

e-TRAINING BROCHURE

FOR CHILD NUTRITION OPERATORS

Serving Children During the School Year and Summer
January-May 2021



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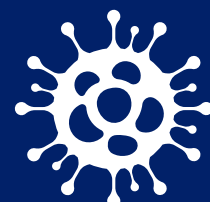
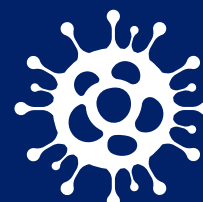
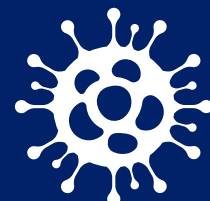
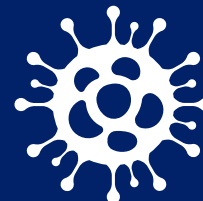


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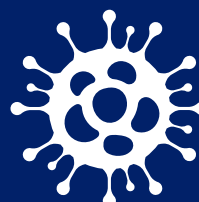
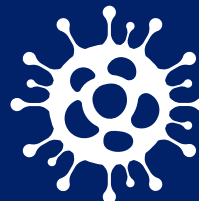
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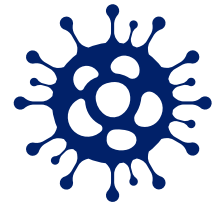
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UPCOMING TRAININGS: COVID-19 OPERATIONS



The Arizona Department of Education (ADE) Health and Nutrition Services is offering a variety of trainings to Child Nutrition Program operators in 2021 to provide valuable information on operating the programs during COVID-19. These trainings will be available via **live webinars** and **self-paced online trainings**.

LIVE WEBINARS

Live webinars allow attendees to interact with the trainer(s) and ask questions. Registration links are provided below for each webinar. All live webinars are recorded and will be posted in this brochure.

ONLINE TRAININGS

Online trainings are self-paced and available 24/7. How-To Guides walk attendees step by step through how to complete a task, while Online Courses provide guidance on a particular topic. Trainings can be accessed in this brochure when they become available.

LIVE WEBINARS

INCREASING REVENUE THROUGH AT-RISK AFTERSCHOOL MEALS PARTICIPATION

Target Audience: School nutrition operators interested in or already operating the At-Risk Afterschool Meals component of the Child and Adult Care Food Program (CACFP)

Professional Standards learning code: 4120

This webinar will provide attendees with knowledge on basic program requirements of the At-Risk Afterschool Meals component of the CACFP, along with explaining the potential financial benefit of starting or expanding afterschool feeding programs. After the webinar, there will be an opportunity for a 1:1 follow-up call with an ADE specialist for specialized assistance with implementing or expanding an At-Risk Afterschool Meals program.

Live webinar date:

2/8/21

[Recording / Slides](#)

UPCOMING TRAININGS: COVID-19 OPERATIONS



LIVE WEBINARS

RECORDKEEPING DURING COVID-19: MEAL COUNTS

Target Audience: Operators of the National School Lunch Program, Summer Food Service Program, and Seamless Summer Option

Professional Standards learning codes: 2310, 3310

This webinar will provide guidance on how to take accurate meal counts while operating various meal service types.

Live webinar dates:

1/26/21	Recording / Slides	
3/30/21	Link will be emailed once attendee is registered.	1:30pm-2:30pm

RECORDKEEPING DURING COVID-19: MEAL PATTERN WAIVERS

Target Audience: Operators of the National School Lunch Program, Summer Food Service Program, and Seamless Summer Option serving breakfast, lunch, snack, and/or supper during COVID-19 who may apply for a meal pattern waiver

Professional Standards learning code: 1110

USDA has waived the requirements for meeting the meal pattern through June 30, 2020. This webinar will provide guidance allowable reasons operators may request a waiver, and when and how to submit the waiver.

Live webinar dates:

2/22/21	Recording / Slides	
3/8/21	Link will be emailed once attendee is registered.	1:30pm-2:30pm

RECORDKEEPING DURING COVID-19: MENU DOCUMENTATION

Target Audience: Operators of the National School Lunch Program, Summer Food Service Program, and Seamless Summer Option

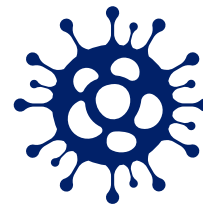
Professional Standards learning code: 2120

This training will provide guidance on menu documentation to support compliance with meal pattern requirements.

