



Health and Nutrition Services
Arizona Department of Education

TRAINING CURRICULUM

School Nutrition Programs

Updated June 2024

TABLE OF CONTENTS



3 OVERVIEW

4 NEW DIRECTOR
CURRICULUM

7 EXPERIENCED DIRECTOR
CURRICULUM

11 STUDENT ELIGIBILITY
SPECIALIST CURRICULUM

14 MENU PLANNER
CURRICULUM

17 KITCHEN MANAGER
CURRICULUM

19 KITCHEN STAFF
CURRICULUM

21 PROCUREMENT SPECIALIST
CURRICULUM

23 WELLNESS COORDINATOR/
NUTRITION EDUCATOR
CURRICULUM



OVERVIEW

TRAINING FOR CNP OPERATORS



As a child nutrition professional, you are tasked with balancing knowledge and implementation of program regulations and managing the staffing and finances of your operation, while also meeting the needs of your community and the desire to serve the healthiest foods to your students. Arizona Department of Education (ADE) Health and Nutrition Services (HNS) is dedicated to providing child nutrition professionals with training to support you and your teams' professional learning needs to fulfill annual training requirements, support program integrity, and elevate Child Nutrition Programs across Arizona.

Because the trainings offered are vast in quantity and diverse in content, ADE has drafted specialized curricula based on job duties to help directors get started creating training plans. Each curriculum provides suggested trainings relevant to a specific role: **New Director, Experienced Director, Student Eligibility Specialist, Menu Planner, Kitchen Manager, Kitchen Staff, Procurement Specialist, and Wellness Coordinator/Nutrition Educator.** Each curriculum includes a list of recommended trainings offered by [HNS](#) and the [Institute of Child Nutrition \(ICN\)](#), the format of each training, the Professional Standards hours each training provides, and where to access the training or registration.

Most Local Educational Agencies (LEAs) operate differently, so multiple curricula may apply to one individual. For example, if you are a director who also plans the menus, you should take trainings listed in the menu planner curriculum. No one individual is expected to complete every training listed on their curriculum. Each employee has the flexibility to alter the training plan to fit his or her individual training needs.

To minimize the amount of time our customers need to be away from the office, ADE will be providing trainings via e-learning formats: online trainings, and live and recorded webinars. Live webinars will be announced in our monthly HNS Events Forecast, which is sent to all [email subscribers](#) at the beginning of each month. An email will also be sent when a webinar recording or new online training becomes available. Live webinars may be registered for in the [ADE Professional Learning and Development \(APLD\)](#).

LIVE WEBINARS

Live webinars allow attendees to interact with the trainer(s) and ask questions. All live webinars are recorded and are posted on the NSLP Online Training Library after the live event.

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.

To access HNS' complete catalog of trainings on NSLP and SBP operations, please visit the [NSLP Training Webpage](#).

TRAINING CURRICULUM

NEW DIRECTOR



JOB DESCRIPTION

This training curriculum is an exhaustive list of trainings available through HNS and the Institute of Child Nutrition (ICN) that may be appropriate for those individuals who fill the role of School Nutrition Programs Director and have been in this role for ***less than two years***. Typical job duties may include:

- Oversees all aspects of the Child Nutrition Programs
- Establishes customer service policies that focus on value and satisfaction
- Establishes procedures to ensure high quality food is prepared and served in a sanitary and safe environment
- Establishes measurable financial objectives and goals for the Child Nutrition Programs
- Ensures compliance with all local, state, and federal laws, regulations, and policies
- Employs management techniques to maintain effective and efficient Child Nutrition Programs
- Uses current research on health and nutrition-related trends and food service management developments to initiate innovative program changes and expansions
- Establishes standards for the professional development of the Child Nutrition Program personnel
- Assists with designing and planning facilities that ensure high quality customer service, wholesome food production, and efficient workflow
- Develops a marketing plan to attract students, parents, teachers, administrators, support staff, and community members

Please note:

Job duties for each role often vary from LEA to LEA; therefore, the trainings provided on this list may not be sufficient for every director. Review the job duties for the additional training curricula provided, as some of your specific job duties may fall under another curriculum. For example, if you are a director who also plans the menus, you may benefit from training included in the menu planner curriculum.

