

About the Training

This training will be conducted via audio/webinars, each LEA will **check mark** which training they will be attending or which appropriate staff will attend.

August 2, 2016

- 8/2 8:30 am **Administrative Reviews: How to prepare & what to Expect**
 - Off-Site Assessment and Back-up documentation
 - Non-Profit Food Service Account Tool
 - Applications and Benefit Issuance Verification
 - Menus and Production Records
 - Meal Service Observation
 - Point of Sale (POS)
 - HACCP/Food Safety Plan
 - Professional Standards
 - Wellness Policy & Smart Snack
 - Procurement
- 8/2 1:00 pm **Procurement**

August 3, 2016

- 8/3 8:30 am **PrimeroEdge**
 - Free and Reduced Price Meal Applications
 - Eligibility
 - Benefit Issuance Document
 - Verification
- 8/3 1:00 pm **State Records Management (SRM)**
- 8/3 2:00 pm **Direct Certification**

August 4, 2016

- 8/4 8:30 am **Professional Standard**
- 8/4 10:00 am **FY17 USDA Foods**
- 8/4 1:00 pm **Annual Due Dates**
- 8/4 1:30 pm **NSLP Manual Overview**

Guest speakers will include:

- **PrimeroEdge System**
- **DEED Assessments**

ANNOUNCING: New Manager Mondays

This series of topical audio conference trainings are focusing on helping new managers and address training needs and conduct Q & As.

More information will be coming soon!

These sessions will begin Monday August 22, 2016 at 1:30pm.

Professional Standards Training Requirements:

Job Category	Annual Requirement
Directors	12 hours
Managers	10 hours
Staff	6 hours
Part-Time Staff (working less than 20 hours per week)	4 hours
Mid-year hires in all categories (January 1, or later)	One-half of training requirement for each job category

Other training opportunities, eLearning Trainings:

- Eligibility for School Meals
- Program Pricing
- Point of Service
- Meal Pattern Requirements
- Community Eligibility Provision
- Production Records
- Offer vs. Serve
- Fresh Fruit & Vegetable Program
- Nutrition Standards for All Food Sold in School (Smart Snack)
- Verification Edit Check - (Pending)
- Civil Rights *

** training is required annually for all staff.*



Fax to: (907) 465-8910



ALASKA CHILD NUTRITION PROGRAMS

**Registration Form:
Please Print Clearly**

Please help us plan a successful training by letting us know who will attend from your school district/agency. Mail, fax, or email this form as soon as possible:

Name: _____

Title: _____

School District/RCCI: _____

E-mail address: _____

Phone number: _____

Fax number: _____

Additional Staff to Attend:

Please remember **Civil Rights** training is required annually for all staff and may count towards Professional Standard training.

**National School Lunch Program
Annual Training**

August 2-4, 2016

August 9-11, 2016



**Child Nutrition Programs
Contact Information:**

Elizabeth Seitz
NSLP Program Coordinator
(907) 465-8709
Elizabeth.seitz@alaska.gov

Ellen Hackenmueller
Program Specialist
RCCI/FFVP
Ellen.hackenmueller@alaska.gov
(907) 465-8719

Debbie Soto—Program Assistant
(907) 465-3316

Alaska Child Nutrition Programs
801 W. 10th St., Suite. 200
P.O. Box 110500
Juneau, AK 99811-0500
907-465-8910 (fax)



**ALASKA CHILD
NUTRITION
PROGRAMS**

**National School
Lunch Program
Annual Training**



For more information contact:
Alaska Department of Education
and Early Development,
Child Nutrition Programs,
at 465-8709