

# Introducing the CACFP to Families: Steps for Success

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**CACFP iTrain  
Simple Lesson Plan**

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## CACFP iTrain Simple Lesson Plan

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**Intended Audience:** CACFP personnel and other child care staff

**Description:** This lesson explains the importance of introducing the CACFP to families to promote program engagement.

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## Institute of Child Nutrition The University of Mississippi

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Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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## Lesson-at-a-Glance

Time	Topic	Activity	Materials
<b>Introduction</b>			
5 minutes	▶ Introduction and Overview		▶ PowerPoint slide deck ▶ Computer ▶ Pens or Pencils
<b>Objective:</b> Identify ways to engage and introduce the CACFP to families.			
15 minutes	▶ Program Engagement	▶ Introducing the CACFP Role Play	▶ Handout: Building for the Future ▶ Question Cards
<b>Conclusion</b>			
10 minutes	▶ Lesson Summary ▶ Training Evaluation	▶ Speed Action Planning ▶ Training Evaluation (Optional)	▶ Worksheet: Speed Action Planning ▶ Optional: Training Evaluation & Training Certificate
<b>Total Time: 30 minutes</b>			

## References

U.S. Department of Agriculture, Food and Nutrition Service. (2018). *Building for the future in the CACFP*. <https://fns-prod.azureedge.net/sites/default/files/cacfp/4Future.pdf>

National CACFP Association. (2018). *Celebrate national CACFP week*. <https://www.cacfp.org/campaign/>

## Internet Resources

▶ Institute of Child Nutrition: [www.theicn.org](http://www.theicn.org)

▶ USDA's Team Nutrition: [www.fns.usda.gov/tn](http://www.fns.usda.gov/tn)

## Preparation Checklist

**Instructions:** Use the Preparation Checklist to prepare for the training session. Keep track of your progress by checking off tasks as they are completed.

Done <input checked="" type="checkbox"/>	Lesson Tasks
<b>Gather Materials</b>	
<input type="checkbox"/>	▶ Training Script
<input type="checkbox"/>	▶ Computer and Projector Screen
<input type="checkbox"/>	▶ Worksheets and Handouts: <ul style="list-style-type: none"> <li>• Building for the Future handout</li> <li>• Question Cards</li> </ul>
<input type="checkbox"/>	▶ Pens or pencils (one per participant)
<input type="checkbox"/>	▶ Optional: Training Certificate/Evaluation/Feedback Form (one per participant)
<b>Prepare for Lesson</b>	
	<b>Before the training day:</b>
<input type="checkbox"/>	▶ Review the training script and research any relevant State or local requirements. <ul style="list-style-type: none"> <li>• The content reflects the Federal regulations and/or national best practices or standards. However, it's essential to include any additional State or local requirements when presenting this training.</li> </ul>
<input type="checkbox"/>	▶ Make enough copies of the handouts for each participant.
<input type="checkbox"/>	▶ Test the PowerPoint on the computer and projector screen.
<input type="checkbox"/>	▶ Optional: Develop and print a session certificate/evaluation/feedback form (one per participant).
	<b>On the training day:</b>
<input type="checkbox"/>	▶ Place pens or pencils on tables (one per participant).
<input type="checkbox"/>	▶ Distribute materials to each participant.
	<b>On the instructor's table:</b>
<input type="checkbox"/>	▶ Training Script
<input type="checkbox"/>	▶ Instructor's copy of handouts and/or worksheets
<input type="checkbox"/>	▶ Optional: Session Evaluation/Feedback Forms

## Training Script

**Instructor’s Note:** Each section below has an accompanying slide(s). Review and share the content for each PowerPoint slide.

<b>Introduction</b>
<p><b>Welcome!</b></p> <p>Complete the following tasks:</p> <ul style="list-style-type: none"> <li>▶ Distribute handouts to the participants.</li> <li>▶ Welcome the participants to the training.</li> <li>▶ Introduce yourself to the participants, and allow them to introduce themselves by sharing their name and one thing they would like to get from this training.</li> </ul>
<p><b>Introducing the CACFP</b></p> <p><b>Ask posing questions:</b> Do you remember the first time you heard about the CACFP? What are some of the things you remember hearing?</p> <p><b>Share core content:</b> Some of the things mentioned may also be remembered by families after they learn about the Program. It is important for child care providers to understand and have accurate information about the Program. It is equally important for families to understand the CACFP is a meal reimbursement program that helps provide healthy meals to children and adults.</p>
<p><b>Overview</b></p> <p><b>Share core content:</b> In today’s training, we will discuss practical ways CACFP professionals can introduce and promote the Program to families.</p>
<b>Objective:</b> Identify ways to engage and introduce the CACFP to families.
<p><b>Educate</b></p> <p><b>Share core content:</b> Typically, families go through an enrollment process when registering their infant or child into a center or family day care home. This is a perfect time to talk to families about the Program.</p> <p>You can start by sharing:</p> <ul style="list-style-type: none"> <li>▶ What is the CACFP?</li> <li>▶ Who is eligible?</li> <li>▶ What types of meals are served?</li> </ul> <p>Printed materials such as the Building for the Future brochure, which can be found on the FNS website, may be helpful when sharing this information.</p> <p><b>Handout:</b> Building for the Future</p>