TRAINING CURRICULUM

NEW DIRECTOR



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
Orientation to the National School Lunch Program	Online Training <i>(recommend taking ASAP)</i>	2.00	Online Training Library: Administration
Staying on Track Webinar Series	Webinar <i>(recommend attending monthly webinar series)</i>	1.00	Live Webinar: Register in APLD Slides and Recordings: Staying on Track Webinar Webpage
Step-by-Step Instruction: How to Submit Site and Sponsor Applications in CNPWeb	Online Training <i>(recommend taking ASAP)</i>	1.50	Online Training Library: Administration
Step-by-Step Instruction: How to Submit a Claim in CNPWeb <i>(claiming guidance specific to NSLP; trainings also available for sites that operate Special Assistance Provisions 2 or 3 or Community Eligibility Provision (CEP))</i>	Online Training <i>(recommend taking before submitting your first reimbursement claim)</i>	0.75	Online Training Library: Counting & Claiming
Step-by-Step Instruction: How to Complete Daily Edit Checks	Online Training <i>(recommend taking before the school year begins)</i>	1.00	Online Training Library: Counting & Claiming
Designing Your Employee Training Plan: A Course for School Nutrition Directors	Online Training <i>(recommend taking ASAP)</i>	1.50	Online Training Library: Administration
Civil Rights Compliance in Child Nutrition Programs <i>*Required for all employees every year</i>	Online Training <i>(recommend taking July-September)</i>	1.00	Civil Rights Webpage: Training
Step-by-Step Instruction: How to File a Civil Rights Complaint	Online Training <i>(recommend taking ASAP)</i>	0.25	Civil Rights Webpage: Training
Step-by-Step Instruction: How to Complete the Civil Rights Compliance Form	Online Training <i>(recommend taking before December 15th)</i>	0.50	Civil Rights Webpage: Training
HR Series - Communication Skills for Managers	Online Training	4.00	ICN eLearning Portal <i>(Free ICN account required)</i>

TRAINING CURRICULUM

NEW DIRECTOR



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
Food Safety in Schools <i>*At least 8 hours of food safety training is required every five years prior to the director's starting date or completed within 30 days of the start date</i>	Online Training	8.00	ICN eLearning Portal (Free ICN account required)
USDA Foods myFOODS System Training <i>(if your LEA participates in the USDA Foods in Schools program; training is required to obtain access to the myFOODS system)</i>	Recorded Webinar	1.50	Contact USDAFoods@azed.gov
Smart Snacks and Competitive Foods in Arizona	Online Training <i>(recommend taking early in the school year)</i>	0.50	Online Training Library: Smart Snacks
Procurement Basics <i>*Required annually for all program directors, management, and staff members tasked with NSLP procurement responsibilities</i>	Online Training <i>(recommend taking before school starts)</i>	2.50	Online Training Library: Procurement

TRAINING CURRICULUM

EXPERIENCED DIRECTOR



JOB DESCRIPTION

This training curriculum is an exhaustive list of trainings available through HNS and the Institute of Child Nutrition (ICN) that may be appropriate for those individuals who fill the role of School Nutrition Programs Director and have been in this role for **two or more years**.

Typical job duties may include:

- Oversees all aspects of the Child Nutrition Programs
- Establishes customer service policies that focus on value and satisfaction
- Establishes procedures to ensure high quality food is prepared and served in a sanitary and safe environment
- Establishes measurable financial objectives and goals for the Child Nutrition Programs
- Ensures compliance with all local, state, and federal laws, regulations, and policies
- Employs management techniques to maintain effective and efficient Child Nutrition Programs
- Uses current research on health and nutrition-related trends and food service management developments to initiate innovative program changes and expansions
- Establishes standards for the professional development of the Child Nutrition Program personnel
- Assists with designing and planning facilities that ensure high quality customer service, wholesome food production, and efficient workflow
- Develops a marketing plan to attract students, parents, teachers, administrators, support staff, and community members

Please note:

Job duties for each role often vary from LEA to LEA; therefore, the trainings provided on this list may not be sufficient for every director. Review the job duties for the additional training curricula provided, as some of your specific job duties may fall under another curriculum. For example, if you are a director who also plans the menus, you may benefit from training included in the menu planner curriculum.

