

School Nutrition Skills Development Courses (SNSDC) 2020 Course Descriptions

[1-hour courses](#)

[2-hour courses](#)

[4-hour courses](#)

[8-hour courses](#)

1-hour Courses (QMI Courses)

Course Title and Description	Intended Audience	Professional Standards	GOALS
<p>Communications Skills</p> <p>Strong communication is essential in both professional and personal relationships. Types of communications, personal communication styles, sending effective messages, barriers to communication, and communicating with confidence are topics explored in this course. This course applies these topics to relatable school nutrition-specific scenarios.</p> <p><i>Required for all to obtain a GOALS Certificate of Excellence.</i></p>	<p>Food service directors, managers, kitchen staff</p>	<p>Communications and Marketing: 4140</p>	<p>Communication Skills (1 hour)</p>
<p>Great Expectations...Customer Service for School Meals</p> <p>In school food service we have many customers to please! This course will help you consider who your customers are and what to do about their high expectations. We will discuss the dos and don'ts of dining spaces, service lines and personal interactions. You will hear customer service strategies for every member of your school food service team. The goal is to keep your customers coming back day after day.</p> <p><i>Required for all to obtain a GOALS Certificate of Excellence.</i></p>	<p>Food service directors, managers, kitchen staff</p>	<p>Communications and Marketing: 4130</p>	<p>Customer Service (1 hour)</p>

School Nutrition Skills Development Courses (SNSDC) 2020 Course Descriptions

Course Title and Description	Intended Audience	Professional Standards	GOALS
<p>Student Engagement</p> <p>Student engagement allows you to introduce school meals in fun, exciting ways and discover student preferences. Engaging your students will help increase participation in your meal program while improving customer satisfaction. In this course, you will learn different strategies to help connect students with school nutrition and get them more engaged in decisions about their school meals.</p> <p><i>Required for a Director or Manager to obtain a GOALS Certificate of Excellence.</i></p>	<p>Food service directors, managers</p>	<p>Nutrition Education: 1200</p>	<p>Student Engagement (1 hour)</p>
<p>Your School Meals Brand</p> <p>This course provides marketing and promotion ideas to improve school meal programs and develop Your School Meals Brand. You will learn the importance of telling your story and how to increase participation through targeted marketing and promoting of events, activities, and competitions. We will discuss the use of social media and non-social media techniques to develop your unique brand.</p> <p><i>Required for a Director to obtain a GOALS Certificate of Excellence.</i></p>	<p>Food service directors, managers</p>	<p>Communications and Marketing: 4120</p>	<p>Marketing and Program Promotion (1 hour)</p>

School Nutrition Skills Development Courses (SNSDC) 2020 Course Descriptions

2-hour Courses

Course Title and Description	Intended Audience	Professional Standards	GOALS
<p>The Administrative Review and You (Nutrition Focus): Meal Pattern and Nutritional Quality</p> <p>This course is for Food Service Directors and menu planners of the NSLP and SBP who have an upcoming Administrative Review (AR). We will discuss what to expect before, during, and after your AR as well as introduce the School Nutrition Accountability Software (SNACS) that will be used for the review process. You will leave this course with a better understanding of the documentation that must be submitted prior to the AR (including production records, menus, standardized recipes, product labels, and crediting documentation), and how your reviewer will work with you to determine your menu's compliance with the meal pattern requirements. We will also discuss how your reviewer will assess Smart Snacks compliance, including a la carte options and fundraisers held at the review site(s). If your school is scheduled for an AR in the school year 2020-21 and you oversee the food service department, you should attend this session.</p>	<p>Food service directors, those working with the meal pattern section of the AR</p>	<p>Administration: 3260</p>	<p>Elective (1.5 hours)</p>
<p>The Administrative Review and You (Admin Focus): Counting, Claiming, Resource Management, and General Compliance</p> <p>This course will remove the stress from the Administrative Review (AR) by offering guidance on the review process. We will discuss what to expect before, during, and after your AR as well as introduce the School Nutrition Accountability Software (SNACS) that will be used for the review process. Topics include eligibility and benefit issuance, financial management, counting and claiming, civil rights, and other general areas of review. You will leave this course with a better understanding of the review process to ensure a successful AR.</p>	<p>Food service directors, those working with the administrative sections of the AR</p>	<p>Administration: 3260</p>	<p>Elective (30 mins)</p>

