

# TRAINING OVERVIEW UPDATES and REMINDERS

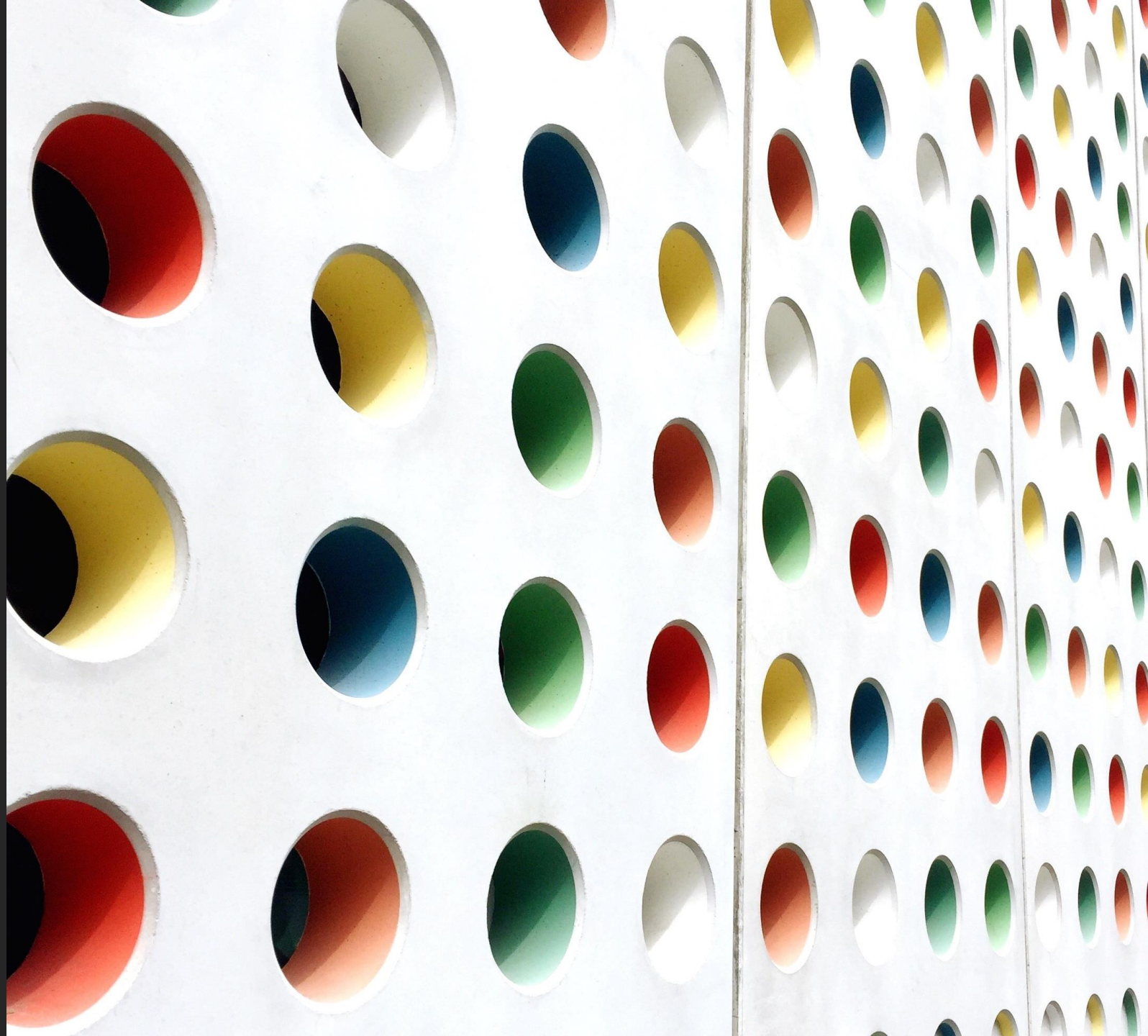
---

RCCI AND PRIVATE TRAINING

OCTOBER 7, 2020

ROBBIE SCOTT, ED. SPECIALIST

ALSDE, CHILD NUTRITION



2020 Fall  
RCCI/Private Schools Training  
*presented by*  
Alabama State Department of Education



# AGENDA

Wednesday  
October 7, 2020

**VIRTUAL  
TRAINING**

Montgomery, AL



Welcome ~ Announcements  
Updates and Reminders

**Robbie Scott**  
Education Specialist  
ALSDE, School Programs

COVID19 Waivers

**Julie Autrey**  
Education Specialist  
ALSDE, School Programs

CNP Finance Management

**Steven Rylant**  
Auditor  
ALSDE, Financial Management

HACCP

**LaKecia Love**  
Education Specialist  
ALSDE, School Programs

Special Diets and Food  
Allergies

**Devin Williamson**  
Nutritionist  
ALSDE, School Programs

Corrective Action Procedures

**Chad Langston**  
Senior Nutritionist  
ALSDE, School Programs

Click on the link below to access the recorded training:

<https://alsde.webex.com/alsde/lsr.php?RCID=022586dc5ec04bd5bf0fa504089b585d>



FIRST THINGS FIRST...

# SURVEYS

Please complete and return all surveys as soon as possible.

