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 System, School Review Forms - Breakfast, Lunch, Snack

Meal Pattern
- Reimbursable Meals/After-school Snacks/Fundraisers/Smart Snacks

Food Production
- Food Buying Guide, CN Labels, Standardized Recipes, Menu Planner Production Records/Record Keeping

HACCP

Memos, Civil Rights, Civil Law

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, Child Nutrition Program

Devin Williamson, Nutritionist
ALSDE, Child Nutrition Program

Chad Langston, Senior Nutritionist
ALSDE, Child Nutrition Program

Sharon Allison, Education Specialist
ALSDE, Child Nutrition Program

Devin 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=80f7eae9c9a0a17e4398a0963306
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
Previously Posted Memos – ALSDE Website

Policy Memorandums are posted on the ALSDE website
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:

![Alabama State Department of Education](image_url)

**Administrative Reviews**

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<td>USDA &amp; State Memos Administrative Reviews and Certification for Performance Based Reimbursement SY14-15</td>
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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