NEW DIRECTORS’ TRAINING

Summer 2020
Policy Memos/Summer Programs/Civil Rights/Bid Laws
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
ALSDE, Child Nutrition Program

LaKecia Love, Education Specialist
ALSDE, Food Distribution

Devon Williamson, Nutritionist
ALSDE, Child Nutrition Program

Chad Langston, Senior Nutritionist
ALSDE, Child Nutrition Program

Sharon Allison, Education Specialist
ALSDE, Child Nutrition Program

Devon Williamson, Nutritionist
ALSDE, Child Nutrition Program

LaKecia Love, Education Specialist
ALSDE, Child Nutrition Program

Robbie Scott, Education Specialist
ALSDE, Child Nutrition Program

LaKecia Love, Education Specialist
ALSDE, Child Nutrition Program

Chad Langston, Senior Nutritionist
ALSDE, Child Nutrition Program

Sharon Allison, Education Specialist
ALSDE, Child Nutrition Program

Julie Autrey, Education Specialist
ALSDE, Child Nutrition Program

Julie Autrey, Education Specialist
ALSDE, Child Nutrition Program

Kim Ruggles, Education Specialist
ALSDE, CACFP Section

Debbie Harris, Auditor
ALSDE, Child Nutrition Program

Joel Evans, Auditor
ALSDE, Child Nutrition Program

Brantley Tucker
Surplus Commodity Administrator
ALSDE, Child Nutrition Program

June Barrett, Program Coordinator
ALSDE, Child Nutrition Program
Click on the link below to access the recorded training:
https://alsde.webex.com/alsde/lsr.php?RCID=80f7eae9cdff4cb0a17e4398a0963306
POLICY MEMOS

New Directors’ Training
Good Morning.

Below is the link for the most recently posted USDA and State Memorandum. Print and read in their entirety. Retain a copy of for your files.

➢ **Flexibility for the Administrative Review Cycle Requirement - USDA SP 12-2019**

Should you have any questions concerning these memorandums, please contact our office at 334-694-4657.

Thank you!
The School Program Staff
Alabama State Department of Education
Child Nutrition Programs
334-694-4657
MEMORANDUM

FROM: Jane Smith, Program Director
Child Nutrition Program

DATE: March 5, 2019

TO: Child Nutrition Director
Public Schools
Private Schools

SUBJECT: Eligibility for the Administrative Review Cycle Synchronization

Please review the attached USDA SF-319 checklist thoroughly for guidance. If you have any questions concerning this memorandum, please contact the Regional Program staff at 714-464-3627. Thank you for your cooperation.

Jane Smith
Program Director
Child Nutrition Program

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DATE: February 22, 2019

TO: USDA Child Nutrition Programs

In School Year 2013-2014, the U.S. Department of Agriculture’s Food and Nutrition Service (FNS) implemented a new Administrative Review and Synchronization Cycle (SRS). This new cycle integrates the eligibility and certification processes for the School Nutrition Program, Special Milk Program, and Child and Adult Care Food Program. The new SRS cycle improves the efficiency and effectiveness of the program, allowing states to manage their resources more efficiently.

The purpose of this memorandum is to provide guidance to State agencies on the new SRS cycle. The new SRS cycle is designed to improve the accuracy of eligibility determinations, reduce the administrative burden on State agencies, and improve the overall effectiveness of the program. The SRS cycle is designed to streamline the review process and ensure that all eligible students receive the benefits they are entitled to.

Please refer to the Memorandum on the School Year 2013-2014 SRS Cycle, dated June 17, 2013, for more information on the new SRS cycle. The new SRS cycle is designed to be more efficient and effective than the previous cycle, allowing State agencies to better manage their resources and improve the overall effectiveness of the program.

State agencies should ensure that all eligible students receive the benefits they are entitled to.

Jane Smith
Program Director
Child Nutrition Program
Policy Memorandums are posted on the ALSDE website: http://www.alsde.edu/
Previously Posted Memos – ALSDE Website con’t
Previously Posted Memos – ALSDE Website con’t
Previously Posted Memos – ALSDE Website con’t
Choose by subject tab:

**Administrative Reviews**
- Direct Certification
- Provision 2 and 3
- Community Eligibility Provision - CEP
- Financial
- Production
- Seamless Summer Option - SSO
- Six Cent Certification - Performance Based
- Afterschool Snack
- HACCP and Food Safety
- Special Needs
- Fresh Fruit and Vegetable Program - FFVP
- Civil Rights and Ethics
- National School Lunch Program
- School Breakfast Program
- Wellness
- Procurement
- Professional Standards

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SUMMER PROGRAMS

New Directors’ Training
Types of Summer Programs

SSO
Seamless Summer Option

SFSP
Summer Food Service Program
Types of Summer Programs

What’s the Difference?

• Reimbursement rates are different
• Application process is different
• SFSP sites are allowed off school property
Types of Summer Programs – SFSP Summer Food Service Program

SFSP
is operated by
CACFP
(Child and Adult Care Feeding Program)
Types of Summer Programs – SSO Seamless Summer Option

SSO

is operated by
NSLP School Programs
(National School Lunch Program)
Types of Summer Programs – SSO Seamless Summer Option

Webinar Coming Soon...

- Every spring a webinar is conducted on SSO
- Email announcement will be sent
CIVIL RIGHTS TRAINING

New Directors’ Training
Important Notes about Civil Rights

• State staff receives training every year.

• Training is turned around to SFAs in a webinar once a year.
Civil Rights Training is REQUIRED

- All CNP staff must have Civil Rights Training every year as a part of their professional development.

Best Practice...

✓ Train at the beginning of each school year
✓ Make it part of on-boarding process for new hires
Required Documentation

➢ Copy of materials used for training
  ✓ (webinar provided by state)
➢ Agenda
➢ Sign in sheet
And Justice for All Poster

- Posted in a prominent location in the meal service area.
- Must be current poster
- May not duplicate, change size, etc
- ALL older versions should be removed
ALABAMA BID LAWS

New Directors’ Training