TRAINING CURRICULUM

EXPERIENCED DIRECTOR



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
Civil Rights Compliance in Child Nutrition Programs <i>*Required for all employees every year</i>	Online Training <i>(recommend taking July-September)</i>	1.00	Civil Rights Webpage: Training
Staying on Track Webinar Series	Webinar <i>(recommend attending monthly webinar series)</i>	1.00	Live Webinar: Register in APLD Slides and Recordings: Staying on Track Webinar Webpage
upLIFT Webinar Series	Webinar <i>(recommend attending monthly webinar series)</i>	0.50	Live Webinar: Register in APLD Slides and Recordings: upLIFT Webpage
What to Expect: Administrative Review <i>*Recommended if your LEA will receive an Administrative Review in the upcoming SY</i>	Online Training	1.00	NSLP Webpage: Reviews Conducted by State Agency
Procurement Basics <i>*Required annually for all program directors, management, and staff members tasked with NSLP procurement responsibilities</i>	Online Training <i>(recommend taking before school starts)</i>	2.50	Online Training Library: Procurement
Food Safety in Schools <i>*At least 8 hours of food safety training is required every five years for directors hired after July 1, 2015</i>	Online Training	8.00	ICN eLearning Portal (Free ICN account required)
Professional Standards 101 <i>*Recommended as a refresher course</i>	Recorded Webinar	1.00	Online Training Library: Administration
Meal Counting Do's and Don'ts	Recorded Webinar	1.00	Online Training Library: Counting & Claiming
USDA Foods SY 21-22 Welcome Back Webinar	Recorded Webinar	1.25	Online Training Library: USDA Foods
Starting a Salad Bar, Part 1: The Why	Recorded Webinar	0.50	Online Training Library: Nutrition

TRAINING CURRICULUM

EXPERIENCED DIRECTOR



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
Starting a Salad Bar, Part 2: The How	Recorded Webinar	0.50	Online Training Library : Operations
HR Series - Dealing with Difficult People and Situations	Online Training	3.00	ICN eLearning Portal (Free ICN account required)
Step-by-Step Instruction: How to Apply for At-Risk Afterschool Meals for School Food Authorities	Online Training	0.50	Afterschool Feeding Webpage : How-To Guides
Operating At-Risk Afterschool Meals for School Food Authorities	Online Training	0.50	Afterschool Feeding Webpage : Online Course
Starting Your Afterschool Care Snack Program, Part 1	Recorded Webinar	1.00	Afterschool Feeding Webpage : Recorded Webinars
Starting Your Afterschool Care Snack Program, Part 2	Recorded Webinar	1.00	Afterschool Feeding Webpage : Recorded Webinars
Implementing Alternative Service Models in Your School Breakfast Program	Recorded Webinar	1.00	Online Training Library : School Breakfast Administration
Equipment for Your School Breakfast Program	Recorded Webinar	1.00	Online Training Library : School Breakfast Administration
Promoting Your Child Nutrition Programs	Recorded Webinar	1.00	Online Training Library : Communications & Marketing
#PlanYourBrand: Branding Your School Nutrition Programs	Recorded Webinar	0.50	Online Training Library : Communications & Marketing

TRAINING CURRICULUM

EXPERIENCED DIRECTOR



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
Step-by-Step Instruction: How to Complete the Capital Expenditure Pre-Approval Request Form	Online Training	0.25	Online Training Library: Resource/Financial Management
Step-by-Step Instruction: How to Complete the Net Cash Resource Worksheet for Compliance with the Paid Lunch Equity Exemption Requirement	Online Training	0.50	Online Training Library: Resource/Financial Management
Step-by-Step Instruction: How to Complete the Non-Program Food Revenue Tool	Online Training	0.75	Online Training Library: Resource/Financial Management

