

NEW DIRECTORS' TRAINING

Summer 2020

Policy Memos/Summer Programs/Civil Rights/Bid Laws



<u>General Information</u>	Robbie Scott , Education Specialist ALSDE, Child Nutrition Program
CNP Directory, Organizational Chart, Food & Nutrition Resource List, Technical Assistance Request Form, Job Tasks Timeline Calendar, Free & Reduced Application Information, Accessing Materials	
<u>SDE Accounting Functions</u>	LaKecia Love , Education Specialist ALSDE, Food Distribution
Setting Meal Prices, PLE, Reimbursement Rates, Severe Need, Safety Net, Cost Centers	
<u>Meal Accountability</u>	Devin Williamson , Nutritionist ALSDE, Child Nutrition Program
Counting & Claiming, POS Systems, School Review Forms - Breakfast, Lunch, Snack	
<u>Meal Pattern</u>	Chad Langston , Senior Nutritionist ALSDE, Child Nutrition Program
Reimbursable Meals/Afterschool Snacks/Fundraisers/Smart Snacks	
<u>Food Production</u>	Sharon Allison , Education Specialist ALSDE, Child Nutrition Program
Food Buying Guide, CN Labels, Standardized Recipes, Menu Planner	
<u>Production Records/Record Keeping</u>	Devin Williamson , Nutritionist ALSDE, Child Nutrition Program
<u>HACCP</u>	LaKecia Love , Education Specialist ALSDE, Child Nutrition Program
<u>Memos, Civil Rights, Bid Laws</u>	Robbie Scott , Education Specialist ALSDE, Child Nutrition Program
<u>Professional Standards</u>	LaKecia Love , Education Specialist ALSDE, Child Nutrition Program
Training Requirements, CNP Director Qualifications	
<u>CNP Online Application</u>	Chad Langston , Senior Nutritionist ALSDE, Child Nutrition Program
Schedule A Revisions, Updating Information, Annual Agreement	
<u>User Accounts, Site Data, Plate Cost, Openings and Closings</u>	Sharon Allison , Education Specialist ALSDE, Child Nutrition Program
<u>Wellness</u>	Julie Autrey , Education Specialist ALSDE, Child Nutrition Program
<u>Human Resources</u>	Julie Autrey , Education Specialist ALSDE, Child Nutrition Program
<u>Summer Programs</u>	Kim Ruggles , Education Specialist ALSDE, CACFP Section
<u>Financial Management</u>	Debbie Harris , Auditor ALSDE, Child Nutrition Program
<u>Procurement</u>	Joel Evans , Auditor ALSDE, Child Nutrition Program
<u>Food Distribution/Statewide Procurement</u>	Brantley Tucker Surplus Commodity Administrator ALSDE, Child Nutrition Program
<u>Equipment Review</u>	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



New Memos - Email from State Office

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

Previously Posted Memos – ALSDE Website

Policy Memorandums are posted on the ALSDE website



Alabama State Department of Education

Application Login

Department Offices | Learners & Parents | Support Systems | Education Professionals | Schools & Systems | Data Center | Communications | Calendar

Every Child a Graduate. Every Graduate Prepared.

Search... 

Previously Posted Memos – ALSDE Website con't



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Every Child a Graduate. Every Graduate Prepared.

Department Offices

...for College/Work/Adulthood in the 21st Century

<p>State Board of Education State Superintendent</p> <p>Chief of Staff Internal Audit</p> <p>Strategic Initiatives</p> <p>General Counsel</p> <p>External Affairs Division Assistant State Superintendent Agency Coordination Stakeholder Engagement Communications Intergovernmental Relations/ Legislative Policy and Advocacy</p> <p>Contact Information Contact Us ALSDE Organizational Chart</p>	<p>Career and Technical Education/Workforce Development Division Deputy State Superintendent Career and Technical Education Workforce Development</p> <p>Administration and Financial Support Division Deputy State Superintendent</p> <p>Disability Determination Service</p> <p>Human Resources</p> <p>Office of Departmental Support Budget Operations SDE Accounting</p> <p>Office of LEA Support CNP - Child Nutrition Programs LEA Accounting LEA Fiscal Accountability</p>	<p>Teaching and Learning Improvement Division Chief Academic Officer / Deputy State Superintendent</p> <p>Office of Student Learning AMSTI - AL Math, Science, and Technology Initiatives ARI - AL Reading Initiative Counseling and Guidance Educational Technology Federal Programs Instructional Services Professional Learning Gateway Special Education Services</p>	<p>Office of Evaluation and Innovation Accountability Charter Schools and Flexibility Compliance Monitoring Educator Effectiveness Grants and External Funding Information Systems Prevention and Support Services Research and Development Student Assessment</p> <p>Office of Teaching and Leading Educator Assessment Educator Certification Educator Preparation Educator Recruitment and Placement</p>
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Previously Posted Memos – ALSDE Website con't