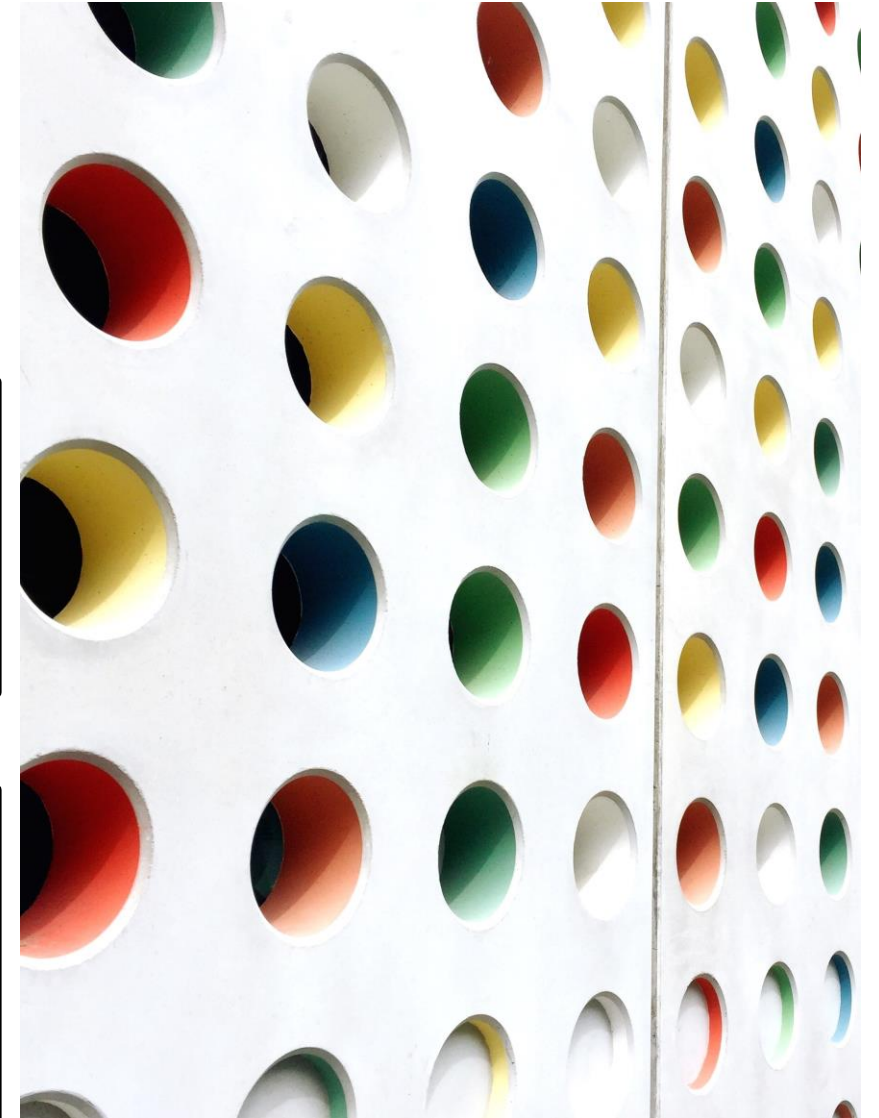
---

COVID-19 Child Nutrition Response Waiver - Required Survey

<https://forms.office.com/Pages/ResponsePage.aspx?id=xR8fNaFG3EW3EUPMffG2KzR-XNTBg2dDrdSeTB6o4qNUNVJEOUNZUIRJRkVRSIFLT1M1UDNESllIVi4u>