School Nutrition Skills Development Courses (SNSDC) 2020 Course Descriptions

Course Title and Description	Intended Audience	Professional Standards	GOALS
<p>Build a Better Breakfast</p> <p>Are you interested in starting a school breakfast program or want to revamp your current one? In this course, we will discuss a number of ways to increase participation with particular focus on the various service and financial models available. Following this discussion, we will walk through a step-by-step program development guide designed to help you critically evaluate and advance your current breakfast situation. Come ready with ideas and enthusiasm! This course is intended for the Food Service Directors and Business Managers who will spearhead program initiation and growth.</p>	<p>Food service directors, administrators, stakeholders, those interested in starting a breakfast program</p>	<p>Nutrition: 1100</p>	<p>Elective (2 hours)</p>
<p>Crediting Using the Food Buying Guide</p> <p>This course is designed for recipe developers and menu planners. We will provide a refresher of the required skills needed to calculate the crediting of components from a standardized recipe, project how much of a menu item to purchase by using yield information from the Food Buying Guide (FBG), and perform in-house analyses when yield information is not available from the FBG. Prior understanding of breakfast and lunch meal patterns is required.</p> <p style="text-align: center;"><i>Required for all to obtain a GOALS Certificate of Excellence.</i></p>	<p>Food service directors, menu planners</p>	<p>Operations: 2150, 2210</p>	<p>Food Buying Guide and Crediting (2 hours)</p>
<p>Farm to School</p> <p>Have you ever wondered what Farm to School is all about or how your school can get involved? In this course, we will discuss how your school can introduce a farm to school program and initiatives through school gardens, work with nearby farmers and producers, taste tests, and nutrition education. Learn about the movement inspiring the use of locally-grown and produced foods in schools and plant the seed of a farm to school program today!</p> <p style="text-align: center;"><i>Required for a Director to obtain a GOALS Certificate of Excellence.</i></p>	<p>Food service directors, menu planners, administrators, stakeholders, those interested in starting a farm to school program</p>	<p>Nutrition: 1130</p>	<p>Farm to School (2 hours)</p>

School Nutrition Skills Development Courses (SNSDC) 2020 Course Descriptions

Course Title and Description	Intended Audience	Professional Standards	GOALS
<p>Feeding Infants and Preschool Students</p> <p>Do you serve meals to infants or children in preschool or childcare programs under the NSLP and the SBP? This session will cover the Infant and Preschool meal pattern, also known as the Child and Adult Care Food Program (CACFP) meal pattern, which went into effect on October 1, 2017. This meal pattern replaces other meal pattern options for SFAs serving infants and/or children aged 1-5 years old and not yet in kindergarten. We will provide an overview of the meal pattern including tips for how to address the unique needs of serving younger children when participating in the NSLP and SBP. <u>Attendance at a live session for this course is mandatory</u> and will provide activities for further understanding of this meal pattern.</p>	<p>Food service directors, menu planners</p>	<p>Nutrition: 1110</p>	<p>Elective (2 hours)</p>
<p>Managing the Bottom Line</p> <p>Are you managing your financial resources to maximize the positive impact your programs have on kids? This course will cover budgeting basics, how to maximize reimbursement while controlling costs, and offer an introduction to increased revenue and sales through improved customer service.</p>	<p>Food service directors, bookkeepers, business managers, principals, those with administrative responsibilities</p>	<p>Administration: 3300</p>	<p>Elective (2 hours)</p>
<p>Meal Pattern</p> <p>The content for this course was previously covered as part of the Whole Enchilada course. In Meal Pattern, we will cover the breakfast and lunch meal patterns in their entirety, including an in-depth discussion of the five meal pattern components and the three food items. We will also review helpful resources and recent crediting updates.</p> <p style="text-align: center;"><i>Required for all to obtain a GOALS Certificate of Excellence.</i></p>	<p>Food service directors, menu planners</p>	<p>Nutrition: 1110</p>	<p>Meal Pattern (2 hours)</p>

