

## School Nutrition Skills Development Courses Summer 2016

Course Length	Course Title and Description	Professional Standards Learning Topics
2 hours 	<b>Adding it Up – Menu Planning Beyond the Basics:</b> This course is designed for recipe developers and menu planners. We will provide a refresher in the required math 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 in the Food Buying Guide, and perform in-house analyses when yield information isn't available from the Food Buying Guide. It is assumed that everyone in class already has an understanding of the meal pattern requirements.	Nutrition: 1140 Operations: 2110, 2150
2 hours 	<b>Community Eligibility Provision (CEP): Mastering the Regulations:</b> Wisconsin has almost 400 schools successfully operating CEP and increasing breakfast and lunch access for students! This session will help increase understanding of regulatory requirements along with time to share best practices as a group. Featured topics include: completing CEP specific reports, assembling the monthly claim and edit check, strategies to keep CEP and non-CEP data separate, maintaining ISP records, and tracking student visitor meals. <i>This session is intended for currently participating CEP sites.</i>	Administration: 3100, 3300 Communications/Marketing: 4120, 4150
2 hours 	<b>Community Eligibility Provision (CEP): Preparing to Apply:</b> CEP is in its second year of operation in Wisconsin and is successfully serving free meals to an estimated 150,000 students daily! Many agencies qualify with at least 40% directly certified students as a school, group of schools, or district and have not yet adopted the provision. This session will answer frequently asked questions by summarizing: program regulations, reporting requirements, counting and claiming, financial considerations, and the process to submit an application for the upcoming school year. <i>This session is intended for schools not currently in the provision.</i>	Administration: 3100, 3300 Communications/Marketing: 4120, 4150
2 hours 	<b>Offer versus Serve (OvS): Train the Trainer:</b> Offers a review of USDA OvS regulations for breakfast and lunch meal service and provides electronic materials for teaching OvS at the SFA level. This interactive course is designed to be taught in a game format and is intended for participants who have a working knowledge of meal pattern requirements.	Operations: 2220, 2310
2 hours 	<b>Professional Standards – Mapping your GOALS:</b> Goal Oriented Achievement Learning Skills (GOALS) was developed by DPI as part of the USDA Professional Standards Grant with the intention of providing Wisconsin school nutrition professionals with a “go to” resource for training. GOALS offers training resources along with the option to earn a GOALS <i>Certificate of Excellence</i> in school nutrition program operations and management signed by the state superintendent of schools. This interactive class reviews USDA professional standards guidelines, introduces participants to the GOALS program, provides tools for obtaining and tracking annual training, assists participants in determining their best learning style and provides a take home plan for earning a GOALS Certificate.	Administration: 3210,3400 Communications/Marketing: 4100

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2 hours	<p><b>Smart Snacks:</b> With two years of “Smart Snacks” implementation under our belts, let’s revisit standards and the upcoming changes for next year. This course will explore what has worked well in Wisconsin schools and will provide an opportunity for attendees to brainstorm solutions to common challenges. This course will cover many frequently asked “Smart Snacks” questions and available resources. This course will be beneficial for food service directors, business managers, principals, and fundraising leaders in the district.</p>	<p>Nutrition: 1110, 1300 Administration: 3230, 3300</p>
2 hours 	<p><b>Social Media:</b> Are you interested in incorporating social media into your promotional strategy but don’t know where to start? This class will cover the basics of getting up and running with Twitter and Facebook, including the benefits of each platform and how they can help promote your school meal program. From creating a powerful profile to crafting the perfect message for your audience, we will cover what you need to know to get started.</p>	<p>Communications/Marketing: 4100</p>
4 hours 	<p><b>Advanced Financial Management:</b> A course for food service managers/directors, bookkeepers, business managers, principals and other school agency personnel with administrative responsibilities for school nutrition programs. This course will build on the financial responsibilities of managing the non-profit school food service account and running a financially sound program covered in Financial Management of Child Nutrition Programs. <b><i>You will learn about new reporting formats for the 16-17 school year including: the NEW Annual Financial Report and corresponding WUFUR codes, the NEW Child Nutrition Program Report, and the New Nonprogram Food Revenue Tool.</i></b> You will have a chance to brainstorm how to use these tools to evaluate, plan, and project for your food service operation including maximizing reimbursements and controlling food and labor costs.</p>	<p>Administration: 3300</p>
4 hours	<p><b>Financial Management of Child Nutrition Programs:</b> A course for food service managers/directors, bookkeepers, business managers, principals, school secretaries, and other school agency personnel with administrative responsibilities for school nutrition programs. This course is for staff new to these responsibilities or those interested in refreshing their knowledge. It will focus on the basic financial duties associated with school food service and understanding the basics of a non-profit food service account, including: submission of accurate claims; meeting Paid Lunch Equity; and accounting for revenues and expenditures.</p>	<p>Administration: 3300 Operations: 2300</p>
4 hours 	<p><b>Local Harvest: Reaping the benefits of purchasing, producing, and safely serving local foods in school nutrition programs:</b> Are you interested in bringing local foods into your school nutrition program but unsure where to start or how to do so safely? Have you already made the leap to incorporating local foods but wonder what else you can do? This interactive and engaging course will cover: menu planning, local food procurement, food safety during preparation and service, overcoming common obstacles, and marketing and promotion. Participants will also have the opportunity to network and learn from others who have a desire to <i>sprout</i> or <i>grow</i> their school nutrition programs through local foods.</p>	<p>Nutrition: 1130 Operations: 2620 Communications/Marketing: 4120</p>
4 hours	<p><b>Developing a Procurement Manual and Procedures:</b> All schools participating in the NSLP are required to have written procurement procedure. This workshop will provide examples of procurement procedures and assist schools with developing a procurement manual and procedures. At the end of the workshop, our goal is for all attendees to develop a draft procurement manual with procedures describing its procurement for food service operations which are compliant with all applicable regulations. Attendees will be given handouts and an empty binder to draft and build a procurement manual with applicable procurement procedures. Attendees will take this information back to its schools for a final review and implementation.</p>	<p>Operations: 2400 Administration: 3500</p>