Live webinar dates:

2/3/21	Recording / Slides	
3/24/21	Link will be emailed once attendee is registered.	1:30pm-2:30pm

UPCOMING TRAININGS: COVID-19 OPERATIONS



LIVE WEBINARS

STARTING A MOBILE MEAL SERVICE MODEL

Target Audience: School nutrition operators interested in transitioning to a mobile meal service model

Professional Standards learning codes: 2310, 2440, 2620, 3210, 3510, 4150

With schools having to close or transition to a hybrid learning model, it becomes even more difficult for families to access meals and snacks offered through the Child Nutrition Programs. ADE is excited to host this webinar in partnership with the School Nutrition Programs Advisory Council, where council members will walk attendees through how to transition your meal service to a mobile model, such as bus routes and home delivery, so you can reach more students doing distance learning.

Live webinar date:

1/7/21

[Recording / Slides / Toolkit](#) (under the *Starting a Mobile Meal Service Model* accordion)

STAY upLIFTed WEBINAR SERIES

Target Audience: All school nutrition employees

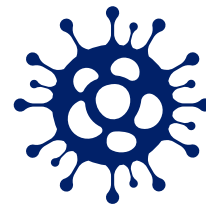
Professional Standards learning codes: Vary each month based on content

ADE's upLIFT Webinar Series is created for YOU, the school nutrition professional, to learn and get inspired in how and what you feed your students. This year, we hope to continue to inspire you with stories from directors across the state who are staying upLIFTed during times of adversity. Each month we will feature an Arizona school nutrition program that is maintaining quality while serving meals in unique meal service operations. The link to access the webinar will be emailed once the attendee is registered.

Live webinar dates:

1/19/21	Stories from the Field: Cancelled	
2/16/21	Stories from the Field: Tucson USD Recording / Slides	
3/16/21	Stories from the Field: Tempe Elementary District	1:30pm-2:00pm
4/20/21	Stories from the Field-Summer Edition: TBD	1:30pm-2:00pm
5/18/21	Stories from the Field-Summer Edition: TBD	1:30pm-2:00pm

UPCOMING TRAININGS: COVID-19 OPERATIONS



LIVE WEBINARS

STAYING ON TRACK WEBINAR SERIES: COVID-19 EDITION

Target Audience: Any employee who is responsible for administering the school nutrition programs

Professional Standards learning codes: Vary each month based on content

This webinar series takes place the first Tuesday of every month and is designed to help school nutrition program operators stay on track with the regulations for any Child Nutrition Program they may be operating this school year, including the National School Lunch Program, School Breakfast Program, Summer Food Service Program, and the Seamless Summer Option. We will review updates, key tasks, and best practices to ensure operators are aware of program regulations and meeting important deadlines. There will be reserved time at the end of the webinar for Q&A.

Live webinar dates:

1/5/21	Recording / Slides	
2/2/21	Recording / Slides	
3/2/21	Recording / Slides	
4/6/21	Link will be emailed once attendee is registered.	1:30pm-2:30pm
5/4/21	Link will be emailed once attendee is registered.	1:30pm-2:30pm

SUBMITTING THE VERIFICATION SUMMARY REPORT

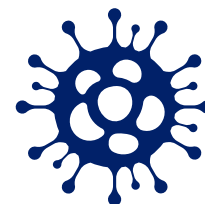
Target Audience: School nutrition employees responsible for conducting verification activities and submitting the verification report

Professional Standards learning code: 3110

This webinar will provide guidance and technical assistance for timely submission of the Verification Summary Report in CNP Verification Reporting for School Year 2020-2021 while operating under COVID-19 deadlines.

Live webinar date: TBD, pending guidance from USDA

UPCOMING TRAININGS: COVID-19 OPERATIONS



LIVE WEBINARS

UTILIZING USDA FOODS DURING COVID-19

Target Audience: School nutrition operators participating in the USDA Foods in Schools Program

Professional Standards learning codes: 1110, 1170

This training will provide guidance on utilizing USDA Foods while serving meals during COVID-19. Topics will include menu planning tips, recipe ideas, and methods for ordering USDA Foods under COVID-19 restrictions.

Live webinar date:

1/28/21 | [Recording / Slides](#)

ONLINE TRAININGS

SFSP BASICS: MEAL SERVICE REQUIREMENTS, COVID-19 EDITION

Target Audience: School food service directors, SFSP Site Supervisors, SSO Site Supervisors, SFSP directors of community organizations

Professional Standards learning codes: N/A

This training provides guidance on the Summer Food Service Program meal pattern, meal service requirements, meal delivery methods, and food safety, with special attention to how meal service can look during the COVID-19 waiver period. The expected release date for this training is **January 2021**.