Alabama State Department of Education Application Login

Department Offices | Learners & Parents | Support Systems | Education Professionals | Schools & Systems | Data Center | Communications | Calendar

Every Child a Graduate. Every Graduate Prepared. Search... [Social Media Icons]

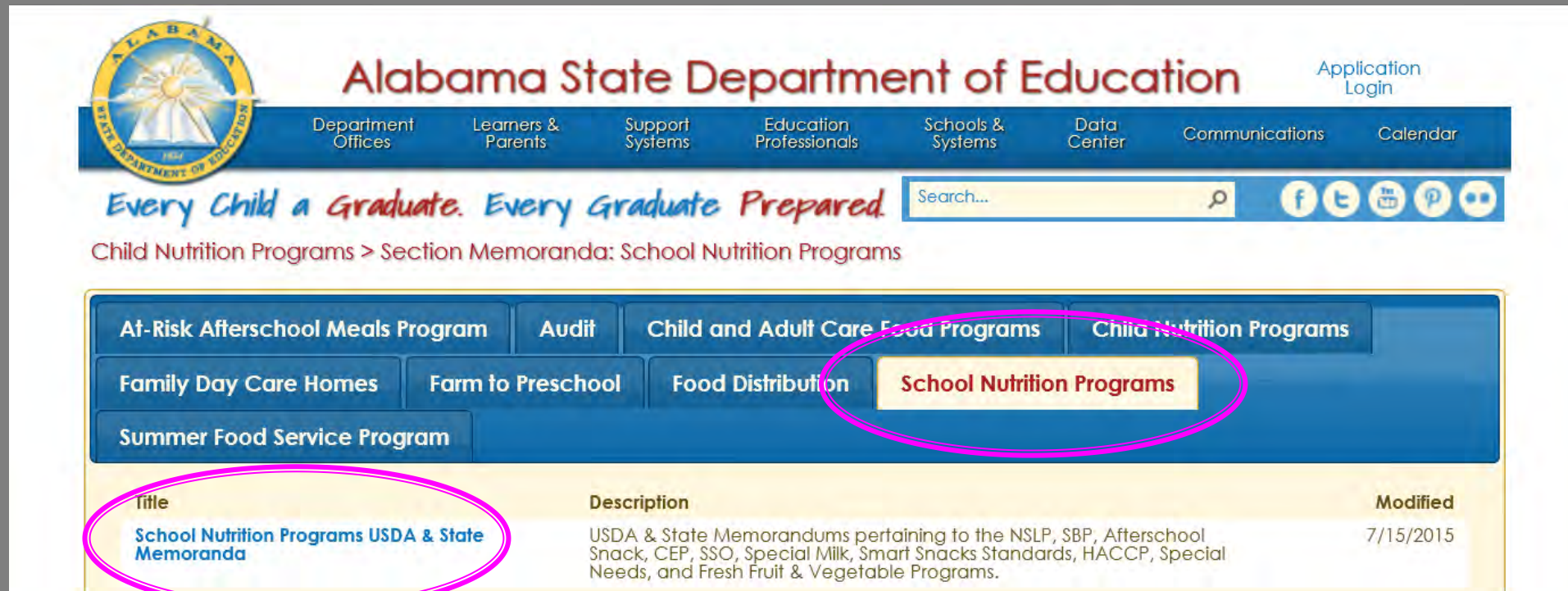
Child Nutrition Programs

Alabama Child Nutrition Staff manage and implement United States Department of Agriculture (USDA) Child Nutrition Programs operating in Alabama's schools and preschool facilities. Staff interpret federal and state policies and laws, provide technical assistance and complete program audits; allocate USDA donated foods, ensure procurement of high quality and cost efficient food products compliant with regulations.

