

CORE CACFP TRAIN-THE-TRAINER CONFERENCE 2019


RALEIGH, NC
MARCH 12th-14th, 2019



PRACTICAL TRAINING
SOLUTIONS FOR CACFP
ADMINISTRATION



CORE
CACFP OPERATIONAL
RESOURCES & EDUCATION



On behalf of MH Miles Company CPA PC and the CORE team, I am pleased to welcome you as a participant in the CORE Train-The-Trainer Training Conference! I am confident you will find our time together engaging and enlightening. This conference serves as a catalyst for developing and increasing your existing training skills to maximize your effectiveness as you train CACFP sponsoring organizations.

Over our three (3) days together, you will have a fully-immersive experience with an opportunity to participate in an interactive and engaging transfer of information that will be reinforced through learning activities and real-time practice. Throughout your learning journey this week, you will explore the eight CORE topics and collaborate with fellow State agency trainers to further develop your existing trainer skills.

Following this training conference, I am confident that you will be able to take the practical resources for CACFP administration acquired to effectively train and empower your sponsoring organizations for success!

Special thanks to USDA Food and Nutrition Services and the entire CORE team for their collaboration and commitment to providing effective training resources to State agencies and CACFP sponsoring organizations.



Cherese Myree
CORE Project Director
Vice President, MH Miles Company CPA PC



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FNS GREETINGS



United States Department of Agriculture

Food and
Nutrition
Service

Park Office
Center

3101 Park
Center Drive
Alexandria
VA 22302

Dear CORE Training Participants,

Welcome to the CORE-CACFP Train-the-Trainer Session.

The CORE training is geared toward State agency staff who are primarily responsible for developing State agency policy related to the CACFP; and for State agency staff who are primarily responsible for providing training and/or technical assistance directly to sponsoring organizations.

MH Miles Company, CPA PC CORE team, in collaboration with FNS, has planned three days of stimulating professional sessions as well as networking opportunities with your fellow colleagues. This training provides one of the best opportunities to network with State agency staff from across the country and participate in sessions that will prepare you to provide meaningful guidance and technical assistance to sponsoring organizations participating in CACFP in your States.

Your participation in this conference signals your commitment to the CACFP and your desire to enhance your skills in providing training and technical assistance to sponsoring organizations.

We hope you will enjoy seeing old friends and making new ones during your stay. Thank you for your dedication to better the CACFP and strengthen the lives of our Nation's children and adults.

Sarah Smith-Holmes
Director

Program Monitoring and Operational Support Division
Child Nutrition Programs

Train-The-Trainer Training

What Is It?

Every trainer must know the subject or topic that they train. They are most successful when they have received training on how to take their subject matter expert knowledge, utilize recent up to date training techniques, and tools to convey that information. The result is a change in behavior for the participants.

The train the trainer concept is a model whereby individuals identified to train, attend training themselves conducted by master trainers. This process allows training participants to have a fully-immersive experience in how to improve their current training skill level overall and do activities while reinforcing the subject information. Because newly acquired skills require reinforcement, the fully-immersive experience also includes an opportunity for the participants to practice some of the training skills they learn during the "Practice Lab" session of the training. The practice lab gives participants an opportunity to practice training skills concepts that are taught during Trainer Success and observed while the CORE module are trained.

The Goal

The overall goal of the train the trainer model is to develop and increase the existing training skills of the participants, to maximize their effectiveness as they train other participants to improve their success. Also, to prepare trainers to present information in a different manner effectively, that will increase engagement and interaction with their participants, resulting in a change in behavior.



Objectives

As a result of attending the train the trainer conference, participants will be able to:

1 Understand the difference between the role of the presenter, trainer, and facilitator as well as the overall techniques utilized for each role when conducting a training session.

2 Observe and practice enhanced training skills tools to increase participant engagement and learning.

3 Demonstrate their ability to use appropriate levels of intervention when managing difficult training situations including challenging participants.

4 Show mastery in delivering key training strategies to promote learner participation commonly used; such as effective questioning techniques, interactive activities, and practice sessions.