School Food Authority (SFA) Participation Response to COVID-19 Waivers for SY20-21

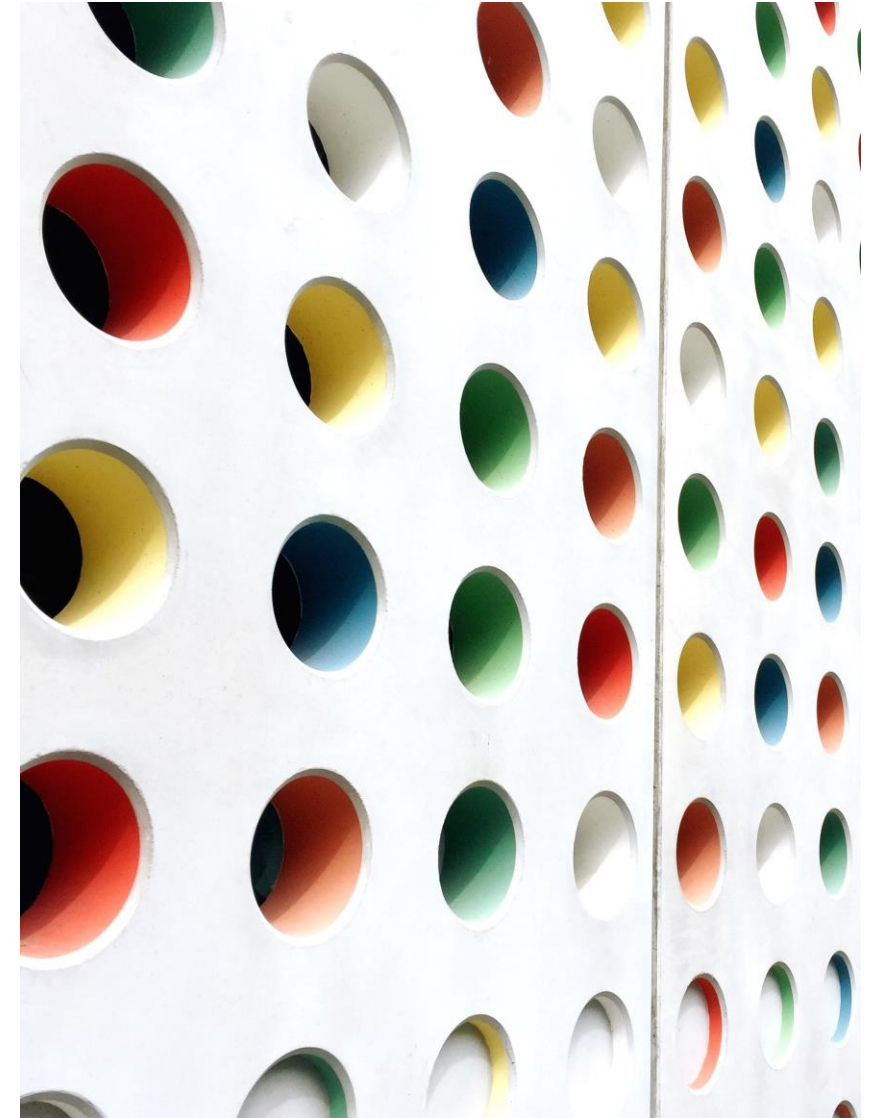
<https://forms.office.com/Pages/ResponsePage.aspx?id=xR8fNaFG3EW3EUPMffG2KzR-XNTBg2dDrdSeTB6o4qNUNkw2NlcxQ0ZWSVFHRDlaU1QxUzFEQTNBUS4u>



