# 2020 Fall RCCI/Private Schools Training

**Presented by**

Alabama State Department of Education

## Agenda

### Wednesday

**October 7, 2020**

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Speaker</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Welcome - Announcements</td>
<td>Robbie Scott</td>
<td>Education Specialist, ALSCE, School Programs</td>
</tr>
<tr>
<td></td>
<td>Updates and Reminders</td>
<td>Robbie Scott</td>
<td>Education Specialist, ALSCE, School Programs</td>
</tr>
<tr>
<td></td>
<td>COVID-19 Waivers</td>
<td>Julie Austey</td>
<td>Education Specialist, ALSCE, School Programs</td>
</tr>
<tr>
<td></td>
<td>VIRTUAL TRAINING</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CNP Finance Management</td>
<td>Steven Ryant</td>
<td>Auditor, ALSCE, Financial Management</td>
</tr>
<tr>
<td></td>
<td>HACCP</td>
<td>LaKesia Love</td>
<td>Education Specialist, ALSCE, School Programs</td>
</tr>
<tr>
<td></td>
<td>Special Diets and Food Allergies</td>
<td>Devin Williamson</td>
<td>Nutritionalist, ALSCE, School Programs</td>
</tr>
<tr>
<td></td>
<td>Corrective Action Procedures</td>
<td>Chad Langston</td>
<td>Senior Nutritionalist, ALSCE, School Programs</td>
</tr>
</tbody>
</table>
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-XNTBg2dDrdSeTB6o4qNUNVJEOUNZULRkVRSIFLT1M1UDNESIlIVi4u

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

- 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

<table>
<thead>
<tr>
<th>USDA</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Type</td>
<td></td>
</tr>
<tr>
<td>Directors</td>
<td>12</td>
</tr>
<tr>
<td>Managers</td>
<td>10</td>
</tr>
<tr>
<td>Full Time Staff</td>
<td>6</td>
</tr>
<tr>
<td>Part-Time Staff</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ALSDE (Public Schools Only)</th>
<th>Hours/Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Type</td>
<td></td>
</tr>
<tr>
<td>Directors</td>
<td>15 hours</td>
</tr>
<tr>
<td>9, 10, 11 Month Employees</td>
<td>2 Professional Development Days</td>
</tr>
</tbody>
</table>
• ALL SFAs are required to complete verification.

• Verification process must be complete by **November 15th**.

• 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 1st. Set a calendar reminder for November 2nd (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.
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 placeholder zeroes and enter actual numbers.
    • Item 5-5 will automatically generate. This is 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
Be sure to keep your online agreements updated with current information.
GARDENS 2 SCHOOL CURRICULUM
Please remember to submit recipient information to rscott@alsde.edu by October 31st.

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-6th 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 hallucas. 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 login, 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!
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) 633-8263. 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.

This institution is an equal opportunity provider.