5 Reinforce the enhanced training skills learned via the practice lab sessions.

MODULE	DESCRIPTION
Trainer Success	This module will focus on developing the characteristics of a successful trainer. Participants will learn and practice effective communication and active listening skills; understand adult learning styles; identify and use probing questions to land the learning; and demonstrate an understanding of trainer success techniques by participating in engaging activities.
Management Plans	This module will explain the purpose and requirements of the management plan and how the management plan relates to the CACFP performance standards. Participants will learn the importance of monitoring, evaluating and implementing a complete and comprehensive management plan through individual and group activities.
Budgets	This module will discuss the importance of the CACFP budget and how it relates to the management plan and the CACFP performance standards. Participants will obtain an overview of the federal cost principles and how they relate to the CACFP budget. Participants will also learn the key steps for creating a CACFP budget and receive best practices for developing and monitoring a CACFP budget.
Financial Viability	This module will provide an overview of the CACFP performance standards and focus on the requirements specific to financial viability. Participants will learn and discuss various ways to demonstrate and evaluate financial viability as well as identify appropriate records to maintain.
Internal Controls	This module will explain the purpose of internal controls and discuss how internal controls are necessary for CACFP compliance. Participants will learn how to develop, document and evaluate internal control systems through engaging group activities.
Recordkeeping & Claims for Reimbursement	This module will review CACFP recordkeeping requirements and explain how maintaining records relate to the submission of an accurate claim for reimbursement. Participants will identify common CACFP records and discuss common issues associated with recordkeeping and management practices that adversely impact claims for reimbursement. Participants will learn the CACFP edit check requirements and discuss best practices for submission of a claim for reimbursement.
Monitoring & Oversight	This module will review the CACFP monitoring requirements and oversight activities for sponsoring organizations. Participants will learn about the required CACFP monitoring review elements, various review instruments and discuss best practices for completing a comprehensive compliance review.
Serious Deficiency	This module will review the CACFP requirements of the serious deficiency process. Participants will learn the six steps of the serious deficiency process, and the requirements for each step. Participants will discuss corrective action requirements, required timeframes, and best practices to evaluate corrective action plans to ensure implementation.
Corrective Action	This session will discuss the purpose of corrective action when citing a finding during a monitoring review. Participants will learn how to determine the root cause of the non-compliance after citing the finding and how to use the root cause when developing corrective action requirements. Participants will learn the difference between imposing corrective action and requiring a corrective action plan that meets all criteria of an adequate corrective action.



Day 1			
7:00-7:50	Arrival, Registration & Breakfast (included with lodging)		
8:00-8:30	Welcome & Opening		
8:30-8:40	Transition to Designated Meeting Room		
8:40-12:45	TRACK 1 (GREEN)		TRACK 2 (BLUE)
	Trainer Success		Trainer Success
	Morning Break		Morning Break
	Financial Viability		Internal Controls
12:45-1:45	Lunch (on your own)		
1:50-5:00	Internal Controls		Financial Viability
	Afternoon Break		Afternoon Break
	Practice Lab		Practice Lab
Day 2			
7:00-7:50	Arrival & Breakfast (included with lodging)		
8:00-12:45	TRACK 1 (GREEN)		TRACK 2 (BLUE)
	Management Plans		Monitoring & Oversight
	Morning Break		Morning Break
	Budgets		Serious Deficiency
12:45-1:45	Lunch (on your own)		
1:50-5:00	Recordkeeping & Claims		Corrective Action
	Afternoon Break		Afternoon Break
	Practice Lab		Practice Lab
Day 3			
7:00-7:50	Arrival & Breakfast (included with lodging)		
8:00-12:40	TRACK 1 (GREEN)		TRACK 2 (BLUE)
	Monitoring & Oversight		Management Plans
	Morning Break		Morning Break
	Serious Deficiency		Budgets
12:40-1:40	Lunch (on your own)		
1:45-4:35	Corrective Action		Recordkeeping & Claims
	Afternoon Break		Afternoon Break
	Practice Lab		Practice Lab
4:35-4:45	Transition to Combined Meeting Space		
4:45-5:00	Wrap up & close out		

Forrest Cameron, CORE SME Support Trainer

Forrest Cameron is Vice President and Transportation partner at MH Miles Company CPA PC. Forrest has seventeen years of experience auditing, managing, and/or reviewing subrecipients of various federal funding programs. He provides consultation and training on a variety of financial management topics relating to the CACFP, including budgets, 2 CFR 200 cost principles, FAR 31, financial viability, and indirect cost rates.