TRAINING CURRICULUM

STUDENT ELIGIBILITY SPECIALIST



JOB DESCRIPTION

This training curriculum is an exhaustive list of trainings available through HNS that may be appropriate for those individuals who fill the role of the student eligibility coordinator. Typical job duties may include:

- Distributes, collects, and certifies household applications for the school meal programs
- Maintains a Benefit Issuance Document (BID) to track students' eligibility for free and reduced-price meals
- Conducts direct certification to certify categorically eligible children for free meals that participate in means-tested nutrition programs
- Communicates with families to notify them of their eligibility for free or reduced-price meals
- Conducts verification activities according to USDA guidance

Please note:

Job duties for each role often vary from LEA to LEA; therefore, the trainings provided on this list may not be sufficient for every director. Review the job duties for the additional training curricula provided, as some of your specific job duties may fall under another curriculum. For example, if you are a student eligibility specialist who also submits the monthly claim, you may benefit from training included in the new director curriculum.

TRAINING CURRICULUM

STUDENT ELIGIBILITY SPECIALIST



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
Civil Rights Compliance in Child Nutrition Programs <i>*Required for all employees every year</i>	Online Training <i>(recommend taking July-September)</i>	1.00	Civil Rights Webpage: Training
Staying on Track Webinar Series <i>(Recommend attending September, October, and March webinars, at a minimum, for content specific to student eligibility/verification)</i>	Webinar <i>(offered monthly)</i>	1.00	Live Webinar: Register in APLD Slides and Recordings: Staying on Track Webinar Webpage
Boost Your Eligibility Ability	Recorded Webinar	1.50	Online Training Library: Certification & Benefit Issuance
Step-by-Step Instruction: How to Process Household Applications	Online Training <i>(recommend taking in July)</i>	1.50	Online Training Library: Certification & Benefit Issuance
Step-by-Step Instruction: How to Create a Benefit Issuance Document	Online Training <i>(recommend taking in July)</i>	1.00	Online Training Library: Certification & Benefit Issuance
Step-by-Step Instruction: How to Identify Household Applications That Are Error-Prone	Online Training <i>(recommend taking in July)</i>	0.50	Online Training Library: Certification & Benefit Issuance
Step-by-Step Instruction: Introduction to CNP Direct Certification in CNP Direct Certification/Direct Verification	Online Training <i>(recommend taking in July)</i>	0.50	Online Training Library: Certification & Benefit Issuance
Step-by-Step Instruction: How to Directly Certify a Partial Match	Online Training <i>(recommend taking in July)</i>	0.50	Online Training Library: Certification & Benefit Issuance

TRAINING CURRICULUM

STUDENT ELIGIBILITY SPECIALIST



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
Step-by-Step Instruction: How to Conduct Direct Certification Using State Match	Online Training <i>(recommend taking in July)</i>	0.25	Online Training Library: Certification & Benefit Issuance
Step-by-Step Instruction: How to Conduct Direct Certification Using File Upload	Online Training <i>(recommend taking in July)</i>	0.50	Online Training Library: Certification & Benefit Issuance
Step-by-Step Instruction: How to Conduct Direct Certification Using Individual Student Lookup	Online Training <i>(recommend taking in July)</i>	0.50	Online Training Library: Certification & Benefit Issuance
Step-by-Step Instruction: How to Complete Direct Certification Using Medicaid Data	Online Training <i>(recommend taking in July)</i>	0.25	Online Training Library: Certification & Benefit Issuance
Step-by-Step Instruction: How to Conduct Direct Certification Using Other Documentation	Online Training <i>(recommend taking in July)</i>	0.50	Online Training Library: Certification & Benefit Issuance
Direct Certification Best Practices	Recorded Webinar <i>(recommend taking in July)</i>	0.50	Online Training Library: Certification & Benefit Issuance
Verification Review	Online Training <i>(recommend taking in September)</i>	2.00	Online Training Library: Verification
Step-by-Step Instruction: How to Submit the Second Review of Applications Report in CNP Verification Reporting	Online Training <i>(recommend taking in September/October)</i>	0.50	Online Training Library: Verification
Step-by-Step Instruction: How to Conduct Direct Verification	Online Training <i>(recommend taking in September/October)</i>	1.50	Online Training Library: Verification

