

June 2014– December 2014 Workshops- By Location and Date

(Schedule subject to change. Contact ADE for further information)

All registration **MUST** be completed online: www.ade.az.gov/online/registration

Skill Building Workshops

Monthly, ADE offers a set of workshops that correspond with essential regulatory due dates. The trainings will be specific to job duties and will range from director's track to menu planning. Please ensure the training summaries are read prior to deciding which staff member will benefit most from attendance.

Prepare for the School Year (June/July)

NSLP Internal Staff (Café Managers, Application Processors, etc.)

In your position, do you confirm student eligibility and process applications? Join us in **Student Eligibility Overview** to prepare for the upcoming school year and review the process of household applications, direct certification, and BID!

In your position, do you plan and prepare meals? Join us in **Meal Pattern Overview** and learn the updates to the meal pattern requirements, planning a reimbursable meal, and the importance of recordkeeping in production records, standardized recipes, nutrition fact labels, and processed food documentation.

Student Eligibility Overview	Flagstaff, Double Tree at Hilton	June 4, 2014	9:00am -4:30 pm
Meal Pattern Overview	Flagstaff, Double Tree at Hilton	June 11, 2014	9:00am -4:30 pm
Student Eligibility Overview	Tucson, Double Tree Reid Park	June 18, 2014	9:00am -4:30 pm
Meal Pattern Overview	Phoenix, ADE Health and Nutrition	June 27, 2014	9:00am -4:30 pm
Student Eligibility Overview	Phoenix, Flinn Foundation	June 30, 2014	9:00am -4:30 pm
Meal Pattern Overview	Tucson, Double Tree Reid Park	July 1, 2014	9:00am -4:30 pm

Director's Track

Are you a director and wish you had a training to just review each month's requirements of operating NSLP and highlight any new processes and deadlines for SY 14-15? Come to a fast paced training **intended only** for the directors of NSLP. Bring back schedules, reporting requirements and program guidelines to your school to implement into your existing operation and staff training.

Director's Track: Operating NSLP in SY 14-15	Phoenix, ADE Health and Nutrition	July 10, 2014	9:00am -4:30 pm
Director's Track: Operating NSLP in SY 14-15	Tucson, Double Tree Reid Park	July 24, 2014	9:00am -4:30 pm
Director's Track: Operating NSLP in SY 14-15	Flagstaff, Double Tree at Hilton	July 30, 2014	9:00am -4:30 pm

Preparing for Your Administrative Review

Did you receive a letter from ADE that you are getting an Administrative Review this year? You'll need to attend this one-day training to help you prepare! Learn what will be reviewed, as well as how the NEW review process works. We'll even help you get started on some of the required preliminary data collection. Get ready to succeed!

Preparing for your Administrative Review	Phoenix, ADE Health and Nutrition	June 20, 2014	9:00am-1:00pm
Preparing for your Administrative Review	Flagstaff, Double Tree at Hilton	July 8, 2014	9:00am-1:00pm
Preparing for your Administrative Review	Tucson Westside Police Center	July 21, 2014	9:00am-1:00pm
ADDED! Preparing for your Administrative Review	Phoenix, ADE Health and Nutrition	August 6, 2014	9:00am-1:00pm
ADDED! Preparing for your Administrative Review	Tucson, Double Tree Reid Park	August 13, 2014	9:00am-1:00pm
Preparing for your Administrative Review	Phoenix, ADE Health and Nutrition	October 22, 2014	9:00am -1:00pm



Staying on Track

August 2014

Do you menu plan your school lunch menus and wonder what documentation you need to support your menus? Build on your expertise of menu planning as we review the supporting documentation of your menu items. Spend the day reviewing the importance of production records, standardized recipes, nutrition fact labels, and processed food documentation. *Please note this training will not review the meal pattern or recognizing reimbursable meals.*

Meal Pattern Record Keeping	Tucson, Double Tree Reid Park	August 7, 2014	9:00am -4:30 pm
Meal Pattern Record Keeping	Phoenix, ADE Health and Nutrition	August 13, 2014	9:00am -4:30 pm
Meal Pattern Record Keeping	Flagstaff, Double Tree at Hilton	August 27, 2014	9:00am -4:30 pm

September 2014

Just certified another household application or conducted Direct Certification? Continue on the path of success as we review all student eligibility tasks completed up to now and discuss what remains for the rest of the school year. Attend this interactive review on all aspects of student eligibility: create BIDs, review what makes a complete household application, and double check your methods in conducting Direct Certification.

Student Eligibility: Am I Doing it Right?	Tucson, Double Tree Reid Park	September 4, 2014	9:00am -4:30 pm
Student Eligibility: Am I Doing it Right?	Flagstaff, Double Tree at Hilton	September 9, 2014	9:00am -4:30 pm
Student Eligibility: Am I Doing it Right?	Phoenix, ADE Health and Nutrition	September 10, 2014	9:00am -4:30 pm

Verification

October 2014

Preparing for Verification

Heard you need to complete Verification and you don't know where to start? Bring your BID and application counts for one-on-one assistance from ADE Specialists in determining how many applications you will need to select for Verification. Feel free to drop in at any time during the workshop hours, even if it's just to check you're on the right track.

Not new to Verification but want a quick summary?

Verification Web-Based training will be released on the ADE webpage to review all the requirements and deadlines of Verification.

Workshop: Preparing for Verification	Tucson, Double Tree Reid Park	October 1, 2014	Drop In Hours: 9:00am -4:00 pm
Workshop: Preparing for Verification	Phoenix, ADE Health and Nutrition	October 3, 2014	Drop In Hours: 9:00am -4:00 pm
Workshop: Preparing for Verification	Flagstaff, Double Tree at Hilton	October 7, 2014	Drop In Hours: 9:00am -4:00 pm
Workshop: Preparing for Verification	Phoenix, ADE Health and Nutrition	October 10, 2014	Drop In Hours: 9:00am -4:00 pm
Process of Verification	WEB BASED		ADE Training Webpage



Updated July 2014