Credentials:

Master of Accounting | CPA

Arnette Cowan, CORE SME Trainer

With more than twenty years of Child Nutrition Program experience, Arnette Cowan is a compliance training specialist with MH Miles Company CPA PC where she conducts training and develops training curriculum and resources for Child Nutrition Programs for government agencies and private entities. Arnette retired from the North Carolina Department of Health and Human Service as Nutrition Program Supervisor where she managed the CACFP for more than twenty years. In this role she was responsible for reviewing, interpreting, and applying federal and state laws, policies, and guidance for CACFP administration on the state level.

Credentials:

MS | Registered Dietician

Bernadetta Dickens, CORE Master Trainer & Curriculum Development Specialist

Bernadetta Dickens provides training, coaching and curriculum development services to MH Miles Company CPA PC. She has twenty years of extensive organizational, leadership, and learning development experience partnering with organizations to improve business results, create successful and sustainable teams, and retain high-potential employees. Ms. Dickens impacts positive direction through content delivery, design, development, and implementation of training programs that drive business- and customer-focused solutions through culture. She creates effective collaboration between internal and external learning and development professionals by empowering and enhancing their core trainer skills as a master trainer.

Credentials:

BSBA, Business Management with Accounting Minor | Master Trainer Certification
Train-the-Trainer Program | Leadership Coaching and Development Certification

Charlene Fitzpatrick, CORE Master Trainer & Curriculum Development Specialist

With twenty-plus years of experience, Charlene Fitzpatrick has been developing and delivering curricula that are results oriented and value added and include blended learning solutions. Her broad-based expertise in human resources and project management, together with her practical, hands-on experience, outgoing personality, and energetic style assure an extremely high quality of professionalism.

Ms. Fitzpatrick has designed, developed, and facilitated numerous curricula for a variety of industries, including technology, financial services, environmental services, nonprofits, childcare facilities, manufacturing, and government.

Credentials:

BS, Human Resources

Professional of Human Resources, Society of Human Resource Management

Falita S. Flowers, CORE Content Development Specialist

Falita S. Flowers is the Vice President of Programs with Curry Davis Consulting Group LLC. She is responsible for securing new and expanding existing partnerships at the federal, state, or local level; developing goals, objectives, and strategies to meet outcomes and deliverables; providing management and oversight of federal projects; and coordinating the development of project resources.

Falita has over seventeen years of experience in child nutrition programs, including the CACFP and SFSP. She also has fifteen years of experience in executive leadership, senior program administration, and management, and she has spent ten years in CACFP and SFSP training development and facilitation.

Credentials:

BSW | MPA

Sheree Knowles, CORE Master Trainer & Curriculum Development Specialist

Sheree Knowles is a highly regarded leader, dynamic facilitator, and professional speaker. She is passionate about helping organizations build capabilities, capacity, and commitment through design, learning and development, and workforce optimization. Ms. Knowles's style blends humor and high energy with real-world examples and practical application. She has designed curricula and facilitated workshops for many industries, including government agencies, technology, and professional services. She is also experienced with leading high-performing teams through activities related to team effectiveness, communication, collaboration, and workplace styles. Sheree has been a featured presenter at multiple HR Star conferences, DisruptHR, SHRM-Atlanta conferences, and the Project Management Institute.

Credentials:

Senior Professional in Human Resources | Certified Project Manager | Myers-Briggs Type Indicator Certification | DiSC Certification | Certified Facilitator, ELI Inc.'s Civil Treatment Programs and Facebook's Leadership Programs

Chloe Miles, CORE SME Support

Chloe Miles is a compliance reviewer with MH Miles Company CPA PC. Since 2010, Chloe has completed over 150 CACFP compliance reviews for the states of Delaware, Georgia, and Arkansas.

Credentials:

MBA, Accounting | CFE

Monica Miles, CORE SME Trainer

Monica Miles is the Managing Partner of MH Miles Company CPA PC. She has nineteen years of experience performing, managing, and/or reviewing subrecipients of CACFP funding. Monica speaks regularly at national CACFP conferences and provides training on a variety of financial management topics, including budgets, 2 CFR 200 cost principles, FAR 31, financial viability, and indirect cost rates.