<p><b>Promote</b></p> <p><b>Share core content:</b> Displaying posters about the CACFP and nutrition education are other ways to introduce and promote the Program while encouraging healthy eating habits among the children in your care and their families. For example, you could create a bulletin board or designate a space in your center or home that is visible to families with this information. You can also display the menu so families know what is being served to their child.</p>
<p><b>Engage</b></p> <p><b>Share core content:</b> Lastly, find opportunities to engage families. Have you ever asked a parent or guardian for menu ideas? Have you ever asked what foods are popular in their culture? This is one example of how you can involve families in the Program. You can also send home nutrition education and activities for families to complete together.</p>
<p><b>Activity: Introducing the CACFP Role Play</b>  <b>Time: 10 minutes</b></p> <ul style="list-style-type: none"> <li>▶ <b>Purpose:</b> The purpose of this activity is to identify practical ways to introduce the CACFP to families in a child care setting.</li> <li>▶ <b>Materials Needed:</b> Question Cards</li> <li>▶ <b>Instructions:</b> Allow participants to choose a partner in the room. Have one of them role play as a parent/guardian, and one will play the role of a child care operator. Then, pass out question cards to each pair. Have each pair act out how to introduce a parent/guardian to the Program.             <ol style="list-style-type: none"> <li>1. Have the person playing the role of the parent/guardian pretend they are enrolling a child into child care and have never heard about the CACFP. Listen to the child care operator explain the Program.</li> <li>2. Have the person playing the role of the child care operator pretend they are helping the parent enroll their child into your center or home, which participates in the CACFP.</li> </ol> </li> </ul> <p>Once the activity is finished, ask the individual who played the role of the parent to respond to the following questions on the cards. Give the participants 2–3 minutes to complete this portion of the activity. Have the participants switch and repeat the activity.</p>
<p><b>Conclusion</b></p>
<p><b>Lesson Conclusion</b></p> <p><b>Share core content:</b> This training focused on introducing the CACFP to families. During the enrollment process, when parents/guardians are registering their infant or child into a center or family day care home, is the best time to talk to them about the Program. Remember, one way to promote and engage families is to display information about the CACFP that encourages healthy eating habits among the children in your care and their families.</p> <p><b>Ask posing question:</b> What questions do you have?</p>

<p><b>Activity: Speed Action Planning</b>  <b>Time: 5 minutes</b></p> <ul style="list-style-type: none"> <li>▶ <b>Purpose:</b> The purpose of this activity is to establish future steps for applying the information in their workplace.</li> <li>▶ <b>Materials Needed:</b> Speed Action Planning worksheet, Planner or Cell Phone Calendar App, and Pencil/Pen</li> <li>▶ <b>Instructions:</b> Distribute the Speed Action Planning worksheet. Inform participants that it is important to develop a plan for using the training’s information. Ask them to take 1–2 minutes to answer the following three questions to establish an action plan.             <ul style="list-style-type: none"> <li>• What did you learn in this training?</li> <li>• How will you apply this information in your current or future role?</li> <li>• When will you apply this information?</li> </ul> </li> </ul> <p>Once the participants have finished, encourage them to save this goal to a planner, calendar app, or other sources to ensure they follow through with their plan. Following this activity, dismiss the participants from the training.</p>
<p><b>Thank You!</b></p> <p>Complete the following tasks:</p> <ul style="list-style-type: none"> <li>▶ Conclude the training.</li> <li>▶ Refer participants to the Institute of Child Nutrition for additional information at <a href="mailto:helpdesk@theicn.org">helpdesk@theicn.org</a> or 800-321-3054.</li> <li>▶ Distribute any certificates or evaluations.</li> </ul>

## **Building for the Future**

<https://fns-prod.azureedge.net/sites/default/files/cacfp/4Future.pdf>



## Question Cards

### **Question #1**

What are some things you liked that the child care operator said or did when explaining the program to you?

**Question #2**  
What is one thing you can take back to your child care setting and implement as a result of this training?

## Speed Action Planning

**Instructions:** Today's training featured key information on introducing the CACFP to families to promote program engagement. Answer the following three questions to establish a plan for using the information.

**1. What did you learn in this training?**

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**2. How will you apply this information in your current or future roles?**

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**3. When will you apply this information (e.g., one week, one month, six months, etc.)?**

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