

# New Directors' Training

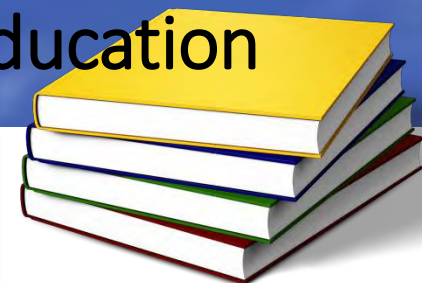
Summer 2020



General Information

# New Directors' Training Summer 2020

*presented by* Alabama State Department of Education



## **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

**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

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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



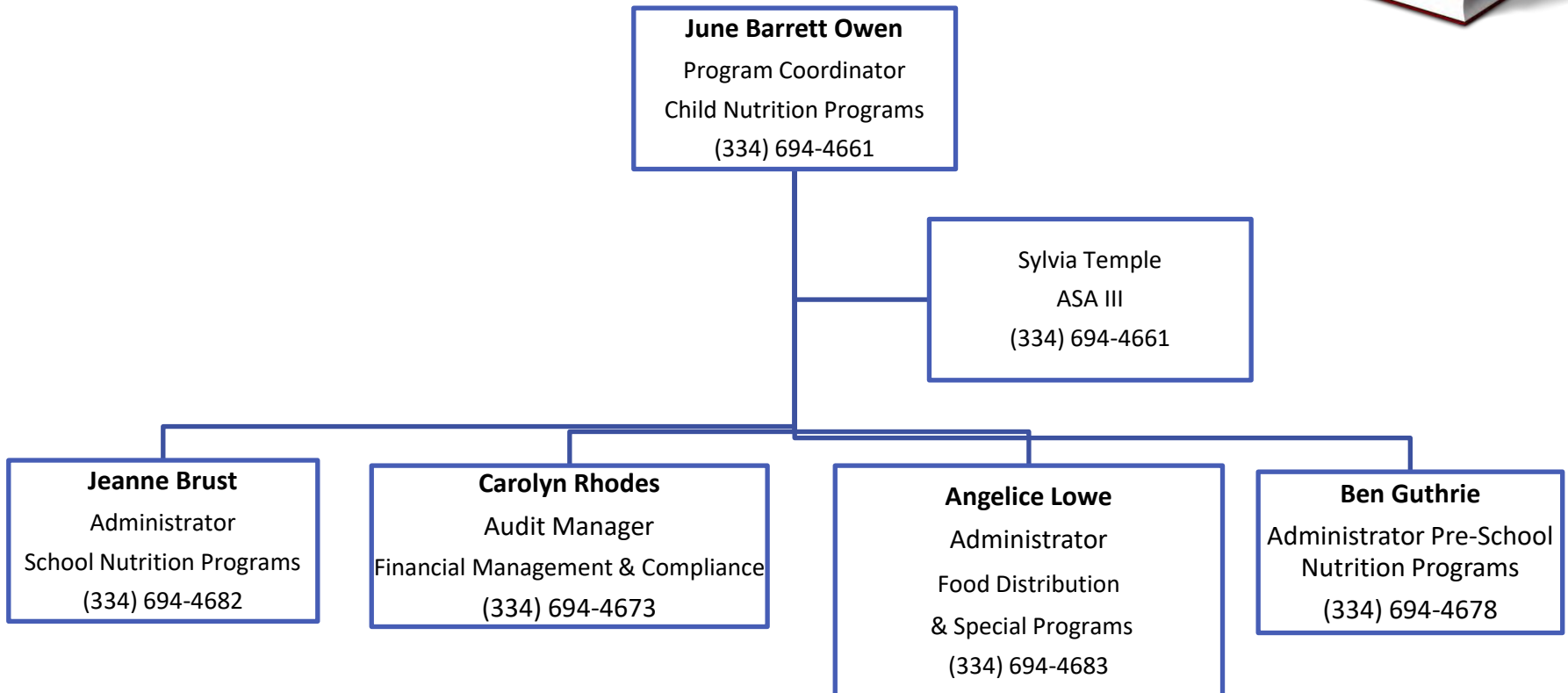


# Topics



- CNP Directory/CNP Organizational Chart
- Responsibilities/Websites
- Food & Nutrition Resource List
- Technical Assistance Request Form
- Job Tasks Timeline Calendar

# Organizational Chart



# School Programs Staff



## NSLP / School Programs

Name	Title	Phone Number	Email Address
Jeanne Brust	Administrator	(334) 694-4657	jbrust@alsde.edu
Jessica Ragan	Administrative Support Assistant	(334) 694-4657	jragan@alsde.edu
Sharon Allison	Education Specialist	(334) 694-4675	sallison@alsde.edu
LaKecia Love	Educaiton Specialist	(334) 694-4842	llove@alsde.edu
Robbie Scott	Education Specialist	(334) 694-4680	rscott@alsde.edu
Chad Langston	Sr. Nutritionist	(334) 694-4684	clangston@alsde.edu
Devin Williamson	Nutritionist	(334) 694-4839	dwilliamson@alsde.edu
Julie Autrey	Education Specialist	(334) 694-4676	julie.autrey@alsde.edu