Credentials:

MBA | CPA | CFE

Lenora Phillips, CORE SME Trainer

With more than twenty-seven years of experience in various child nutrition programs, Lenora Phillips provides child nutrition program training, curriculum development, and resource development services to MH Miles Company CPA PC. She retired from the Mississippi Department of Education's Office of Child Nutrition where she served as the director of technical assistance/monitoring. In this role she approved Child Nutrition Program applications and agreements and provided technical assistance and training. During her tenure at the State agency she was also a day-care home specialist and program monitor.

Credentials:

BS, Home Economics/Consumer Economics | MS, Nutrition/Food Science
Certificate in Leadership, Belhaven University | Registered Dietitian

Danni Pruitt, CORE Master Trainer & Curriculum Development Specialist

Danni Pruitt provides training, recruitment, coaching and curriculum development services to MH Miles Company CPA PC. Danni Pruitt has over twenty years of management and leadership development experience and has an extensive background in all disciplines of the learning and development ecospace in multiple industry verticals. Danni is a sought-after trainer and facilitator who is known for leading with passion and executing with excellence.

Credentials:

Certified Facilitator | Master Trainer

Marissa Hamm Saddler, CORE SME Trainer

Marissa Hamm Saddler provides quality assurance, research, curriculum development and training services to MH Miles Company CPA PC. Marissa has almost fifteen years' experience reviewing, interpreting, and applying federal and state laws, policies, and guidance for the CACFP. She has conducted training sessions at national conferences for organizations such as the CACFP National Professional Association and National CACFP Sponsor Association. Prior to providing support to MHMC, Mrs. Saddler served as program manager for the Georgia Department of Early Care and Learning where she provided supervisory oversight for monitoring and technical assistance for CACFP, SFSP, and the Team Nutrition funded Caregivers Promoting Healthy Habits program.

Credentials:

MPH | CFE



MH Miles Company CPA PC

MH Miles Company, CPA PC is a certified public accounting firm with offices in Decatur, Georgia, Douglasville, Georgia, and Washington, DC. Our firm and its affiliates consist of certified public accountants, certified fraud examiners, management consultants and support staff who have substantial experience in serving commercial concerns of all sizes, non-profit organizations, and governmental agencies. We specialize in governmental compliance in the Nutrition, Education, and Transportation industries. Our firm partners are subject matter experts for USDA Child Nutrition Programs and also speak nationally at CACFP industry conferences. Our firm provides accounting, auditing, training, consulting and investigation services to State agencies and private entities that administer USDA Child Nutrition Programs including the CACFP, SFSP, and NSLP.

Our firm was awarded a cooperative agreement with USDA-FNS to develop and facilitate an innovative train-the-trainer program for state agencies to train sponsoring organization. As a result, we created CORE-CACFP Operational Resources & Education- Practical Solutions for CACFP Administration. With the support of our CORE partners, Curry Davis Consulting Group and Brighton Training Group we are excited to develop and make these training resources available to State agencies and CACFP sponsoring organizations.



Curry Davis Consulting Group

Formed in 2007, CDCG is an Atlanta-based consulting firm focused on providing strategic and high-quality services to philanthropic, non-profit, government, and community-based organizations. CDCG is known for its drive and commitment to providing quality service in high impact areas. CDCG's service expertise includes but is not limited to: large scale project development and management; program development; training and technical assistance; coalition building; and awareness campaign development for federal programs including USDA child Nutrition Programs. As a CORE partner, CDCG has facilitated focus groups, statistical reporting, marketing and outreach activities, and has contributed to the development of training content and resources.



Brighton Training Group

Brighton Training Group and its team of instructional designers and Child Nutrition Program experts specialize in the development of online training systems and online courses for State agencies administering USDA Child Nutrition Programs. They also assist sponsoring organizations with automating their child nutrition training programs. With 5 State agencies licensed for Brighton's online CACFP and SFSP courses, Brighton is contributing their expertise as a CORE partner as the designated online and mobile content developer. CORE online courses will be available to CACFP sponsoring organizations through the Bright Track system which is a modern, easy to use interface, with a responsive design that will house the online courses and track the users progression with each course.



CORE

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