

School Nutrition Summer Training (SNST) 2024 Course Descriptions



Course Title and Description	Intended Audience	Professional Standards	GOALS
Day 1 - July 15, 2024			
<p>Free and Reduced Certification - Part 1</p> <p>This course is critical for school agency personnel with responsibilities for determining meal benefits for students. Eligibility topics include up-to-date USDA information regarding distribution of free and reduced-priced meal application materials, meal benefit approval, direct certification. Participants will have the opportunity to ask questions and apply the knowledge that is learned with activities.</p> <p><i>Required for a Director or Manager to obtain a GOALS Certificate of Excellence.</i></p>	<p>Food service directors, business managers, new staff and those working with applications</p>	<p>Administration 3100 (Free and Reduced-Price Meal Benefits)</p>	<p>Eligibility, Certification and Verification (2 hours)</p>
<p>Free and Reduced Certification - Part 2</p> <p>This course is a continuation to Free and Reduced Certification Part 1. This session will cover special situations that may occur when determining meal eligibility, disclosure requirements and sharing of information. Participants will have the opportunity to ask questions and apply the knowledge that is learned with activities.</p> <p><i>Required for a Director or Manager to obtain a GOALS Certificate of Excellence.</i></p>	<p>Food service directors, business managers, new staff and those working with applications</p>	<p>Administration 3100 (Free and Reduced-Price Meal Benefits)</p>	<p>Eligibility, Certification and Verification (2 hours)</p>

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<p>Great Beginnings</p> <p>Join us for an in-depth day-and-a-half program tailored to new Food Service Directors and Managers. This dynamic session offers a deep dive into USDA School Meals Programs, providing essential knowledge and confidence to excel in your role. Through interactive discussions and networking opportunities, participants will navigate program regulations, share best practices, and find inspiration among peers. Whether you are overcoming new job jitters or seeking to enhance your expertise, this course offers a supportive environment for growth and camaraderie. Don't miss this opportunity to jumpstart your journey to success in school nutrition!</p>	<p>Food service directors or managers new to their position.</p>	<p>Nutrition 1000, Operations 2000, Administration 3000, Communication 4000 (2.25 hours each)</p>	<p>Elective (9 hours)</p>
<p>Managing Personalities and Conflict - Institute of Child Nutrition</p> <p>Managing Personalities and Conflict, led by the Institute of Child Nutrition, is a four-hour course designed to help participants identify the many factors that may influence how people interact and respond to conflict. Self-reflection is a critical component of this training that aims to help participants identify characteristics of their own personalities and attitudes, in addition to any existing biases and stereotypes. Finally, participants will engage in identifying non-productive behaviors and in building skills that will help promote successful conflict resolution.</p>	<p>Food service directors, managers, and administrative staff overseeing other employees.</p>	<p>Human Resources and Staff Training 3400, Communications and Marketing 4100</p>	<p>Elective (4 hours)</p>

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<p>ServSafe Food Protection Manager - 2 Hour Refresher Class w/ FDA Food Code Updates and Exam</p> <p>In this half-day class, the DPI School Nutrition Team of Certified ServSafe Instructors and Registered Proctors will provide a refresher on key food safety topics and will highlight the recent FDA Food Code updates that are now included in the ServSafe book and exam. This will not be a comprehensive class, but rather a focused review to help prepare for the ServSafe Food Protection Manager Certification exam. Participants are encouraged to review content and study before class. Participants will take the proctored multiple-choice exam at the end of this class.</p> <p>The class will be taught using the updated 7th Edition Revised ServSafe Manager Book, which includes the 2022 FDA Food Code Updates. The exam is based on the content of this edition.</p>	<p>Food service directors and kitchen staff that have previously earned a ServSafe Food Protection Manager Certification and want to renew certification.</p>	<p>Operations 2600 (Food Safety and HACCP)</p>	<p>Food Safety (4 hours)</p>
<p>Day 2 - July 16, 2024</p>			
<p>Marketing Your Program</p> <p>Explore ways to market your SFA's school meal programs. During this session, participants will learn how to implement marketing strategies. Participants will also be provided with resources and ideas to promote their programs.</p>	<p>Food service directors, menu planners, school administrators and support staff</p>	<p>Communications and Marketing 4100</p>	<p>Marketing and Program Promotion (1 hour)</p>