School Nutrition Skills Development Courses (SNSDC) 2020 Course Descriptions

Course Title and Description	Intended Audience	Professional Standards	GOALS
<p>Offer versus Serve (OVS)</p> <p>This course reviews OVS regulations for breakfast and lunch meal service, discusses the benefits and requirements of this rule, and provides interactive examples of breakfast and lunch trays to determine reimbursable meals.</p> <p style="text-align: center;"><i>Required for all to obtain a GOALS Certificate of Excellence.</i></p>	<p>Food service directors, menu planners, kitchen staff, and those determining reimbursable meals</p>	<p>Operations: 2220, 2310</p>	<p>Offer vs Serve (2 hours)</p>
<p>Planificando el Menú: los patrones de comida y la acreditación</p> <p>Esta clase está hecha para las personas encargadas de hacer los menús y acreditar la comida. Cubriremos los patrones de comida y la acreditación en detalle, también repasemos Ofrecer contra Servir y la importancia del control de las porciones, recetas estandarizadas y registros de producción. Finalmente, presentamos los recursos disponibles para ayudarle planear los menús correctamente.</p>	<p>Directores de servicios de alimentos, planificadores del menú</p> <p>(Food service directors, menu planners)</p>	<p>Operadores de Nutrición: 1100, 1300</p>	<p>Objetivos: Planificando el Menu (2 horas)</p>
<p>Production Records</p> <p>In this course, we will discuss the importance of maintaining accurate production records by reviewing their requirements and showing how to fill them out. Activities and a demonstration on the new interactive breakfast and lunch menu planning production records are also included.</p> <p style="text-align: center;"><i>Required for all to obtain a GOALS Certificate of Excellence.</i></p>	<p>Food service directors, menu planners, kitchen staff</p>	<p>Operations: 2120</p>	<p>Food Production Records (2 hours)</p>
<p>Smart Snacks</p> <p>This course will provide an overview of the Smart Snacks rule, discuss frequently asked questions, and review available resources. We will provide an opportunity for attendees to brainstorm solutions to common challenges.</p> <p style="text-align: center;"><i>Required for a Director to obtain a GOALS Certificate of Excellence.</i></p>	<p>Food service directors, business managers, principals, and fundraising leaders in the district</p>	<p>Administration: 3230</p>	<p>Smart Snacks (1 hour)</p>

School Nutrition Skills Development Courses (SNSDC) 2020 Course Descriptions

Course Title and Description	Intended Audience	Professional Standards	GOALS
<p>Standardized Recipes</p> <p>This course will discuss standardized recipes in school food service. Course content will hone in on key topics: importance of standardized recipes, math used in kitchens, differences between weight and volume, and cycle menus. Step-by-step instructions for the creation of standardized recipes will be explained as the course works through an example recipe. Resources that aid in recipe creation will be shared and discussed.</p> <p><i>Required for a Director or Manager to obtain a GOALS Certificate of Excellence.</i></p>	<p>Food service directors, menu planners, kitchen staff</p>	<p>Nutrition: 1140 Operations: 2110</p>	<p>Standardized Recipes (2 hours)</p>
<p>TAPAS (Todo Acerca de los Programas Alimenticios Escolares)</p> <p>Dirigida al personal trabajando en la cocina, quienes son preparando la comida, sirviéndola y/o determinando comidas reembolsables. La agenda incluye un repaso de los componentes, una mirada breve a los patrones de comida, el control de las porciones, recetas estandarizadas, registros de producción, Ofrecer contra Servir, y maneras de aumentar la participación.</p> <p>Suponemos que la gente viendo esta presentación no planifican los menús, ni calculan la acreditación de los alimentos, por eso no repasaremos estas cosas en detalle. Si usted desea aprender acerca de cómo planear los menús o como acreditar la comida en más detalle, por favor refiere a la clase “Planificando el Menú: los patrones de comida y la acreditación”</p>	<p>El personal de cocina y aquellos que determinan las comidas reembolsables</p> <p>(Kitchen staff and those determining reimbursable meals)</p>	<p>Operadores de Nutrición: 1100, 1300</p>	<p>Objetivos: Resumen de los programas alimenticios escolares (2 horas)</p>