WHAT TO EXPECT: REVIEW SERIES

Target Audience: Child Nutrition Program operators scheduled for a review in 2021

Professional Standards learning codes: N/A

ADE has released a series of online courses aimed at preparing operators for their upcoming reviews during COVID-19. Click on the training title below to be taken to the course.

- [What to Expect: Seamless Summer Option Review for Program Year 2021](#)
- [What to Expect: Summer Food Service Program Review for Fiscal Year 2021](#)
- [What to Expect: Child and Adult Care Food Program Review for Fiscal Year 2021](#)
- What to Expect: Procurement Review—coming soon!

IMPROMPTU COVID-19 COMMUNICATIONS WEBINARS



ADE Health and Nutrition Services will continue to offer impromptu webinars to communicate new USDA and ADE regulations related to COVID-19 operations. These webinars are scheduled immediately after new guidance is released to provide Child Nutrition Program operators with the most up to date information. Previous webinars are located below.

APPLICATION & CLAIMING GUIDANCE

- October 23, 2020–FY21 SFSP Application Guidance ([Slides](#))
- September 28, 2020–SFSP Claims for School Food Authorities ([Recording](#)) ([Slides](#))

OPERATIONS GUIDANCE

- November 4, 2020–USDA Q&A #3 on SFSP/SSO Operations through SY 20-21 ([Recording](#)) ([Slides](#))
- September 21, 2020–School Food Authorities: To Transition to SFSP or Not to Transition? ([Recording](#)) ([Slides](#))
- September 16, 2020–USDA Q&A on SFSP/SSO Operations through December ([Slides](#))
- August 25, 2020–Questions & Answers for the Child Nutrition Programs during SY 20-21 ([Recording](#)) ([Slides](#))
- August 25, 2020–Serving and Claiming Meals at District-run Daycares/Learning Pods ([Recording](#)) ([Slides](#))
- August 13, 2020–Feeding Distance Learners in SY 20-21 ([Recording](#)) ([Slides](#))
- August 7, 2020–Afterschool Feeding ([Recording](#)) ([Slides](#))
- July 23, 2020–Summary of Child Nutrition Programs ([Recording](#)) ([Slides](#))
- July 6, 2020–COVID-19 Update ([Recording](#)) ([Slides](#))

WAIVERS

- September 16, 2020–USDA Q&A on SFSP/SSO Operations through December ([Slides](#))
- September 3, 2020–Summer Food Service Program Waiver Extensions ([Slides](#))
- June 30, 2020–COVID-19 Waivers Update ([Recording](#)) ([Slides](#))

UPCOMING TRAININGS: GENERAL PROGRAM OPERATIONS



ADE Health and Nutrition Services is providing additional trainings in 2021 to assist Child Nutrition Program operators with program implementation and meeting annual training hours. These trainings are not specific to operating during COVID-19, but may include any applicable modifications for operating during this time. Trainings are available via **live webinars** and **self-paced online trainings**.

LIVE WEBINARS

Live webinars provide training on program regulations and allow attendees to interact with the trainer(s) and ask questions. Registration links are provided below for each webinar. All live webinars are recorded and will be posted in this brochure and on the applicable Program's training webpage.

ONLINE TRAININGS

Online trainings are self-paced and available 24/7. How-To Guides walk attendees step by step through how to complete a task, while Online Courses provide guidance on a particular topic. Trainings can be accessed in this brochure and on the applicable Program's training webpage when they become available.

VIRTUAL EVENTS

Virtual events are those events that were intended to occur in person and ADE has opted to offer them virtually to ensure the events can still occur. Registration links are provided below for each event.

LIVE WEBINARS

ASSESSING YOUR FINANCES: WHERE DO YOU GO FROM HERE?

Target Audience: Business managers, food service directors, and staff responsible for or involved in the finances of the food service operation

Professional Standards learning codes: 3340

Using a panel of food service financial experts, this webinar will review the tools and metrics that School Food Authorities (SFAs) could use to assess their financial status, and explore what your food service operation may look like for School Year 2021-2022.

Live webinar date:

5/5/21

[Link will be emailed once attendee is registered.](#)

2:00pm-4:00pm

UPCOMING TRAININGS: GENERAL PROGRAM OPERATIONS



LIVE WEBINARS

FARM FRESH CHALLENGE TO NSLP

Target Audience: NSLP directors, menu planners and wellness coordinators

Professional Standards learning codes: 1130, 1170, 1230, 3230

This webinar is part of a monthly series designed to help operators plan and conduct a successful Farm Fresh Challenge event. This year, due to continued COVID-19 uncertainty, the Farm Fresh Challenge to NSLP will be offered October-April to ensure all School Food Authorities (SFAs) have an opportunity to join the Challenge with flexibility. Each webinar will review the Challenge components, top seasonal items to purchase for NSLP, and top food education activities to engage students in. Additionally, these webinars are intended to help SFAs plan for the following month's event with timely and relevant information.