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8 hours	<p><b>Child Nutrition Programs - The Basics:</b> New to the USDA Child Nutrition Programs? Or in need of a good refresher on program requirements? This 8-hour course will provide an overview of all program requirements. Great for new food service directors, business managers, and school administrative and support staff. Learn all that is necessary to successfully administer USDA Child Nutrition Programs.</p>	<p>Nutrition: 1100 Operations: 2000 Administration: 3000 Communications/ Marketing: 4100</p>
8 hours	<p><b>Free and Reduced Price Meal Eligibility and Verification - Everything Your SFA Needs to Know:</b> This 8-hour course is critical for school agency personnel with responsibilities for determining and/or verifying meal benefits for students. Eligibility topics will include up-to-date USDA information on distribution of free and reduced application materials, meal benefit approval, direct certification and disclosure. Verification topics will include detailed information on the verification process and submission of an accurate Verification Collection Report (VCR). Please bring a copy of the USDA <i>Eligibility Manual for School Meals</i> (updated July 2015), which can be downloaded and printed from <a href="http://dpi.wi.gov/school-nutrition/national-school-lunch-program/free-reduced-applications">http://dpi.wi.gov/school-nutrition/national-school-lunch-program/free-reduced-applications</a>.</p>	<p>Administration: 3100 Communications/ Marketing: 4120</p>
8 hours	<p><b>Meal Pattern – The Whole Enchilada:</b> This course is for menu planners and kitchen staff. The course provides an overview of the breakfast and lunch meal patterns using some essential menu planning tools. Hands-on activities will highlight the Food Buying Guide, CN Labels, product formulation statements (PFS), and production records. We will also discuss crediting, standardized recipes, and portion control. The course includes an in-depth review of up-to-date Offer versus Serve guidance using practical situations often seen in schools.</p>	<p>Nutrition: 1100, 1300</p>
8 horas	<p><b>En Español 3 de Agosto, Milwaukee, Modelo de Comidas de Desayuno y Almuerzo:</b> Este curso es para los planificadores de menú y personal de cocina. El curso ofrece una visión general de los modelos de comidas sobre el desayuno y almuerzo usando herramientas esenciales de planificación de menú. Las actividades prácticas destacarán la Guía de Alimentos de Compra (Food Buying Guide), Etiquetas de Nutrición Infantil (CN Labels), Declaraciones de Formulación de Productos (PFS Statements), tamaño de las porciones, y los registros de producción. El curso incluye una revisión moderna y a fondo de Ofrece contra Servir (Offer vs. Serve) utilizando situaciones prácticas a menudo que se ven en las escuelas. Finalmente, discutimos brevemente las expectativas de los planificadores de menú durante su Revisión Administrativa.</p>	<p>Operadores de Nutrición: 1100, 1300</p>
8 hours	<p><b>Nutrition 101 - A Taste of Food and Fitness:</b> An 8-hour course that provides a basic overview of nutrition with an emphasis on the importance of balance in daily food choices and physical activity as key components of good health. Cafeteria Connections link the basics of good nutrition covered in the lessons and how school nutrition programs incorporate good nutrition practices every day. This course is helpful in understanding the nutrition standards for lunch and breakfast.</p> <p><b>This course is part of the requirement for obtaining a GOALS Certificate of Excellence.</b></p>	<p>Nutrition: 1300</p>

Course Length	Course Title and Description	Professional Standards Learning Topics
8 hours	<p><b>ServSafe Certification Course:</b> This course provides a comprehensive training of key food safety concepts ideal for all food service personnel. Participants will be given the written National Restaurant Association exam at the end of the day-long course. Participants successfully completing the exam are eligible to apply for the State of Wisconsin Restaurant Manager Certification. Completion of this course also satisfies the 10-hour Food Safety requirement for School Nutrition Association (SNA) certification.</p> <p><b>This course is part of the requirement for obtaining a GOALS Certificate of Excellence.</b></p> <p>Registration for ServSafe will be handled separately from the other SNSDC offerings, as there is a \$79 cost associated with this course and exam. Please have your credit card ready and visit <a href="http://www.regonline.com/SNSDCservsafe">www.regonline.com/SNSDCservsafe</a> to register for any of the ServSafe classes listed.</p>	<p>Operations: 2600 Administration: 3200, 3450</p>

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