



State of Arizona
Department of Education

CN# 21-13

MEMORANDUM

To: Sponsors of the National School Lunch Program

From: Mary Szafranski, Deputy Associate Superintendent
Arizona Department of Education, Health & Nutrition Services

Cara Peczkowski, Director
Arizona Department of Education, School Nutrition Programs

Date: November 23, 2012

RE: Release of Winter Quarter (January – March 2013) Training Schedule

Original Signed

This memorandum is to announce the Arizona Department of Education (ADE) winter quarter training schedule for the months of January 2013 thru March 2013. As discussed in memorandum CN# 12-13, on a quarterly basis ADE will release new information on National School Lunch Program (NSLP) trainings & workshops, Professional Development courses and any special events. For all training information please visit the ADE Training and Professional Development webpage found at <http://www.azed.gov/health-nutrition/nslp/training/>. Unless indicated, all training registrations are to be completed via the online event registration at <http://www.ade.az.gov/onlineregistration/>.

NSLP Trainings & Workshops

All NSLP Trainings and Workshops are listed below, and registration is found at <http://www.ade.az.gov/onlineregistration/> under the program name: *Health and Nutrition Services: NSLP*.

New Meal Pattern Part II, Implementation

One Day Training, 9:00am-5:00pm

This training is designed to review the daily and weekly New Meal Pattern regulations, highlight the revised and further clarified regulations, and include an afternoon workshop. Attendees must bring all documents that will represent a one week menu; ADE staff will assist School Food Authorities (SFAs) and brainstorm solutions to help ensure the one week menu is in compliance. With ADE staff and SFA collaboration attendees will receive assistance with brainstorming solutions to tough menu issues. The result will be that attendees will leave the training with confidence that their one week menu complies with the New Meal Pattern.

Certification for New Meal Pattern

One Day Training, 8:00am-5:00pm

This training is required before any SFA can apply for the additional 6 cents reimbursement. The training will walk sponsors through the submittal process for menu certification including the required documents such as the Microsoft Excel-based Certification Worksheet. ADE requires only one representative per each SFA to attend. This representative should be the person in your organization that is responsible for menu planning. It is acceptable for this representative to be from a vendor or a food service management company but the sponsoring authority is ultimately responsible for ensuring that all requirements associated with the New Meal Pattern and Menu Certification are being met.

A+ School Lunch Workshop

Two Day Training, 9:00am-5:00pm

The *A+ School Lunch Workshop* provides regulation information, operational guidance, and hands-on-learning for operators of the National School Lunch, School Breakfast, and Afterschool Care Snack Programs. The training focuses on areas such as the annual notice of participation, certification, direct certification, and verification. Other important topics such as the New Meal Pattern for lunch and the different meal pattern options that you can select from for breakfast in 2012 will be discussed. In addition, the required menu documentation for the NSLP will be detailed. The workshop will provide guidance on several of the compliance requirements such as Health Inspections, proper Food Safety techniques, and HACCP. The format offers attendees the opportunity for learning with take-home resources. The training is scheduled for two full days. This workshop is required for all new or applying sponsors and recommended for all sponsors.

A+ School Lunch Workshop-RCCI Only

One Day Training, 9:00am-5:00pm

The *A+ School Lunch Workshop-RCCI Only* provides regulation information, operational guidance, and hands-on-learning for operators of the National School Lunch, School Breakfast, and Afterschool Care Snack Programs. The training focuses on areas such as the annual notice of participation, use of statement of facts and the master list. Other important topics such as the New Meal Pattern for lunch and the different meal pattern options that you can select from for breakfast in 2012 will be discussed. In addition, the required menu documentation for the NSLP will be detailed. The workshop will provide guidance on several of the compliance requirements such as Health Inspections, proper Food Safety techniques, and HACCP. The format offers attendees the opportunity for learning with take-home resources. This workshop is required for all new or applying sponsors and recommended for all sponsors.

Special Assistance: Applications and Extensions

One Day Training, 1:00pm-5:00pm

This training is for all sponsors who wish to know more about the Special Assistance program or are already participating in the program and want to review application and extension procedures. All Special Assistance extensions are due by March 1st, so this is the perfect time to review the required paper work!

Professional Development

All Professional Development Trainings and Workshops are listed below, and registration is found at <http://www.ade.az.gov/onlineregistration/> under the program name:

Health and Nutrition Services: Professional Development.