# PROFESSIONAL DEVELOPMENT

USDA		ALSDE (Public Schools Only)	
Employee Type	Hours	Employee Type	Hours/Days
Directors	12	Directors	15 hours
Managers	10	9, 10, 11 Month Employees	2 Professional Development Days
Full Time Staff	6		
Part-Time Staff	4		

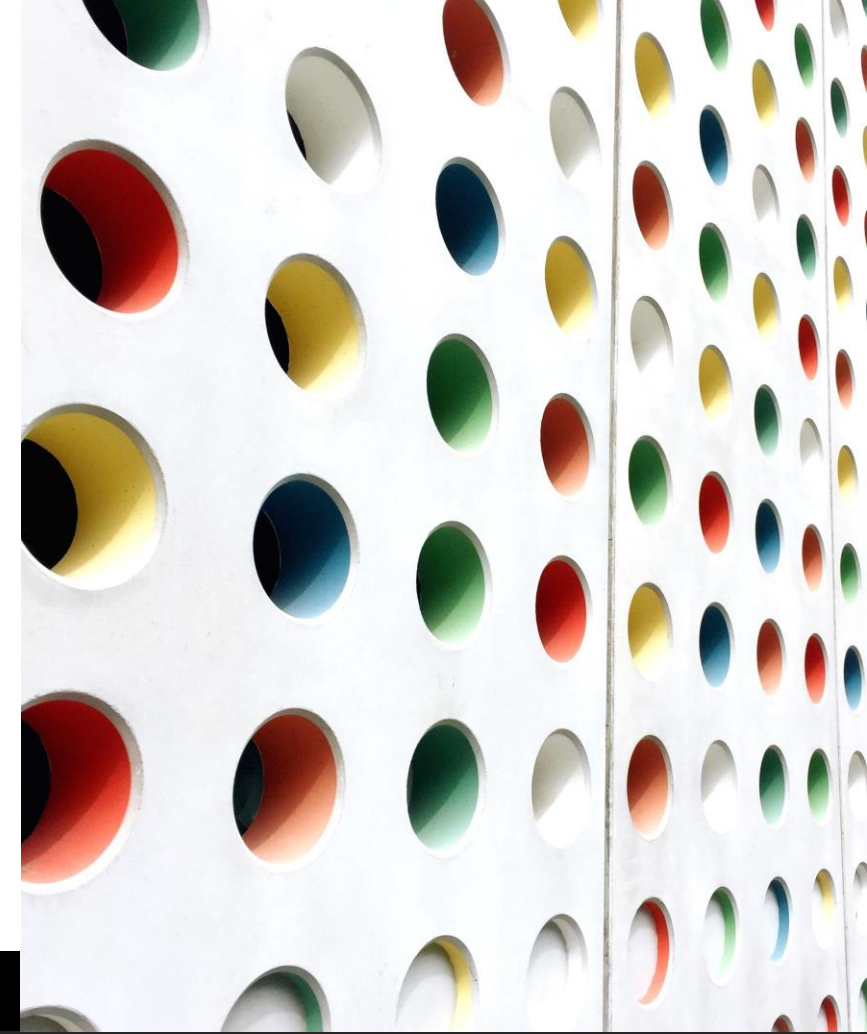
- Private and RCCIs should meet USDA requirements
- Maintain documentation in compliance with USDA guidance
- Tracker available from SA staff, if needed
- PPT available on website



- ALL SFAs are required to complete verification.
- Verification process must be complete by **November 15<sup>th</sup>**.
- Online Verification Report is due on or before **January 22, 2021**.

If you do NOT take meal applications, you may submit your verification report beginning November 1<sup>st</sup>. Set a calendar reminder for November 2<sup>nd</sup> (Monday)!

If you DO take meal applications, you should be actively gathering the documentation you need in order to complete the verification report. This takes a while, so make sure you are working on this.