School Nutrition Skills Development Courses (SNSDC) 2020 Course Descriptions

Course Title and Description	Intended Audience	Professional Standards	GOALS
<p>Upgrade School Meal Appeal (<i>QMI course</i>)</p> <p>The Upgrade School Meal Appeal course aims to provide new ideas and inspiration to School Nutrition staff to jazz up menu offerings, improve cafeteria spaces and engage entire school communities. The goal is that these ideas will help to not only retain but also increase student participation in School Nutrition programs. Best practices from Wisconsin schools will be shared throughout the presentation.</p> <p style="text-align: center;"><i>Required for all to obtain a GOALS Certificate of Excellence.</i></p>	<p style="text-align: center;">Food service directors, managers, kitchen staff</p>	<p style="text-align: center;">Operations: 2230</p>	<p style="text-align: center;">Serving Appealing School Meals (2 hours)</p>

School Nutrition Skills Development Courses (SNSDC) 2020 Course Descriptions

4-hour Courses

Course Title and Description	Intended Audience	Professional Standards	GOALS
<p>Child Nutrition Program Basics</p> <p>Are you new to the USDA Child Nutrition Programs? Or in need of a good refresher on program requirements? In this course, you will learn the basics for successfully administering the USDA Child Nutrition Programs and where to find additional detailed resources. This course focuses on the National School Lunch Program (NSLP) and provides an overview of all the program requirements.</p> <p><i>Required for all to obtain a GOALS Certificate of Excellence.</i></p>	<p>New food service directors, business managers, and school administrative and support staff</p>	<p>Nutrition: 1100 Operations: 2000 Administration: 3000 Communications / Marketing: 4100</p>	<p>Child Nutrition Program Basics (4 hours)</p>
<p>Financial Basics: Resource Management</p> <p>This course will focus on understanding the basics of a non-profit food service account, including counting and claiming, meeting Paid Lunch Equity (PLE), completing the Nonprogram Food Revenue Tool, and accounting for revenues and expenditures through the submission of the Annual Financial Report (AFR).</p> <p><i>Required for a Director to obtain a GOALS Certificate of Excellence.</i></p>	<p>Food service directors, managers, business managers, principals, those with administrative responsibilities or those needing a financial refresher of Child Nutrition Programs</p>	<p>Administration: 3300 Operations: 2300</p>	<p>Financial Basics (4 hours)</p>
<p>Special Dietary Needs</p> <p>Feeling overwhelmed by special dietary requests? This course will provide the tools and knowledge school nutrition professionals need to develop a plan of action for managing special dietary requests with confidence. Participants will learn about USDA regulations for managing special dietary requests, become familiar with common reasons behind meal accommodations, and work through activities that focus on developing specific plans of action.</p> <p><i>Required for all to obtain a GOALS Certificate of Excellence.</i></p>	<p>Food service directors, menu planners, those working with special diets</p>	<p>Nutrition: 1160</p>	<p>Special Diets and Food Allergies (1 hour) + Elective (1.25 hours)</p>

School Nutrition Skills Development Courses (SNSDC) 2020 Course Descriptions

8-hour Courses

Course Title and Description	Intended Audience	Professional Standards	GOALS
<p>Free and Reduced Price Eligibility and Verification</p> <p>This Free and Reduced Price Eligibility and Verification is divided into six self-paced lessons to cover current USDA information. The content of these lessons will go into detail regarding the distribution of free and reduced price application materials, meal benefit approval, direct certification, and disclosure requirements. The Verification lessons will cover specific information on the verification process and submission of an accurate Verification Collection Report (VCR). Interactive, hands-on learning activities will be provided for each lesson. <u>One mandatory, live office hour must be attended.</u></p> <p><i>Required for a Director or Manager to obtain a GOALS Certificate of Excellence.</i></p>	<p>Food service directors, business managers, those working with applications</p>	<p>Administration: 3100</p>	<p>Eligibility, Certification, and Verification (8 hours)</p>