There are no items to show in this view of the "Announcements" list.

- FAQs
- Trainings and Webinars
- Section Memoranda**
- Forms and Resources
- Regulations and Policies
- Reimbursement Rates
- State and Program Contacts
- CNP Newsletters
- CNP Online Application
- SDE Accounting

Previously Posted Memos – ALSDE Website con't

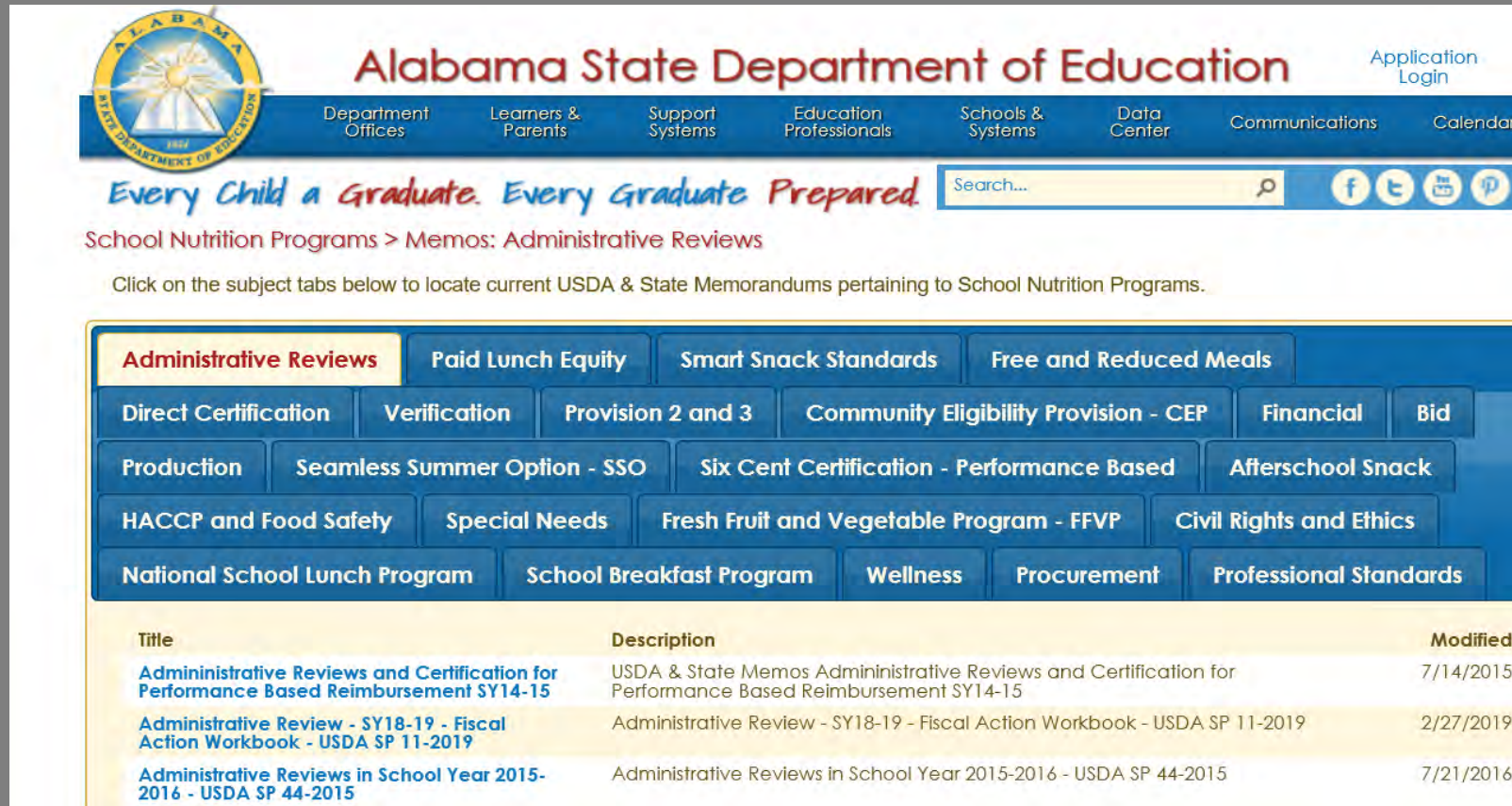


The screenshot shows the Alabama State Department of Education website. At the top left is the state seal. The main header reads "Alabama State Department of Education" with an "Application Login" link. A blue navigation bar contains links for "Department Offices", "Learners & Parents", "Support Systems", "Education Professionals", "Schools & Systems", "Data Center", "Communications", and "Calendar". Below this is the slogan "Every Child a Graduate. Every Graduate Prepared." and a search bar. The breadcrumb trail reads "Child Nutrition Programs > Section Memoranda: School Nutrition Programs". A menu of program categories is shown, with "School Nutrition Programs" highlighted in yellow and circled in pink. Below the menu is a table with one row of data.

Title	Description	Modified
School Nutrition Programs USDA & State Memoranda	USDA & State Memorandums pertaining to the NSLP, SBP, Afterschool Snack, CEP, SSO, Special Milk, Smart Snacks Standards, HACCP, Special Needs, and Fresh Fruit & Vegetable Programs.	7/15/2015

Previously Posted Memos – ALSDE Website con't

Choose by subject tab:



Alabama State Department of Education Application Login

Department Offices | Learners & Parents | Support Systems | Education Professionals | Schools & Systems | Data Center | Communications | Calendar

Every Child a Graduate. Every Graduate Prepared. Search... [Social Media Icons]

School Nutrition Programs > Memos: Administrative Reviews

Click on the subject tabs below to locate current USDA & State Memorandums pertaining to School Nutrition Programs.

