



DEPARTMENT OF EDUCATION


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August 18, 2025

MEMORANDUM

TO: Child and Adult Care Food Program (CACFP) Sponsors

FROM: Aimee F. Beam, MS, RD 
Director, Nutrition Programs

RE: **2025 Operational Memo #19**
FY26 CACFP Training Requirements

Required trainings for FY 26 CACFP Reapplication are now available in Schoology. There are two required courses:

- CACFP – Annual Directors Training
 - Course number 43501
 - Section number 89959
- Processing IEFs in CACFP FY26
 - Course number 31821
 - Section number 90183

The “FY26 Reapplication Training Checklist” is attached. This document must be completed and submitted along with course certificates to your assigned Field Agent as part of reapplication. Instructions for registering for a course and obtaining a certificate are attached.

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

Attachments (2): FY 26 Reapplication Training Checklist
How to Register and Access Nutrition Courses and Certificates

cc: Nutrition Team



Child and Adult Care Food Program (CACFP)
Fiscal Year 2026

Training Certification Checklist

Sponsor Name: _____
Sponsor Contact: _____

This checklist provides information on required training for FY26 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 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 FY26 application approval.

Training

- I acknowledge that I have reviewed the FY26 CACFP Annual Director Training in Schoology and resources to meet the annual training requirement as outlined in federal regulations 7 CFR 226.
I acknowledge that I have reviewed the FY26 Processing Income Eligibility Forms Training in Schoology and resources to meet the annual training requirement as outlined in federal regulations 7 CFR 226.
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
Claim Completion Procedures
Cost Documentation
Eligibility Determination
Enrollment Statements
Infant Menus (if applicable)
Meal Count Procedures
Meal Pattern Requirements
Menus
Meal Accommodations
Recordkeeping Procedures
Time and Attendance Records
Monitoring Requirements
(Sponsor Organizations)

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

USDA is an equal opportunity provider, employer, and lender.



Delaware

Department of Education

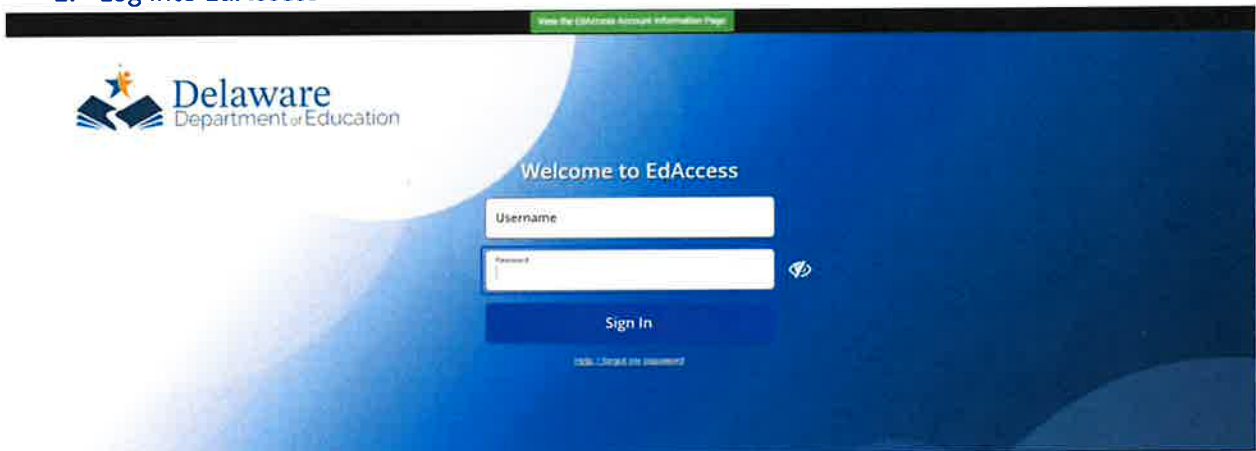
How to Register and Access Courses in PDMS and Schoology for the Child Nutrition Program (CNP)

