

**School Meal Programs  
2018 Annual Training Schedule**

	<i>Session Topic</i>	<i>Session Topic</i>	<i>Session Topic</i>	<i>Session Topic</i>	<i>Session Topic</i>	
7:30 – 8:00 am	Registration					
8:00 – 9:15 am	<i>Welcome &amp; USDA Foods 101</i>	<i>Welcome &amp; Financial Viability</i>	<i>Welcome &amp; Point of Service Meal Counting and Offer vs. Serve</i>	<i>Welcome &amp; CACFP At-risk Afterschool Meals (Required for sponsoring districts)</i>	<i>Welcome &amp; Direct Certification and Direct Certification – Medicaid</i>	
9:15 – 9:25am						
9:25 – 10:25 am	<i>Responding to Food Recalls</i>	<i>Procurement 101</i>	<i>Menu Planning and Meal Pattern 101</i>	<i>Menu Planning 202 &amp; Special Topics</i>	<i>Alternate Breakfast Models</i>	
10:25 – 10:45 am						
10:45 – 11:45am	<i>Roundtable- Forecasting and Utilizing USDA Foods</i>	<i>Claims/ Fiscal/ Reporting</i>	<i>Meal Applications 101</i>	<i>Meal Applications 201</i>	<i>Preparing for your Reviews</i>	
11:45am – 1:00pm						
1:00 – 2:00pm	<i>Diversions</i>	<i>Procurement Roundtable</i>	<i>Special Dietary Needs</i>	<i>Verification</i>	<i>Civil Rights</i>	
2:00 – 2:10pm						
2:10 – 3:10pm	<i>FDP Ordering and Entitlement Usage</i>	<i>Participation Report</i>	<i>General Areas of Your Review</i>	<i>Why we do What we do</i>	8/14	8/15
3:10 – 3:20pm						
3:20 – 4:20pm	<i>Farm to School</i>	<i>Procurement 201</i>	<i>Utilizing OSPI CNS Webpages</i>	<i>Roundtable- Paperwork Organization</i>	<i>FFVP Annual Training for New Sponsors</i>  <i>Annual Updates- recording will be made available</i>	

## Annual Training – Session Descriptions

### Session 1: 8:00 – 9:15 am

- **USDA Foods 101:** Are you new to ordering USDA food? A general overview of USDA foods including; what items are offered, how to order, and ordering periods.
- **Financial Viability:** How financially healthy is your school food service department? Hear tips and tools (including the 1800 Report) to ensure your school food service financial health.
- **Point of Service Meal Counting and OVS:** Examine OVS requirements for breakfast and lunch and ensure you understand all the nuances and requirements of point of service meal counts.
- **At-Risk Afterschool Meals:** Required training for organizations offering CACFP At-Risk Afterschool Meals in SY 2018-19.
- **Direct Certification and Direct Certification - Medicaid:** Discover more about direct certification and direct certification – Medicaid. Join us as we dive into student eligibility and the electronic system that produces matches. Includes strategies on increasing your direct cert rate.

### Session 2: 9:25 – 10:25 am

- **Responding to Food Recalls:** Process and procedures are key to surviving a food recall. Develop steps to ensure you are prepared.
- **Procurement 101:** This session will provide a general overview of procurement requirements including the Buy American Provision.
- **Menu Planning 101 and Meal Patterns:** Ideal for new staff – will review menu planning and meal pattern basics. The session will cover each meal component, daily and weekly requirements, dietary specifications, supporting documentation and production records.
- **Menu Planning 202 and Special Topics:** You have a good understanding of meal pattern requirements and menu planning – so let's discuss some of the nuances that arise. Topics include Pre-School Meals, Dietary Accommodations, Vegetable Subgroups, and more!
- **Alternate Breakfast Models:** This session will review alternate breakfast models, including Breakfast after the Bell.

### Session 3: 10:45 – 11:45 am

- **Roundtable – Forecasting and Utilizing USDA Foods:** Collaborative sessions to discuss noted topics. Share tips, strategies and ideas with your fellow school nutrition professionals.
- **Claims/ Fiscal/ Reporting:** All things claims and fiscal, including understanding how claim status displays in WINS and late claim exceptions.
- **Meal Applications 101:** This session will provide a general overview of meal application requirements- ideal for those new to processing applications.
- **Meal Applications 201:** This session is designed for experienced approval officials. Explore approval process updates and come with your questions!
- **Preparing for your Reviews:** Administrative and Procurement Reviews help ensure your program meets USDA requirements. Join us for a session on what to expect, best practices, and what you need in order to prepare for successful reviews.

#### Session 4: 1:00 – 2:00 pm

- **Diversions:** Do you divert USDA Foods? This session will provide details about the requirements regarding diverting and managing your USDA diverted foods.
- **Roundtable – Procurement:** Collaborative sessions to discuss noted topics. Share tips, strategies and ideas with your fellow school nutrition professionals.
- **Special Dietary Needs:** This session will review special dietary needs guidance and assist you in planning what steps you need to put into place.
- **Verification:** Explore more into this annual requirement. This session will provide an overview of the steps to accurately confirm meal eligibility and take a detailed look at correctly processing meal applications, including reviewing examples and time to ask questions.
- **Civil Rights:** Complete your annual Civil Rights requirements!

#### Session 5: 2:10 – 4:20pm

- **Tuesday, August 14: FFVP Annual Training for New Sponsors:** a requirement for all new sponsors of the Fresh Fruit and Vegetable Program. Existing sponsors may join us for refresher and opt to send new staff involved in the FFVP.
- **Wednesday, August 15: Annual Updates:** USDA program updates, hot topics, and new state and Federal law/regulation will be covered. This session will be recorded and posted to the CNS website after training has occurred.

#### Session 5: 2:10 – 3:10pm

- **FDP ordering / entitlement usage:** Information about Food Distribution and SY 18-19 delivery costs and order periods. Information regarding ordering requirements and strategies for entitlement usage.
- **Participation Report:** Make the Participation Report work for you! Discover the many uses for this annual report.
- **General Areas of Your Review:** Discover more about the “general areas” of your review. This session will review paid lunch equity, afterschool snacks, non-program foods, wellness policies, and more!
- **Why we do what we do:** Join CNS staff- ask and learn the ins and outs of why we do (and review) the things we do.

#### Session 6: 3:20 – 4:20pm

- **Farm to School:** Want to bring Farm to School to your lunchroom? Come learn how you can get your foot in the door with Farm to School and use the initiative to promote your school meal programs.
- **Procurement 201:** This session builds on what sponsors have learned in previous procurement trainings. Join us and explore purchasing thresholds, solicitations and contracts, market basket analysis, group purchasing, buying local and applying geographic preference in more detail.
- **Utilizing OSPI CNS webpages:** Stump the trainer! Come with your questions and things you’ve always wanted to find on the CNS Website. We will explore all the tools at your fingertips.
- **Roundtable – Paperwork Organization:** Feel overwhelmed with all the paperwork that must be retained? Collaborate with your peers- share tips, strategies, and ideas with your fellow school nutrition professionals.