# VERIFICATION



## GUIDANCE FOR VERIFICATION

**All sponsors are required to submit an online verification report. This includes Charter Schools, Community Eligibility Provision Schools, RCCI'S and Private Schools.**

### **October 1, 2020**

- Begin the Verification Summary Report at <https://cnpforms.alsde.edu/>
  - The report is located under NSLP, Forms, Verification Summary.
  - Complete Sections 4 and 5
    - Enter zeroes for Section 4, Column B as placeholders.
    - Set a calendar reminder for the last operating day of October to remove place holder zeroes and enter actual numbers.
  - Item 5-5 will automatically generate. This the number of applications that must be verified—no more, no less.

### **November 15, 2020**

- Verification process must be complete.
- If verification is not completed by November 15, the district/facility must request an extension in writing from the State Agency. The extension may be granted up to December 15.

### **January 22, 2021**

- Verification Summary Report must be submitted.

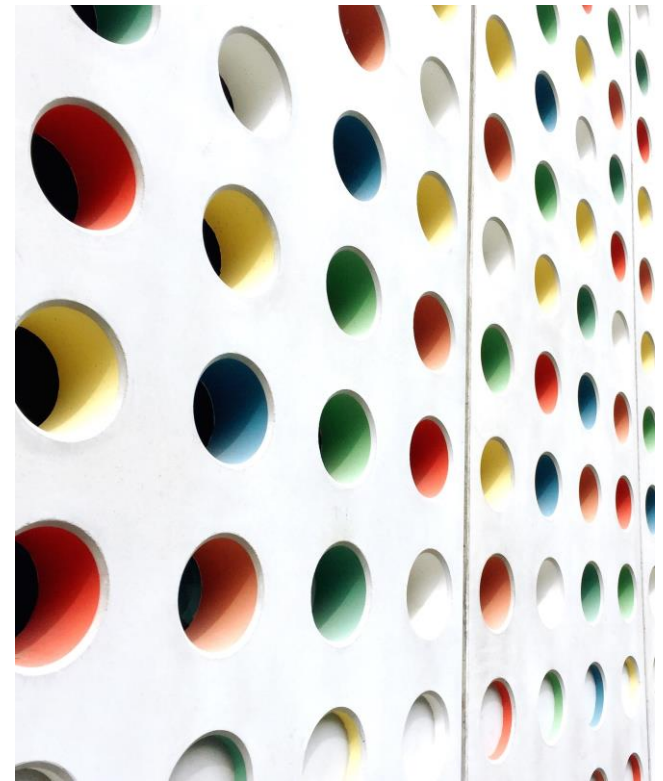


# MORE GUIDANCE FOR VERIFICATION

---

Email dated 8/28/2020 from  
Jessica Ragan

Webinar Recording Link – must  
access link from email

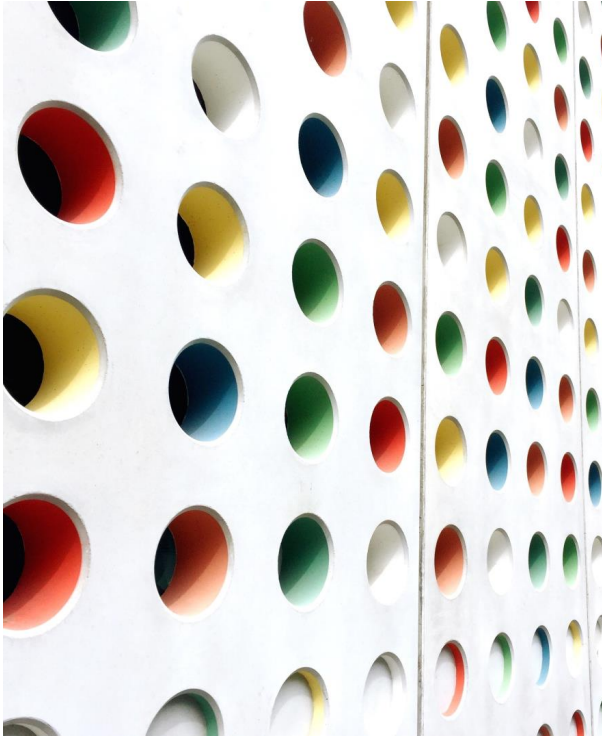


# MORE GUIDANCE FOR VERIFICATION

These are also on our website under 'Trainings and Webinars'