# CNP Directory



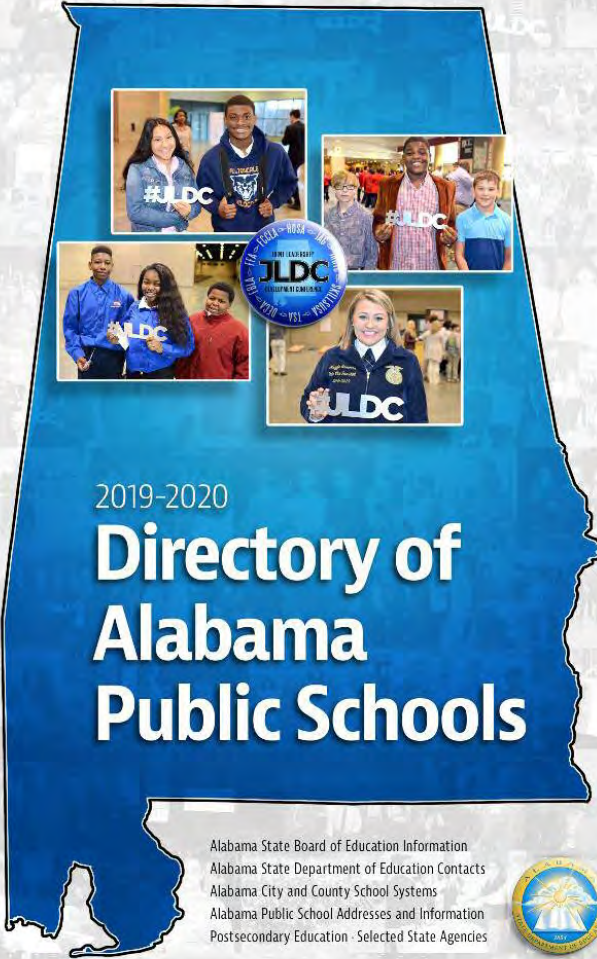
The CNP directory is a listing of all of our public, private and RCCIs in the state who participate in our programs.



# SDE Directory




THE ALABAMA STATE DEPARTMENT OF EDUCATION · THE ALABAMA STATE BOARD OF EDUCATION



2019-2020  
**Directory of  
Alabama  
Public Schools**

Alabama State Board of Education Information  
Alabama State Department of Education Contacts  
Alabama City and County School Systems  
Alabama Public School Addresses and Information  
Postsecondary Education - Selected State Agencies





# Responsibilities



- Located on the ALSDE website under Trainings and Webinars in the New Director's tab.
- Minimum requirements necessary to meet federal and state requirements
- Suggested Monthly Tasks also included

# Responsibilities...



- Follow Federal and State Laws and Regulations
- Plan and approve menus
- Approve/Verify F&R Apps
- Purchase food and supplies
- Train and supervise CNP managers
- Establish equipment replacement/maintenance program
- Conduct formal review of each school—complete USDA review form by Feb. 1<sup>st</sup>
- Record keeping, checking, and approving
- Ensure Wellness Policy and HACCP Plans are in place

# Suggested Monthly Tasks...



## Visit Each School

- Principal
- CNP Manager
- Kitchen
- Cooks
- Storeroom, refrigerator, and freezer
- Cafeteria

## Observe/Participate in

- Temperature control
- Portion control
- Taste tests
- Student flow
- Meal counts
- Collection procedures
- Customer service
- Plate waste

Meet with CNP manager to provide feedback (coaching if necessary)

# Child Nutrition Websites



- State Department of Education Child Nutrition
  - Department Offices → CNP – Child Nutrition Programs
  - For online application, workshop registrations, verification workbook summary report, Food Distribution, and Statewide Purchasing
- USDA Food & Nutrition Services
- USDA Team Nutrition (posters & Educational material)

# Child Nutrition Websites



- Institute of Child Nutrition (USDA recipes)
  - Formerly National Food Service Management Institute (NFSMI)
- School Nutrition Association (SNA)
  - <http://www.schoolnutrition.org/>
- Alabama School Nutrition Association (ALSNA)
  - <http://www.alabamasna.org/>
- My Plate
  - <http://choosemyplate.gov>
- The Food Buying Guide:
  - <http://teamnutrition.usda.gov/Resources/foodbuyingguide.html>

# Food and Nutrition Resource List



- ✓ Regulations
- ✓ Fact Sheets
- ✓ USDA Guidance
- ✓ References
- ✓ Home Pages



# Glossary of Terms and Acronyms



ADP

CEP

FIFO

SDE

HACCP

DOE

CNP

ASNA

# Job Tasks Timeline and Calendar



- Monthly Calendar of Tasks
  - Due Dates (claims, etc.)
  - Suggested Dates (scheduling trainings, etc.)
- Due dates and timeline are subject to change
- Please read your email



# Technical Assistance Request Form



- Can request assistance for:
  - Technical Assistance (Specific Situations)
  - Training/In-service (Specific Topics)
- Must be received 30 days prior to date needed
- Provide the date, location, time, and number and type of participants to attend

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- (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).

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# Questions?