TRAINING CURRICULUM

MENU PLANNER



JOB DESCRIPTION

This training curriculum is an exhaustive list of trainings available through HNS and the Institute of Child Nutrition (ICN) that may be appropriate for those individuals who fill the role of the menu planner. Typical job duties may include:

- Develops cost-effective menus that maintain nutrition integrity and meet all local, state, and federal guidelines and regulations
- Assesses customer preferences, industry trends, and current research to plan menus that encourage participation in the Child Nutrition Programs
- Works with school staff, teachers, parents, and physicians to plan menus for children with special dietary needs
- Ensures all competitive foods sold on campus during the school day meet all local, state, and federal guidelines and regulations
- Maintains documentation to support menu compliance

Please note:

Job duties for each role often vary from LEA to LEA; therefore, the trainings provided on this list may not be sufficient for every director. Review the job duties for the additional training curricula provided, as some of your specific job duties may fall under another curriculum. For example, if you are a menu planner who also leads the Wellness Committee, you may benefit from training included in the wellness coordinator/nutrition educator curriculum.

TRAINING CURRICULUM

MENU PLANNER



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
Civil Rights Compliance in Child Nutrition Programs <i>*Required for all employees every year</i>	Online Training <i>(recommend taking July-September)</i>	1.00	Civil Rights Webpage: Training
Step-by-Step Instruction: How to Plan a Breakfast Menu	Online Training	1.50	Online Training Library: Menu Planning
Step-by-Step Instruction: How to Plan a Lunch Menu	Online Training	2.50	Online Training Library: Menu Planning
upLIFT Webinar Series	Webinar <i>(recommend attending monthly webinar series)</i>	0.50	Live Webinar: Register in APLD Slides and Recordings: upLIFT Webpage
Managing Food Allergies in SNPs	Online Training	4.00	ICN eLearning Portal (Free ICN account required)
Menu Strategies for Special Diets and Allergens	Recorded Webinar	1.00	ICN eLearning Portal (Free ICN account required)
Step-by-Step Instruction: How to Complete the Medical Statement for Students with Special Dietary Accommodations	Online Training	0.50	Online Training Library: Menu Planning
The What, Why and How of Smart Snacks	Recorded Webinar	1.00	Online Training Library: Menu Planning
Salad Bars in School Nutrition Programs	Recorded Webinar	1.00	Online Training Library: Menu Planning
CN Labels & Product Formulation Statements	Recorded Webinar	0.75	Online Training Library: Menu Planning
Step-by-Step Instruction: How to Plan a Supper Menu Using the NSLP Meal Pattern	Online Training	2.00	Afterschool Feeding Webpage: How-To Guides

TRAINING CURRICULUM

MENU PLANNER



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
Step-by-Step Instruction: How to Plan a Supper Menu Using the CACFP Meal Pattern	Online Training	1.50	Afterschool Feeding Webpage : How-To Guides
Step-by-Step Instruction: How to Plan a Snack Menu for the Afterschool Care Snack Program	Online Training	0.75	Online Training Library : Menu Planning
Preschool Meal Pattern for School Food Authorities	Recorded Webinar	1.00	Online Training Library : Menu Planning
Baby Steps to a Better Menu	Recorded Webinar	0.50	Online Training Library : Menu Planning
Standout Story: Whole Grains	Recorded Webinar	0.50	Online Training Library : Menu Planning
What to Look For: Nutrition Facts Labels and Ingredient Lists	Recorded Webinar	0.50	Online Training Library : Menu Planning

TRAINING CURRICULUM

KITCHEN MANAGER



JOB DESCRIPTION

This training curriculum is an exhaustive list of trainings available through HNS and the Institute of Child Nutrition (ICN) that may be appropriate for those individuals who fill the role of the kitchen manager. Typical job duties may include:

- Oversees the day-to-day food service operations at a school site
- Enforces procedures that ensure high quality food is prepared and served in a sanitary and safe environment
- Enforces customer service policies that focus on value and satisfaction with the food and meal service experience
- Assists with training and management of school kitchen staff
- Executes menus as planned to maintain quality standards and ensure cost-effectiveness and customer satisfaction
- Maintains standards for receiving and storing food and non-food supplies
- Oversees the counting and claiming of reimbursable meals served to students

Please note:

Job duties for each role often vary from LEA to LEA; therefore, the trainings provided on this list may not be sufficient for every director. Review the job duties for the additional training curricula provided, as some of your specific job duties may fall under another curriculum. For example, if you are a kitchen manager who also plans the menus, you may benefit from training included in the menu planner curriculum.

TRAINING CURRICULUM

KITCHEN MANAGER



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
Civil Rights Compliance in Child Nutrition Programs <i>*Required for all employees every year</i>	Online Training <i>(recommend taking July-September)</i>	1.00	Civil Rights Webpage: Training
Step-by-Step Instruction: How to Complete Daily Edit Checks	Online Training <i>(recommend taking before school starts)</i>	1.00	Online Training Library: Counting & Claiming
Production Record Overview	Recorded Webinar <i>(recommend taking before school starts)</i>	0.50	Online Training Library: Operations
USDA Foods myFOODS System Training <i>(if your LEA participates in the USDA Foods in Schools program; training is required to obtain access to the myFOODS system)</i>	Recorded Webinar	1.50	Contact USDAFoods@azed.gov
Meal or No Meal	Online Training <i>(recommend facilitating with staff as a group)</i>	0.25	Online Training Library: Operations
Meal or No Meal: Breakfast Edition	Online Training <i>(recommend facilitating with staff as a group)</i>	0.25	Online Training Library: Operations
Focus on the Customer for School Nutrition Managers	Online Training	4.00	ICN eLearning Portal (Free ICN account required)
Inventory Management - Controlling Cost	Online Training	1.00	ICN eLearning Portal (Free ICN account required)
Food Safety in Schools	Online Training	8.00	ICN eLearning Portal (Free ICN account required)

TRAINING CURRICULUM

KITCHEN STAFF



JOB DESCRIPTION

This training curriculum is an exhaustive list of trainings available through HNS and the Institute of Child Nutrition (ICN) that may be appropriate for school kitchen staff. Typical job duties may include:

- Implements procedures that ensure high quality food is prepared and served in a sanitary and safe environment
- Implements customer service policies that focus on value and satisfaction with the food and meal service experience
- Executes menus as planned to maintain quality standards and ensure cost-effectiveness and customer satisfaction
- Implements procedures that ensure reimbursable meals are served to students

Please note:

Job duties for each role often vary from LEA to LEA; therefore, the trainings provided on this list may not be sufficient for every director. Review the job duties for the additional training curricula provided, as some of your specific job duties may fall under another curriculum. For example, if you are a kitchen staff member who also completes production records and daily edit checks, you may benefit from training included in the kitchen manager curriculum.

TRAINING CURRICULUM

KITCHEN STAFF



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
Civil Rights Compliance in Child Nutrition Programs <i>*Required for all employees every year</i>	Online Training <i>(recommend taking July-September)</i>	1.00	Civil Rights Webpage: Training
Food Safety in Schools	Online Training	8.00	ICN eLearning Portal (Free ICN account required)
Recognizing a Reimbursable Meal at the Point of Service	Recorded Webinar <i>(recommend taking before school starts)</i>	0.50	Online Training Library: Operations
Recognizing a Reimbursable Breakfast at the Point of Service	Recorded Webinar <i>(recommend taking before school starts)</i>	0.50	Online Training Library: Operations
Using Appropriate Serving Utensils	Recorded Webinar <i>(recommend taking before school starts)</i>	0.25	Online Training Library: Operations
Focus on the Customer for School Nutrition Managers	Online Training	4.00	ICN eLearning Portal (Free ICN account required)
School Nutrition Staff: You are a Team	Online Training	4.00	ICN eLearning Portal (Free ICN account required)

