

## **School Nutrition Programs Administrative Review Workshop**

*Rapid City: June 25-26, 2019*

*Chamberlain: July 9-10, 2019*

SFAs that are scheduled to receive a School Nutrition Program (SNP) Administrative Review (AR) in SY19-20 are invited to attend a 12-hour workshop to assist in preparation for the review. Participants will leave the workshop with most of the Off-Site Assessment Tool completed and a firm understanding of the review process and modules. We **highly recommend** that all persons involved with the AR process attend the training. This review must be a team effort within the SFA and communication among all involved is very important. We have seen significantly better review results by schools who have attended this workshop in the past.

### **Topics will include:**

#### Performance Standard 1

- Certification and Benefit Issuance
- Verification
- Meal Counting and Claiming

#### Performance Standard 2

- Meal Components and Quantities
- Offer versus Serve
- Dietary Specifications and Nutrient Analysis

Other topics include: Resource Management, General Program Compliance, and Other Federal Program Reviews.

**TARGET AUDIENCE:** Superintendents/Authorized Representatives, Business Managers, Food Service Directors

## **Orientation to School Nutrition Management**

*Pierre: August 5-9, 2019*

This is a 4.5-day (30.5 hrs) session that provides an overview of the management components of school nutrition programs. The target audience includes school nutrition program staff with fewer than 5 years' experience as a director or those who may aspire to be a director, as well as state agency staff, specialists, and trainers. Lesson topics:

- Program Accountability, Integrity and the Role of the School Nutrition Director
- Food Production and Operation Management USDA Foods
- Meal Pattern
- Special Needs
- Customer Service, Merchandising and Food Presentation
- Federal Regulations
- Farm to School: An Introduction for New School Food Service Directors
- Financial Management
- Procurement and Inventory Management
- Human Resource Management
- Marketing School Nutrition Programs
- Food Safety Essentials
- Work Place Safety and Emergency Preparedness

**TARGET AUDIENCE:** New and Aspiring Directors; MINIMUM 25 PARTICIPANTS

## **Forecasting the Procurement of Foods**

*Pierre: October 9, 2019*

This is a 4-hour training on general concepts about basic forecasting for the procurement of foods in Child Nutrition Programs. This training does not discuss federal regulations pertaining to the procurement system. Key topic areas:

- Stakeholders' responsibilities and expectations
- How menus determine goods and services that must be competitively procured
- Inventory management, product movement, and cost management
- Product categories, screening, and specifications
- CN labeling
- Accurate forecasting of products

**TARGET AUDIENCE:** Food Service Directors and Managers; MINIMUM 25 PARTICIPANTS

## **Procuring Local Foods for Child Nutrition Programs**

*Pierre: October 9, 2019*

This is a 4-hour training on procuring Local Foods for Child Nutrition Programs providing a basic overview of federal procurement principles and covering a host of topics related to sourcing and purchasing local foods. This training highlights the variety of mechanisms schools can use to purchase local products while staying in accordance with federal procurement regulations, and the many areas within a solicitation where schools can express their desire for local products. Participants will leave with a solid understanding of how to target local foods when conducting both formal and informal procurements, use the Geographic Preference option, and use the USDA Foods and DoD Fresh Programs to enhance local purchasing.

**TARGET AUDIENCE:** School Nutrition Directors; MINIMUM 25 PARTICIPANTS

**NOTE:** The cost of the instructors, training materials, and training facilities are covered by CANS. Participants are responsible for their own travel, meals, and lodging. These are legitimate and allowable expenses for the school food service program. No meals, beverages or refreshments will be provided at this training. Attendance can be counted toward Professional Standards hours.

Registration is a commitment to attend the entire workshop. If you are not an employee of an SFA please contact CANS (605-773-3413) before registering. Please complete the registration form so we have an accurate head count for the space.