style-type: none"> • <i>CACFP Basics and Business Practices for Family Day Care Home Providers</i> Video Viewing Guide and answer key
<input type="checkbox"/>	<ul style="list-style-type: none"> • Pens or pencils (one for each participant)
<input type="checkbox"/>	<ul style="list-style-type: none"> • Session Evaluation/Feedback Form (one for each participant - optional)
<input type="checkbox"/>	<ul style="list-style-type: none"> • Video file or DVD player and monitor
	<p>Prepare for Lesson</p> <p>Before the Training:</p>
<input type="checkbox"/>	<ul style="list-style-type: none"> • Study the instructor’s script and be prepared to present the lesson in your own words.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Preview video and be familiar with answers to the video viewing guide.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Make enough copies of the video viewing guide for each participant.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Make copies of Session Evaluation/Feedback Form (one for each participant). You may use the sample NFSMI evaluation form linked here or develop your own.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Make arrangements for equipment to play the video file or DVD.

<input type="checkbox"/>	<ul style="list-style-type: none"> Set up the room.
	On Training Day:
<input type="checkbox"/>	<ul style="list-style-type: none"> Have video file loaded and ready to view.
<input type="checkbox"/>	<ul style="list-style-type: none"> Place pens or pencils on tables (one for each participant).
<input type="checkbox"/>	<ul style="list-style-type: none"> Distribute the video viewing guide to each participant.
	On the Instructor's Table:
<input type="checkbox"/>	<ul style="list-style-type: none"> Instructor's Script
<input type="checkbox"/>	<ul style="list-style-type: none"> Instructor's copy of <i>CACFP Basics and Business Practices for Family Day Care Home Providers Video Viewing Guide</i> and answer key
<input type="checkbox"/>	<ul style="list-style-type: none"> Session Evaluation/Feedback Forms (optional)

Lesson at a Glance (42 minutes)

Time	Topic	Task	Materials
3 minutes	Introduction and Overview	Introduce topic Handout video viewing guide.	<ul style="list-style-type: none"> Instructor's Script Video viewing guide
17 minutes	CACFP Basics and Business Practices for Family Day Care Home Providers video lesson	Show video.	<ul style="list-style-type: none"> Video file DVD player or computer Monitor
15 minutes	Discussion	Use video viewing guide to review and discuss.	<ul style="list-style-type: none"> Script Video viewing guide
5 minutes	Session evaluation/feedback	Conduct a short evaluation of the lesson. (optional)	<ul style="list-style-type: none"> Sample evaluation/feedback form or standard form used in your child nutrition program



References

National Food Service Management Institute. (2010). *CARE Connection Curriculum*.
University, MS: Author.

Internet Resources

<http://www.fns.usda.gov>

<http://www.nfsmi.org/>

Instructor's Script

Introduction and Overview (5 minutes)

Introduce Lesson

SAY:

The U.S. Department of Agriculture's Child and Adult Care Food Program, often known as CACFP, was created to assist in improving the nutrition of children in child care. The program provides a reimbursement for meals provided to young children in eligible child care programs, whether in a child care center or family day care home.

Today's video lesson will introduce you to the basics of the CACFP program and tell you how eligible family day care home providers can participate.

The video also offers tips on record keeping, organization, and management that you may find helpful.

Lesson Objectives

SAY:

After this lesson you will be able to

- identify how a family day care home provider can participate in the CACFP.
- identify best sources for further information and guidance on participating in the CACFP.
- understand the role of the sponsor or state agency.
- choose business practices tips to apply in their family day care home.
- organize the records needed to maintain and submit on the program.

DO:

Distribute copies of the *CACFP Basics and Business Practices for Family Day Care Home Providers Video Viewing Guide*.

SAY:

While you are watching the video lesson, please fill out the video viewing guide. We will discuss these points after the video.



DO:

Show video.

DO:

After the video, discuss major points on the video viewing guide.

Review Key Points to Close Lesson

SAY:

The Child and Adult Care Food Program, or CACFP, is offered through the U.S. Department of Agriculture and administered through the state agencies. Eligible family day care home providers can participate in the CACFP and receive reimbursements for serving nutritious meals meeting certain standards.

DO:

Distribute the session evaluation/feedback form (optional, however, feedback on the training provided can help you make decisions on training for the future).

SAY:

Thank you for participating in the lesson today. Please take a few minutes to complete the session evaluation/feedback form. Thank you for your input.

9. Send _____, _____, and _____ to your sponsor on a monthly basis to document your claim for reimbursement.
10. You must keep _____ records of meals and children served.
11. You must maintain good _____ so the food you serve is safe to eat.
12. CACFP encourages you to demonstrate that learning is _____.

CARE Connection Section 9 Video Lesson 2:
CACFP Basics and Business Practices for Family Day Care Home Providers
Video Viewing Guide Answer Key

1. The Child and Adult Care Food Program (CACFP) provides assistance for Family Day Care Home Providers in three ways:
 - reimbursement
 - require meals and snacks meet specific meal standards
 - provides nutrition education
2. You must prepare and serve meals that meet the CACFP meal pattern requirements.
3. You must attend regular training provided by your sponsor.
4. Organize each task into daily, weekly, and monthly categories.
5. Daily tasks include:
 - Prepare meals and snacks that meet the CACFP Meal Pattern requirements.
 - Keep daily records of the meals served and the menus.
 - Keep daily meal counts that record the names of the children served at each meal.
 - Keep daily attendance records that show the times each child arrives and departs in addition to meal counts.
6. All food prepared for the meal must be served at the same time.
7. Keep daily meal service records of menus.
8. Weekly tasks include:
 - Review all daily meal service records for the past week.
 - Review and double-check daily meal counts, foods prepared and served, and attendance records.
 - At the end of the week, add up the number of meals and snacks served for that week.
 - Plan for the upcoming week's meal service and food production. If your center plans menus weekly, this is the time to do that. If your center uses cycle menus, review the planned menus and food purchase needs. Remember to keep your receipts.

9. Send menus, meal attendance records, and enrollment forms to your sponsor or state agency on a monthly basis to document your claim for reimbursement.
10. You must keep daily records of meals and children served.
11. You must maintain good sanitation so the food you serve is safe to eat.
12. CACFP encourages you to demonstrate that learning is fun.