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



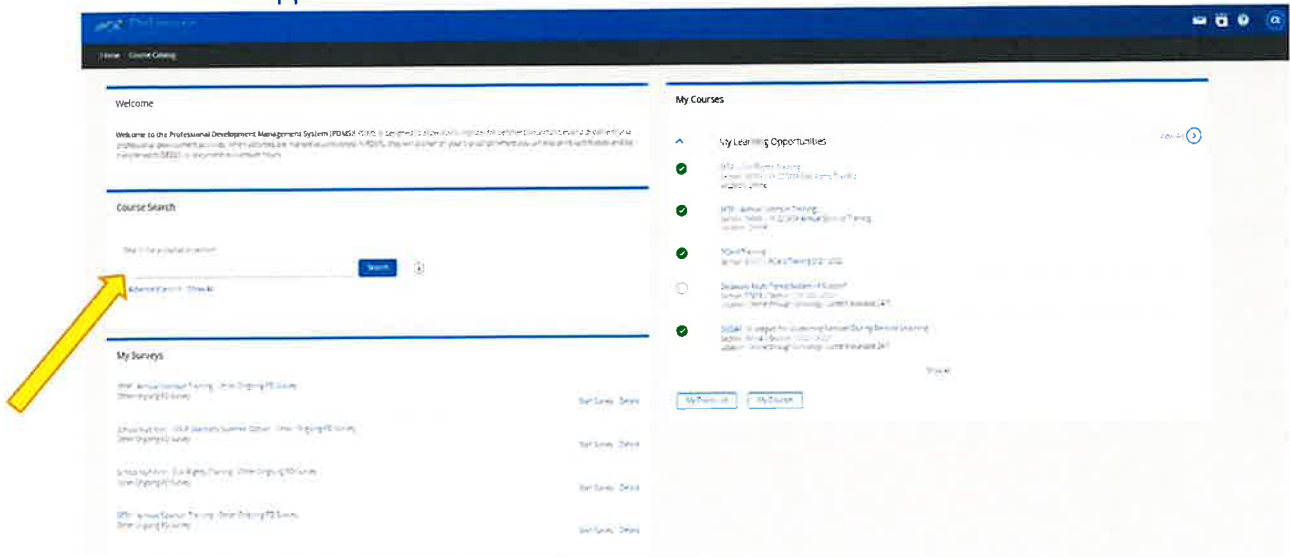
2. Click on the PDMS icon



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

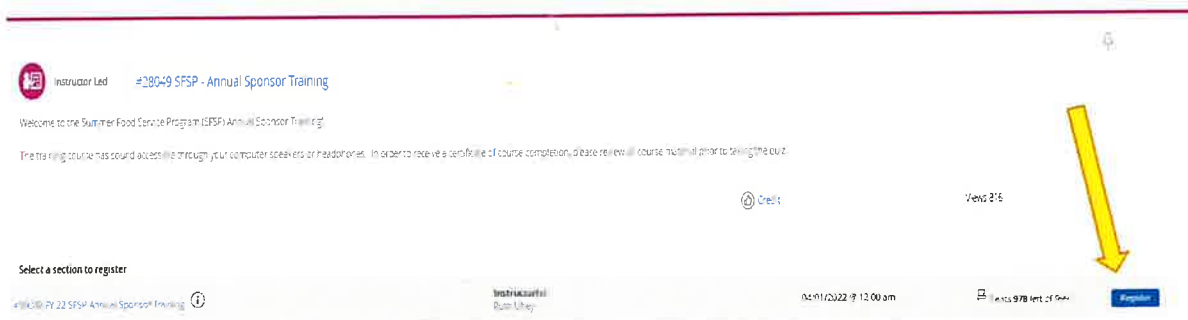
For questions and assistance, please call the Nutrition Programs Office at (302) 857-3356.

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.

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How do I print my certificate after I complete my training course?

1. Click "My Transcript"

The screenshot shows the 'My Courses' section of the PIMS interface. Under 'My Learning Opportunities', there are several course entries. At the bottom of this section, there are two buttons: 'My Transcript' and 'My Surveys'. A yellow arrow points to the 'My Transcript' button, and a yellow box with the text 'Click on My Transcript' is placed next to it.

2. Click on the Certificate number

The screenshot shows a table of course completions. A yellow arrow points to the 'Certificate #' column in the second row. A yellow box with the text 'Click on Certificate #' is placed next to the arrow.

Course #	Course Title	Department	Class #	Section #	Title	Start Date	End Date	Completion Date	Certificate #	Registration Status	Grade	Clock Hours	Registered Fee	Payment Status
1	Survey completed April 13, 2023	Department of Education	3354	3354	SPSP - Civil Rights Training	04/12/2022	05/19/2023	04/12/2022	4431014	Completed	Complete	1.0 Hours Hours Only	\$0.00	Not Set
2	Survey completed April 13, 2023	Department of Education	3354	3354	SPSP - Annual Baseline Training	04/12/2022	12/31/2022	04/06/2022	4431014	Completed	Complete	1.0 Hours No Account	\$0.00	Not Set

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