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<p>Healthy Meals Incentives for Schools with Janelle Winter of USDA's Midwest Regional Office</p> <p>Join us for an insightful course on navigating the USDA Food and Nutrition Service's Healthy Meals Initiative and the grant writing process. Discover how this initiative aims to enhance the nutritional quality of school meals through food systems transformation and technical assistance. Learn from experts at the USDA Midwest Regional Office as they share best practices and insights gleaned from successful grant proposals. Explore innovative ideas and tested practices from SFAs across the Midwest and gain valuable knowledge to propel your school nutrition program forward.</p>	<p>Food service directors, menu planners, school administrators and support staff</p>	<p>Administration 3230 (Program Management)</p>	<p>Elective (1 hour)</p>
<p>Feeding Infants and Preschoolers in School Nutrition Programs</p> <p>Do you serve meals to infants or children in preschool or childcare programs? Then this session is for you! Join us to learn more about program requirements for preparing, serving, and claiming meals served to infants and preschool children. Participants will get an overview of the Infant and Preschool meal pattern, meal service styles, production record requirements, and tips for how to address the unique needs of serving younger children when participating in the School Nutrition Programs.</p>	<p>Food service directors, menu planners, and kitchen staff</p>	<p>Nutrition 1110 & Operations 2200 (USDA Nutrition Requirements & Serving Food)</p>	<p>Additional Child Nutrition Programs (1 hour)</p>

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<p>Child Nutrition Program Basics</p> <p>Are you new to the USDA Child Nutrition Programs? In need of a refresher on program requirements? In this course, you will learn the basics for successfully administering the USDA Child Nutrition Programs and where to find additional detailed resources. This course focuses on the National School Lunch Program (NSLP) and provides an overview of the program requirements.</p> <p><i>Required for all to obtain a GOALS Certificate of Excellence.</i></p>	<p>New food service directors, business managers, and school administrative and support staff</p>	<p>Operations 2000 and Administration 3000</p>	<p>Child Nutrition Program Basics (4 hours)</p>
<p>Breakfast Meal Pattern</p> <p>This course covers the breakfast meal pattern, including an in-depth review of the three required components at breakfast: Milk, Fruits, and Grains; and optional components: Meat/Meat Alternates and Vegetables. Dietary specifications at breakfast will be reviewed along with strategies to reduce added sugars at breakfast.</p> <p><i>Required for all to obtain a GOALS Certificate of Excellence.</i></p>	<p>Food service directors, menu planners, kitchen staff</p>	<p>Nutrition 1110 (USDA Nutrition Requirements)</p>	<p>Meal Pattern (1 hour)</p>
<p>Offer vs Serve at Breakfast</p> <p>This course reviews OVS (Offer vs Serve) requirements for breakfast meal service and provides the opportunity to participate in interactive examples of reimbursable and non-reimbursable meals.</p> <p><i>Required for all to obtain a GOALS Certificate of Excellence.</i></p>	<p>Food service directors, menu planners, kitchen staff, and those determining reimbursable meals</p>	<p>Operations 2220 (Offer versus Serve)</p>	<p>Offer vs Serve (1 hour)</p>

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<p>Lunch Meal Pattern</p> <p>This course covers the lunch meal pattern, including an in-depth review of the five required food components. In addition, we will explain the transitional standards for milk and whole grains and sodium as well as discuss the updated Final Rule for School Nutrition Standards.</p> <p><i>Required for all to obtain a GOALS Certificate of Excellence.</i></p>	<p>Food service directors, menu planners, kitchen staff</p>	<p>Nutrition 1110 (USDA Nutrition Requirements)</p>	<p>Meal Pattern (1 hour)</p>
<p>Offer vs Serve at Lunch</p> <p>This course reviews OVS requirements for lunch meal service and provides the opportunity to participate in interactive examples of reimbursable and non-reimbursable meals.</p> <p><i>Required for all to obtain a GOALS Certificate of Excellence.</i></p>	<p>Food service directors, menu planners, kitchen staff, and those determining reimbursable meals</p>	<p>Operations 2220 (Offer versus Serve)</p>	<p>Offer vs Serve (1 hour)</p>
<p>Keynote Address: Kwik Trip Public Relations Liaison</p> <p>Get ready for an engaging keynote session with the Kwik Trip Public Relations Liaison! Discover expert tips and practical advice on branding and connecting with your audience through compassion. Learn how to make your school nutrition program stand out and build strong relationships within your community by serving others. This is your chance to gain valuable insights from a service industry leader!</p>	<p>Everyone</p>	<p>N/A</p>	<p>N/A</p>