Administrative Reviews	Paid Lunch Equity	Smart Snack Standards	Free and Reduced Meals		
Direct Certification	Verification	Provision 2 and 3	Community Eligibility Provision - CEP	Financial	Bid
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	

Title	Description	Modified
Administrative Reviews and Certification for Performance Based Reimbursement SY14-15	USDA & State Memos Administrative Reviews and Certification for Performance Based Reimbursement SY14-15	7/14/2015
Administrative Review - SY18-19 - Fiscal Action Workbook - USDA SP 11-2019	Administrative Review - SY18-19 - Fiscal Action Workbook - USDA SP 11-2019	2/27/2019
Administrative Reviews in School Year 2015-2016 - USDA SP 44-2015	Administrative Reviews in School Year 2015-2016 - USDA SP 44-2015	7/21/2016



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

PROFESSIONAL STANDARDS TRAINING
Thursday, August 2, 2018
Civil Rights Training




LAST NAME	FIRST NAME	ADMIN	SIGNATURE
Barrett	June		
Brust	Jeanne		
		JOHN DOE HIGH	
Allison	Sharon		
Scott	Robbie		
		JOHN DOE MID	
Langston	Chad		
Love	Lakecia		
Williamson	Devin		
		JOHN DOE ELEM	

CNP In-Service Training
presented by
Smith Consulting

AGENDA

Tuesday August 2, 2018

John Doe High Auditorium
Montgomery, AL



8:00 - 8:15	Registration	June Barrett CNP Director
8:15 - 8:30	Welcome	Jan Smith Smith Consulting
8:30 - 9:00	Civil Rights	Jan Smith Smith Consulting
8:45 - 12:00	Meal Pattern OVS	Jan Smith Smith Consulting
12:00 - 1:00	Lunch	
1:00 - 3:00	Food Safety/HACCP	Jan Smith Smith Consulting
3:00 - 3:15	Questions and Answers	June Barrett CNP Director
3:15 - 3:30	Closing Remarks and Evaluations	June Barrett CNP Director

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

Alabama Competitive Bid and Public Works Law



STATE OF ALABAMA

**DEPARTMENT OF EXAMINERS OF
PUBLIC ACCOUNTS**

**ALABAMA COMPETITIVE BID AND
PUBLIC WORKS LAWS**

DECEMBER 2014

THIS DOCUMENT IS AVAILABLE ONLINE AT:
www.examiners.alabama.gov