Live webinar dates:

1/6/21	February Prep Webinar: Recording / Slides / February TASTE Arizona	
2/3/21	March Prep Webinar: Cancelled	
3/3/21	April Prep Webinar	3:00pm-3:30pm

OVERVIEW OF THE FISCAL YEAR 2021 NSLP EQUIPMENT GRANT

Target Audience: School Food Authorities (SFAs) interested in applying for the FY21 NSLP Equipment Grant

Professional Standards learning codes: 2430, 3510

This webinar will provide an overview of the application requirements for the FY21 NSLP Equipment Grant.

Live webinar date:

2/5/21	Recording / Slides	
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UPCOMING TRAININGS: GENERAL PROGRAM OPERATIONS



LIVE WEBINARS

OVERVIEW OF THE FRESH FRUIT AND VEGETABLE PROGRAM FOR SCHOOL YEAR 2021-2022

Target Audience: Current, previous, or future operators of the Fresh Fruit and Vegetable Program (FFVP)

Professional Standards learning code: 3230

This webinar will provide you with an overview of the application requirements for operating the Fresh Fruit and Vegetable Program (FFVP) in School Year 2021-2022.

Live webinar date:

3/9/21	Link will be emailed once attendee is registered.	1:30pm-2:30pm
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PROCUREMENT BASICS

Target Audience: Individuals involved with the food purchasing process, such as school food service directors, business managers, kitchen managers and kitchen staff

Professional Standards learning code: 2430

Procurement is the purchasing of goods and services from a vendor and applies to all school nutrition programs, regardless of school size, the type of school, or the amount purchased. In this training, we will look at the methods of purchasing (micro, small, formal) and the documentation needed for each type. We will also discuss the importance of forecasting and provide an overview of the Procurement Review process.

Live webinar dates:

2/10/21	Recording / Slides	
2/25/21	Link will be emailed once attendee is registered.	1:00pm-3:30pm

UPCOMING TRAININGS: GENERAL PROGRAM OPERATIONS



LIVE WEBINARS

SCHOOL GARDEN WEBINAR SERIES

Target Audience: Nutrition or school garden educators and wellness coordinators

Professional Standards learning code: 1230

This webinar is part of a monthly series designed in response to the 2019 Arizona School Garden Sustainability Series, at which the attendees requested more information on successful stories from school garden programs around the state. Join us to hear from our guest speakers and learn how to create and sustain school garden programs.

Live webinar dates:

1/20/21	Success Stories with Prescott USD: Recording / Slides	
2/17/21	Success Stories with Osborn School District: Recording / Slides	
3/17/21	Success Stories with Concordia Charter School	3:30pm-4:30pm
4/21/21	Success Stories with Joseph City USD	3:30pm-4:30pm
5/19/21	Success Stories with TBD	3:30pm-4:30pm

USDA FOODS myFOODS NEW USER TRAINING

Target Audience: Employees who are eligible to order foods through the USDA Foods Program for their school or district

Professional Standards learning codes: 2430. 2440

This hands-on training covers all aspects of myFOODS, the ADE order management system. Trainers will provide an overview of the USDA Foods Program and all functions of the myFOODS ordering system. After completion of this training, eligible participants will be provided access to the myFOODS ordering system.

Live webinar dates:

1/21/21	Recording unavailable—please join the next session	
2/4/21	Recording unavailable—please join the next session	
3/4/21	Link will be emailed once attendee is registered.	1:30pm-3:30pm
4/8/21	Link will be emailed once attendee is registered.	1:30pm-3:30pm
5/6/21	Link will be emailed once attendee is registered.	1:30pm-3:30pm

UPCOMING TRAININGS: GENERAL PROGRAM OPERATIONS



LIVE WEBINARS

USDA FOODS myFOODS NEW USER TRAINING: CATALOG REQUISITION AND SUBMISSION

Target Audience: Employees who are eligible to order foods through the USDA Foods Program for their school or district

Professional Standards learning codes: 2430, 2440

This hands-on training covers all aspects of the Catalog Requisition Process for the USDA Foods program. Trainers will provide an overview of the Catalog Requisition Process and help users to prepare their orders and submit their requisitions for receipt for School Year 2021-2022.

