New Directors’ Training
Summer 2020
presented by Alabama State Department of Education

Virtual Training Webinars with Power Point Presentations

**Agenda**

**General Information**
CNP Directory, Organizational Chart, Food & Nutrition Resource List, Technical Assistance Request Form, Job Tasks Timeline Calendar, Free & Reduced Application Information, Accessing Materials

**SDE Accounting Functions**
Setting Meal Prices, PLE, Reimbursement Rates, Severe Need, Safety Net, Cost Centers

**Meal Accountability**
Counting & Claiming, POS Systems, School Review Forms - Breakfast, Lunch, Snack

**Meal Pattern**
Reimbursable Meals/Afterschool Snacks/Fundraisers/Smart Snacks

**Food Production**
Food Buying Guide, CN Labels, Standardized Recipes, Menu Planner Production Records/Record Keeping

**HACCP**

**Memos, Civil Rights, Bid Laws**

**Professional Standards**
Training Requirements, CNP Director Qualifications

**CNP Online Application**
Schedule A Revisions, Updating Information, Annual Agreement

**User Accounts, Site Data, Plate Cost, Openings and Closings**

**Wellness**

**Human Resources**

**Summer Programs**

**Financial Management**

**Procurement**

**Food Distribution/Statewide Procurement**

**Equipment Review**

Robbie Scott, Education Specialist ALSD, Child Nutrition Program
LaKecia Love, Education Specialist ALSD, Food Distribution
Devin Williamson, Nutritionist ALSD, Child Nutrition Program
Chad Langston, Senior Nutritionist ALSD, Child Nutrition Program
Sharon Allison, Education Specialist ALSD, Child Nutrition Program
Devin Williamson, Nutritionist ALSD, Child Nutrition Program
LaKecia Love, Education Specialist ALSD, Child Nutrition Program
Robbie Scott, Education Specialist ALSD, Child Nutrition Program
LaKecia Love, Education Specialist ALSD, Child Nutrition Program
Chad Langston, Senior Nutritionist ALSD, Child Nutrition Program
Sharon Allison, Education Specialist ALSD, Child Nutrition Program
Julie Autrey, Education Specialist ALSD, Child Nutrition Program
Julie Autrey, Education Specialist ALSD, Child Nutrition Program
Kim Ruggles, Education Specialist ALSD, CACFP Section
Debbie Harris, Auditor ALSD, Child Nutrition Program
Joel Evans, Auditor ALSD, Child Nutrition Program
Brantley Tucker Surplus Commodity Administrator ALSD, Child Nutrition Program
June Barrett, Program Coordinator ALSD, Child Nutrition Program
Click on the link below to access the recorded training:

https://alsde.webex.com/alsde/lsr.php?RCID=8ea91ea4f2cf4615b042768a72120ca7
EQUIPMENT

• CHECK FOR FIXED ASSET INVENTORY BY SCHOOL

• INVENTORY BEST PRACTICE- INVENTORY SMALL FOOD SERVICE EQUIPMENT, SUCH AS STEAMTABLE PANS, STORAGE CONTAINERS, SERVING UTENSILS, KNIVES, TRAYS ETC., ONCE A YEAR TO DETERMINE PURCHASE REPLACEMENT NEEDS FOR PRODUCTION AND SERVICE FOR EACH SCHOOL

![Image of kitchen knives and steam table]

This Photo by Unknown
EQUIPMENT

• ADDITIONAL INFORMATION –
  • BEST PRACTICE – UTILITY LIST BY SCHOOL
  
  • GAS - NATURAL OR PROPANE
  • VOLTAGE - 120/208 OR 220 OR 240 OR 420/480
  • PHASE OF ELECTRICITY – SINGLE OR TRIPLE (ARE THE MOST COMMON)
  • AMPERAGE AND KILOWATT INFORMATION ON THE DATA PANEL
EQUIPMENT

• BID REQUIREMENTS
  • FOLLOW THE FEDERAL PROCUREMENT REGULATIONS
    – 2 CFR 200- UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS
  • MANUFACTURER REPRESENTATIVES, FOOD SERVICE EQUIPMENT DEALER STAFF AND ANYONE ASSOCIATED WITH A POTENTIAL VENDOR MAY NOT WRITE A SPECIFICATION FOR CNP IF THEY WISH TO PROVIDE A PRICE QUOTE OR BID PRICING FOR THE SFA
PERMISSION TO PROCURE/PURCHASE

ANY PIECE OF EQUIPMENT OR EQUIPMENT BID WITH MORE THAN ONE ITEM THAT EQUALS $5,000 OR MORE IS REQUIRED TO BE APPROVED BY THE CNP COORDINATOR.

AN APPROVAL LETTER WILL BE RETURNED FOR CNP/CSFO FILES AND SUBMISSION ANNUALLY IN SEPTEMBER

THE REQUEST FORM MAY BE FOUND ON THE ALSDE WEBSITE:
HTTPS://WWW.ALSDE.EDU/SEC/CNP/SNP/PAGES/FORMS-ALL.ASPX
EQUIPMENT

DISPOSAL OF SURPLUS EQUIPMENT

• REVENUE EARNED FOR DISPOSAL OF FOOD SERVICE EQUIPMENT MUST BE DEPOSITED INTO THE CNP ACCOUNT BY COST CENTER, IF APPLICABLE.

• GUIDANCE FOR DISPOSAL OF FOOD SERVICE EQUIPMENT – 2019 HANDOUT (HOW TO DISPOSE)

REMEMBER THAT THE EQUIPMENT IS A FIXED ASSET AND INVENTORY WITH LOCATION OR DISPOSAL WILL BE REQUIRED TO BE MAINTAINED PER THE FEDERAL RECORDS REQUIREMENTS
BUDGET PLANNING FOR EQUIPMENT

- IT IS RECOMMENDED THAT EACH DISTRICT DEVELOP A FIVE (5) YEAR EQUIPMENT REPLACEMENT PLAN FOR THE SCHOOL DISTRICT
EQUIPMENT

WHAT WILL HELP INCREASE THE LIFE OF EQUIPMENT?

ANNUAL PREVENTATIVE MAINTENANCE PLAN

KEEP EQUIPMENT CLEAN – WEEKLY AND MONTHLY CLEANING SCHEDULES

TAKE CARE OF THE EQUIPMENT
EQUIPMENT

CAN YOU GIVE OR DONATE EQUIPMENT?

Yes, No, Maybe
EQUIPMENT

• Typically no food service equipment may not be donated or given away.

• However, it may be given to another federal program in the school district when no longer needed or used by CNP.

• Follow the disposal guidance from the State of Alabama 2019.
EQUIPMENT

CONSIDERATIONS

• BECOME KNOWLEDGEABLE ABOUT EACH PIECE OF EQUIPMENT
  • HOW IT OPERATES
  • WHAT IT IS USED FOR EACH DAY
  • WORK SIMPLIFICATION
  • STAFF INPUT ON EASE OF USE AND CLEANUP
EQUIPMENT

• THANK YOU FOR YOUR ATTENTION
• HAVE A WONDERFUL DAY