- >Trainings and Webinars
- >School Nutrition Programs
- >School Nutrition Programs Trainings and Webinars
- >Verification

New Manager	New Directors	Directors Spring Workshop	Directors Fall Conference	Special Diets
RCCI & Private Schools Spring Conference	Food Safety	Managers Summer Workshop	Paid Lunch Equity	
<b>Verification</b>	Civil Rights & Ethics	Seamless Summer Option - SSO	Fresh Fruit and Vegetable Program - FFVP	
Administrative Review	Free & Reduced Price School Meal Application		Production Record	Student Data - CNP
Online Application Webinar	Provisions (1,2,3 and CEP)			
Title	Description			
<a href="#">Questions and Answers for Verification Webinar SY20-21</a>	Questions and Answers for Verification Webinar SY20-21			
<a href="#">SFAs Approved for Alternate Sample Size SY 2020-2021</a>	SFAs Approved for Alternate Sample Size SY 2020-2021			
<a href="#">SY 20-21 Annual Verification and Independent Review Webinar</a>	SY 20-21 Annual Verification and Independent Review Webinar			



Be sure to keep your online agreements updated with current information.

# ONLINE AGREEMENTS

---

# GARDENS 2 SCHOOL CURRICULUM

Please remember to submit recipient information to [rscott@alsde.edu](mailto:rscott@alsde.edu) by October 31<sup>st</sup>.

## WHAT?

- School Garden Curriculum for grades K-5
- Lesson plans that align with Alabama Course of Study standards
- Engaging hands on lessons
- All worksheets, posters, lessons provided in downloadable format

## WHO?

- Two (2) teachers per district
- Teachers of grades K-5
- Teachers who enjoy providing life lessons for students through teaching activities.

## WHEN?

- CNP Directors should be in the process of identifying 2 teachers from their district to receive access to this amazing curriculum
- Recipients will receive log-in access to the curriculum soon after all recipients have been identified.
- Implementation of curriculum is at discretion of teachers to be based on best timeline for instruction
- Enjoy materials for years to come

## HOW?

- CNP Directors identify recipients and provide information to state office
- Recipients will receive log-in access code directly from Schoolyard Roots through email provided on recipient form
- Enjoy the hands-on learning activities with students that are interdisciplinary and engaging