TRAINING CURRICULUM

PROCUREMENT SPECIALIST



JOB DESCRIPTION

This training curriculum is an exhaustive list of trainings available through HNS that may be appropriate for those individuals who fill the role of the procurement specialist. Typical job duties may include:

- Develops purchasing guidelines to ensure purchased food and supplies reflect product knowledge, cost-effectiveness, customer preferences, school needs, policies, and nutrition objectives
- Implements procurement policies consistent with the USDA Buy American Provision to ensure foods purchased for the Child Nutrition Programs are domestically sourced

Please note:

Job duties for each role often vary from LEA to LEA; therefore, the trainings provided on this list may not be sufficient for every director. Review the job duties for the additional training curricula provided, as some of your specific job duties may fall under another curriculum. For example, if you are a procurement specialist who also plans the menus, you may benefit from training included in the menu planner curriculum.

TRAINING CURRICULUM

PROCUREMENT SPECIALIST



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
Civil Rights Compliance in Child Nutrition Programs <i>*Required for all employees every year</i>	Online Training <i>(recommend taking July-September)</i>	1.00	Civil Rights Webpage: Training
Procurement Basics <i>*Required annually for all program directors, management, and staff members tasked with NSLP procurement responsibilities</i>	Online Training <i>(recommend taking before school starts)</i>	2.50	Online Training Library: Procurement
Buy American	Recorded Webinar <i>(recommend taking before school starts)</i>	0.50	Online Training Library: Operations
What to Expect: Administrative Review <i>*Recommended if your LEA will receive an Administrative Review in the upcoming SY</i>	Online Training	1.00	NSLP Webpage: Reviews Conducted by State Agency

TRAINING CURRICULUM

WELLNESS COORDINATOR/ NUTRITION EDUCATOR



JOB DESCRIPTION

This training curriculum is an exhaustive list of trainings available through HNS and the Institute of Child Nutrition (ICN) that may be appropriate for those individuals who fill the role of the wellness coordinator/nutrition educator. Typical job duties may include:

- Develops and implements a comprehensive nutrition education program using school cafeterias and school gardens as learning laboratories
- Establishes the role of the Child Nutrition Program as a resource for expertise in the development and presentation of nutrition education materials and activities
- Oversees the Wellness Committee and implementation of the local wellness policy
- General coordination of wellness initiatives, such as nutrition education, applying for grants, and program promotion

Please note:

Job duties for each role often vary from LEA to LEA; therefore, the trainings provided on this list may not be sufficient for every director. Review the job duties for the additional training curricula provided, as some of your specific job duties may fall under another curriculum. For example, if you are a wellness coordinator/nutrition educator who also plans the menus, you may benefit from training included in the menu planner curriculum.

TRAINING CURRICULUM

WELLNESS COORDINATOR/ NUTRITION EDUCATOR



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
Civil Rights Compliance in Child Nutrition Programs <i>*Required for all employees every year</i>	Online Training <i>(recommend taking July-September)</i>	1.00	Civil Rights Webpage: Training
Goal Setting: Utilizing the New Dietary Guidelines for Americans	Online Training	1.00	ICN eLearning Portal (Free ICN account required)
upLIFT Webinar Series	Webinar <i>(recommend attending monthly webinar series)</i>	0.50	Live Webinar: Register in APLD Slides and Recordings: upLIFT Webpage
School Garden Webinar Series	Webinar	1.00	Online Training Library: Farm to School & School Gardens
Virtual Food Education	Recorded Webinar	1.00	Online Training Library: Farm to School & School Gardens
Local Wellness Policy: Guidance and Tools from ADE	Recorded Webinar	1.50	Online Training Library: Local Wellness Policy
Local Wellness Policy Assessment: Making it Meaningful	Recorded Webinar	1.50	Online Training Library: Local Wellness Policy
Using Taste Tests and Surveys to Engage Students in School Meals	Recorded Webinar	0.50	Online Training Library: Nutrition

THANK YOU!

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

*U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or*

2.fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

program.intake@usda.gov

This institution is an equal opportunity provider.