Live webinar dates:

2/18/21	Recording	
3/11/21	Link will be emailed once attendee is registered.	1:00pm-3:30pm

USDA FOODS myFOODS REFRESHER TRAINING: CATALOG REQUISITION AND SUBMISSION

Target Audience: Employees who are eligible to order foods through the USDA Foods Program for their school or district

Professional Standards learning codes: 2430, 2440

Trainers will provide a refresher of the functions of the myFOODS ordering system related to the Catalog Requisition Process and prepare users for preordering USDA Foods for School Year 2021-2022.

Live webinar dates:

1/14/21	Recording / Slides	
2/11/21	Recording / Slides	
3/18/21	Link will be emailed once attendee is registered.	1:00pm-3:30pm

UPCOMING TRAININGS: GENERAL PROGRAM OPERATIONS



LIVE WEBINARS

USDA FOODS SECONDARY ACCESS TRAINING

Target Audience: Food Service Management Companies and Food Operation Companies who are currently contracted with a school district to operate or provide food service

Professional Standards learning codes: 2430, 2440

This hands-on training covers all aspects of myFOODS, the ADE order management system. Trainers will provide an overview of the USDA Foods Program and the functions of the ordering system that third-party companies can have access to. After completion of this training, eligible participants will be provided access to the myFOODS ordering system.

Live webinar date:

1/20/21 | Recording unavailable—please contact USDAFoods@azed.gov for assistance

ONLINE TRAININGS

AVOIDING EXCESS STORAGE FEES

Target Audience: USDA Foods Program participants who have been charged or are at risk for being charged excess storage fees

Professional Standards learning codes: 2430, 2440

This training is designed to provide technical assistance to program participants who are having difficulty with scheduling their USDA Foods Program materials before the 'must ship by date' and have been charged for excess storage. The expected release date for this training is **December 2020**.

STEP BY STEP INSTRUCTION: HOW TO CREATE A FOOD SAFETY PLAN

Target Audience: School food service directors, Seamless Summer Option site supervisors

Professional Standards learning codes: 2610, 2620

This training provides guidance on how to use ADE's fillable template to create a site-specific Food Safety Plan using HACCP-based principals. The expected release date for this training is **February 2021**.

UPCOMING TRAININGS: GENERAL PROGRAM OPERATIONS



VIRTUAL EVENTS

ARIZONA FARM TO SCHOOL NETWORK ANNUAL GATHERING

Target Audience: Wellness coordinators, nutrition educators, producers

Professional Standards learning codes: 1130, 1170, 1230, 3230

Come together virtually to celebrate a year of progress in building community through farm to school programs amid COVID-19! Listen to stories from peers about serving farm fresh goodies through COVID-19 meal delivery models, connect with your peers, and share your stories! Sessions will include feedback on the Arizona Farm to School Network Work Plan, with emphasis on equity conversations.

This year's virtual gathering will be split into two sessions. The morning session will present an overview of the Arizona Farm to School Network and the progress made over the past year. Additionally, highlights will be shared about the work that occurs within each work group. The afternoon session will begin with virtual breakouts, where the attendees will self-select the topic in which they are most interested in participating. Virtual breakouts will be followed by a presentation on the topic of equity and self-bias. Later, attendees will engage in a feedback session on how equity and self-bias can affect successful farm to school implementation.

Virtual meeting date:

3/5/21	Link will be emailed once attendee is registered.	9:00am-11:30am
3/5/21	Link will be emailed once attendee is registered.	12:00pm-3:30pm

SFSP SUMMIT VIRTUAL TOWN HALL

Target Audience: SFSP school food service directors, SFSP directors of community organizations

Professional Standards learning code: N/A

This live event fulfills the annual training requirement for participation in the Summer Food Service Program.

Virtual meeting date:

3/10/21	Link will be emailed once attendee is registered.	2:00pm-4:00pm
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TRAINING LIBRARY FOR GENERAL PROGRAM OPERATIONS



ADE Health and Nutrition Services provides a vast library of recorded webinars and online trainings to assist Child Nutrition Program operators with program implementation and meet annual training requirements. Please visit the appropriate Program's training page to view the training library by clicking the buttons below.

**NATIONAL SCHOOL
LUNCH AND SCHOOL
BREAKFAST PROGRAMS
(NSLP/SBP)**

**SUMMER FOOD
SERVICE PROGRAM
(SFSP)**

**AFTERSCHOOL CARE
SNACK PROGRAM & AT-
RISK AFTERSCHOOL
MEALS**

**CHILD AND ADULT
CARE FOOD PROGRAM
(CACFP)**