Click on the link below to access the recorded training:
https://alsde.webex.com/alsde/lsr.php?RCID=1a23b5de51a947f98ae3c56a011af18c
• CNP Directory/CNP Organizational Chart
• Responsibilities/Websites
• Food & Nutrition Resource List
• Technical Assistance Request Form
• Job Tasks Timeline Calendar
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& Special Programs
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</table>
The CNP directory is a listing of all of our public, private and RCCIs in the state who participate in our programs.
Responsibilities

• Located on the ALSDE website under Trainings and Webinars in the New Director’s tab.

• Minimum requirements necessary to meet federal and state requirements

• Suggested Monthly Tasks also included
Responsibilities...

- Follow Federal and State Laws and Regulations
- Plan and approve menus
- Approve/Verify F&R Apps
- Purchase food and supplies
- Train and supervise CNP managers
- Establish equipment replacement/maintenance program
- Conduct formal review of each school—complete USDA review form by Feb. 1st
- Record keeping, checking, and approving
- Ensure Wellness Policy and HACCP Plans are in place
Visit Each School

- Principal
- CNP Manager
- Kitchen
- Cooks
- Storeroom, refrigerator, and freezer
- Cafeteria

Observe/Participate in

- Temperature control
- Portion control
- Taste tests
- Student flow
- Meal counts
- Collection procedures
- Customer service
- Plate waste

Meet with CNP manager to provide feedback (coaching if necessary)
Child Nutrition Websites

• State Department of Education Child Nutrition
  – www.alsde.edu
    • Department Offices ➔ CNP – Child Nutrition Programs
      – https://cnpforms.alsde.edu/
        • For online application, workshop registrations, verification workbook summary report, Food Distribution, and Statewide Purchasing

• USDA Food & Nutrition Services
  – www.fns.usda.gov/cnd/

• USDA Team Nutrition (posters & Educational material)
Child Nutrition Websites

• Institute of Child Nutrition (USDA recipes)
  – http://www.nfsmi.org/Templates/TemplateDefault.aspx?qs=cEIEPTEwMiZpc01ncj10cnVI
    • Formerly National Food Service Management Institute (NFSMI)

• School Nutrition Association (SNA)
  – http://www.schoolnutrition.org/

• Alabama School Nutrition Association (ALSNA)
  – http://www.alabamasna.org/

• My Plate
  – http://choosemyplate.gov

• The Food Buying Guide:
Food and Nutrition Resource List

✓ Regulations
✓ Fact Sheets
✓ USDA Guidance
✓ References
✓ Home Pages
Glossary of Terms and Acronyms

ADP  
FIFO  
SDE  
CEP  
DOE  
CNP  
HACCP  
ASNA
Job Tasks Timeline and Calendar

• Monthly Calendar of Tasks
  – Due Dates (claims, etc.)
  – Suggested Dates (scheduling trainings, etc.)

• Due dates and timeline are subject to change

• Please read your email
Technical Assistance Request Form

- Can request assistance for:
  - Technical Assistance (Specific Situations)
  - Training/In-service (Specific Topics)

- Must be received 30 days prior to date needed

- Provide the date, location, time, and number and type of participants to attend
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov.

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Questions?