Menu Planning

One Day Training, 9:00am-5:00pm

This class was developed in response to SFAs' requests and needs. It will focus on basic principles of menu planning and execution including standardize recipe development, production records, and use of the Food Buying Guide. This training is not mandatory and is limited to for 45 attendees; therefore, ADE asks SFAs to send only menu developers needing assistance.

Special Events

All Special Events are listed below. Please register where indicated in each event description. You are not able to register for any of these events through ADE online registration.

2013 Coordinated School Health Conference

January 31- February 2, 2013 • JW Marriott Starr Pass Resort & Spa, Tucson, AZ

Please complete the following registration form for the FREE conference at

<https://destinations-details.com/azcsh2013registration/>.

Arizona's Coordinated School Health Professional Development Institute, co-sponsored by The Arizona Department of Education, and the Arizona Department of Health Services, presents the 2013 Annual Coordinated School Health Conference. The 2013 Annual Coordinated School Health Conference brings together school and community leaders to collaboratively share Coordinated School Health approaches and other successful strategies in creating healthier students and school communities.

Food Service Pre-Conference

January 31, 2013 – 8:30 am to 5:00 pm

This pre-conference Track specifically designed for food service professionals will provide a wealth of ideas and resources on incorporating the coordinated school health model, and team nutrition initiatives into existing food service programs. The goal is to bring together school food service champions to collaboratively learn and share successful strategies on preparing and serving nutritious meals that appeal to children, learning how to engage school and community members in order to advocate for policies that positively affect your school environment creating healthier students and school communities. Topics include: Making the connection between coordinated school health and school food service, cooking with fresh fruits and vegetables, Using USDA commodities programs creatively, cooking demonstration with nutrition education by Arizona school chefs, and learn about the changes from USDA that will affect your school Local Wellness Policy and Food Service Department. Don't miss this innovative pre-conference session designed specifically for school food service professionals.

School Nutrition Association of Arizona's Professional Growth Conference

February 22-23, 2013 • Prescott Resort

Registration can be completed at <http://www.snaaz.org/>

This institution is an equal opportunity provider.

Winter Quarter Workshops January-March 2013- By Location and Date

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

Unless indicated, all registration **MUST** be completed online: www.ade.az.gov/onlineregistration

NSLP - New Meal Pattern Part II, Implementation

Location	Date	Time
Phoenix, ADE Health and Nutrition Services Office	January 24, 2013	9:00am-5:00pm
Tucson, Westside Police Department Center	February 21, 2013	9:00am-5:00pm
Flagstaff, Radisson Woodlands	March 21, 2013	9:00am-5:00pm
Phoenix, ADE Health and Nutrition Services Office	March 26, 2013	9:00am-5:00pm

NSLP - A+ School Lunch Workshop

Location	Date	Time
Phoenix, ADE Health and Nutrition Services Office	February 5-6, 2013	9:00am- 5:00pm
Phoenix, ADE Health and Nutrition Services Office	March 5-6, 2013	9:00am- 5:00pm

NSLP - A+ School Lunch Workshop RCCI Only

Location	Date	Time
Phoenix, ADE Health and Nutrition Services Office	January 10, 2013	9:00am-5:00pm

NSLP- Certification for New Meal Pattern

Location	Date	Time
Phoenix, ADE Health and Nutrition Services Office	January 17, 2013	8:00am - 5:00pm
Tucson, Westside Police Department Center	February 22, 2013	8:00am - 5:00pm
Flagstaff, Radisson Woodlands	March 28, 2013	8:00am - 5:00pm

NSLP- Special Assistance: Applications and Extensions

Location	Date	Time
Phoenix, ADE Health and Nutrition Services Office	February 13, 2013	1:00-5:00pm

Professional Development- Menu Planning

Location	Date	Time
Flagstaff, Radisson Woodlands	March 13, 2013	9:00am- 5:00pm

Special Event – Coordinated School Health Conference

Register at: <https://destinations-details.com/azcsh2013registration/>

Location	Date
Tucson, JW Marriott Starr Pass Resort & Spa	January 31-February 2, 2013

Special Event – SNAAZ Professional Growth Conference

Register at: <http://www.snaaz.org/>

Location	Date
Prescott, Prescott Resort	February 22-23, 2013