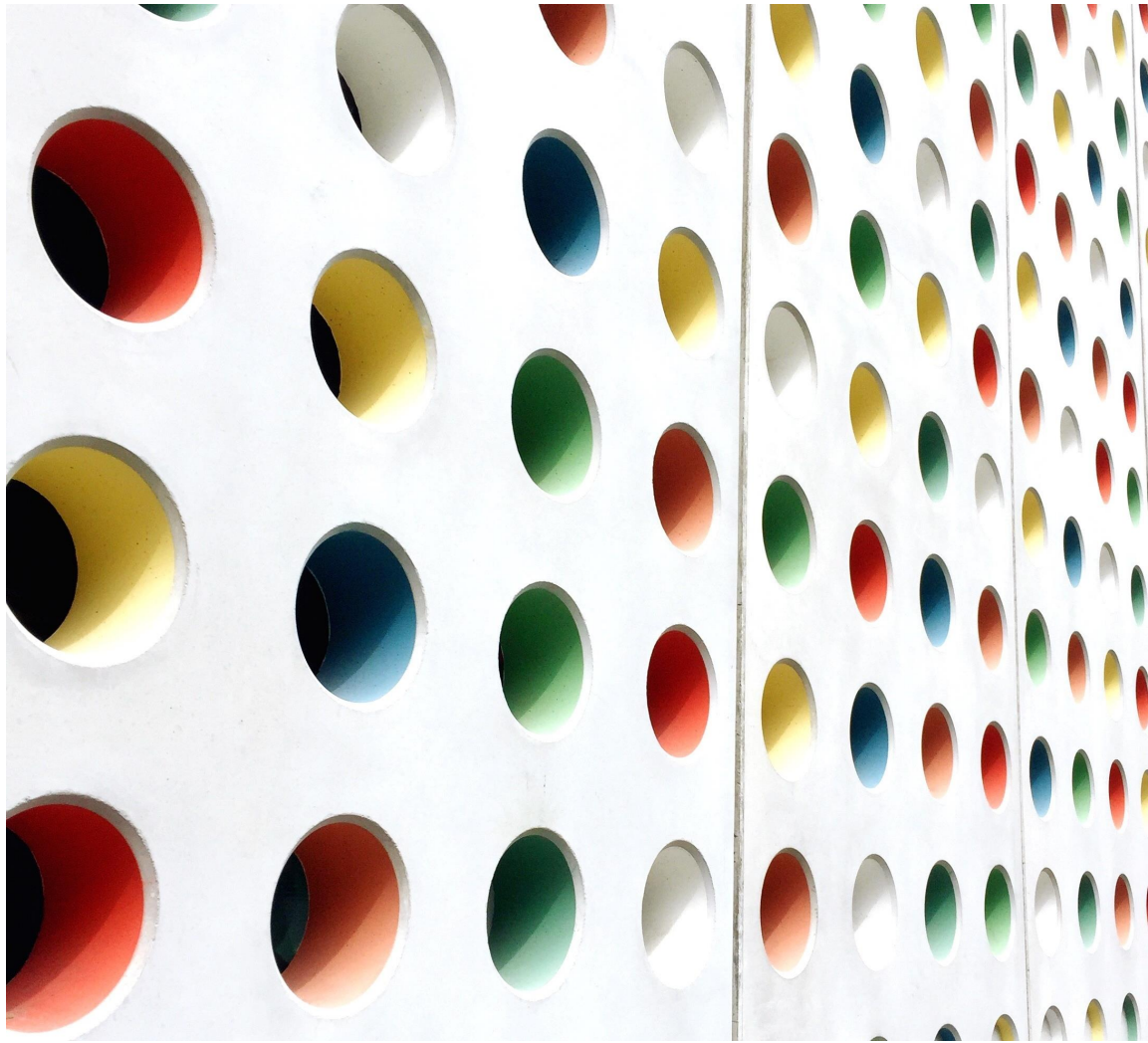
The Alabama School Garden Curriculum is an innovative, project-based learning curriculum that has been shown to increase test scores, build healthy eating habits, and get kids excited about school. Our curriculum cultivates curiosity and connection through sensory-awareness, observation, and hands-on learning. Through this garden-based curriculum, thousands of Alabama students have engaged with food & nature, to bring classroom concepts to life.

**What You Get:**  
When you purchase the Alabama School Garden, K-5th Grade Curriculum, you will bring lessons to life for students. Lessons connect classroom activities to the real world. Students measure, graph, chart, hypothesize, diagram, read, write, draw, and create haikus. Built in taste tests and cooking lessons let students eat the food they have grown, while learning nutritional information about real food. Every lesson plan is linked to Alabama Course of Study standards and comes with all associated content. You will not have to create your own worksheets or draw your own posters; it is all included for you in an easily downloadable format. You will be guided through the growing season while also having the flexibility to mix and match, based on your pacing guide.

**How it Works:**  
The curriculum is housed digitally through our website. We'll set you up with your own unique log-in, which you can use to access the curriculum. Once logged in, you can view, download, and print all of the content. It's that easy!

You can find more great resources from Schoolyard Roots, like our FREE Guide to Cooking in the Classroom, at [www.schoolyardroots.org/resources](http://www.schoolyardroots.org/resources)

Tag us & share your classroom adventures!  
@schoolyardroots



QUESTIONS?

# USDA NON-DISCRIMINATION STATEMENT

---

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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.