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<p>Networking Event</p> <p>Join us for an afternoon networking event designed exclusively for our Wisconsin school nutrition professionals. Connect with peers and engage with the SNT over appetizers in a relaxed and welcoming atmosphere. Don't miss this opportunity to expand your network, share insights, and build valuable connections in the field of school nutrition!</p>	<p>Everyone</p>	<p>N/A</p>	<p>N/A</p>
<p>Day 3 - July 17, 2024</p>			
<p>Special Dietary Needs</p> <p>Feeling overwhelmed by special dietary requests? This course will provide the tools and knowledge school nutrition professionals need to develop a plan of action for managing special dietary requests with confidence. Participants will learn about USDA regulations for managing special dietary requests, become familiar with common reasons behind meal accommodations, and use a team approach to develop and manage a special dietary needs procedure or policy.</p> <p><i>Required for all to obtain a GOALS Certificate of Excellence.</i></p>	<p>Food service directors, school nutrition professionals making meal accommodations, school healthcare team, school administrators</p>	<p>Nutrition 1160 (Special Diets, including Food Allergies)</p>	<p>Special Diets and Food Allergies (2 hours)</p>

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<p>Crediting Documentation/Kitchen Math</p> <p>This course is designed for recipe developers and menu planners. We will provide a refresher on interpreting crediting statements (CN labels, Product Formulation Statements), skills needed to calculate the crediting of components from a standardized recipe, project how much of a menu item to purchase by using yield information from the Food Buying Guide (FBG) and perform in-house analyses when yield information is not available from the FBG. Prior understanding of breakfast and lunch meal patterns is required.</p>	<p>Food service directors, menu planners</p>	<p>Operations 2150 (CN Labeling and Crediting)</p>	<p>Food Buying Guide and Crediting (1 hour)</p>
<p>Building Sustainable F2S Programs with AmeriCorps F2S Program</p> <p>Are you looking to implement farm to school programming in your school or community? Or maybe you are looking to ramp up your existing farm to school efforts? Join this session to learn about the AmeriCorps Farm to School Program and how becoming a host site could benefit your school food service operation, students, and community. A super useful free resource (the Wisconsin Local Foods Database) will be presented and how it can help you get connected to your local farmers and save time sourcing local foods.</p>	<p>Food service directors, kitchen staff, school administrators, principals, farm to school/school garden coordinators</p>	<p>Nutrition 1130 (Local Foods-Farm to School)</p>	<p>Farm to School (1 hour)</p>
<p>Leadership in F2S Programs and Combining Education with School Gardens</p> <p>Covering local procurement of farm products into school/community systems, introduce and explain how to use the AmeriCorps Local Foods Database, summer school gardening classes and nutritional educational, school garden management and production, incorporating and utilizing farm products into the school nutrition system.</p>	<p>Food service directors, kitchen staff, school administrators, principals, farm to school/school garden coordinators</p>	<p>Nutrition 1130 & 1230 (Local Foods-Farm to School & School Gardens)</p>	<p>Farm to School (1 hour)</p>

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<p>Upgrade School Meal Appeal</p> <p>Making small changes in your school meal program can lead to big changes in student satisfaction. This session will provide information to upgrade your school meal appeal and enhance your program through student involvement. Hear success stories from school nutrition professionals who have implemented innovative strategies to improve student perception and satisfaction with their school meal program.</p>	<p>Food service directors, menu planners</p>	<p>Operations 2230 (Maintaining Food Quality and Appearance)</p>	<p>Serving Appealing School Meals (1 hour)</p>
<p>Financial Basics: Resource Management</p> <p>This course will focus on understanding the basics of a non-profit food service account, including counting and claiming, meeting Paid Lunch Equity (PLE), completing the Nonprogram Food Revenue Tool, and accounting for revenues and expenditures through the submission of the Annual Financial Report (AFR).</p> <p><i>Required for Director Track to obtain a GOALS Certificate of Excellence.</i></p>	<p>Food service directors, managers, bookkeepers, business managers, principals, those with administrative responsibilities or those needing a financial refresher of Child Nutrition Programs</p>	<p>Administration 3300 (Financial Management)</p>	<p>Financial Basics (4 hours)</p>
<p>Buying Local, Choose What Works Best for You</p> <p>Interested in buying local products but unsure how to connect with local farmers and/or navigate the procurement process? Join us as we discuss the different ways to buy locally - directly from the producer, from a food hub, and/or your broadline distributor! We will cover food safety and procurement requirements for local procurement as well.</p>	<p>Food service directors, menu planners</p>	<p>Operations 2400 & Nutrition 1170 (Purchasing/Proc urement & USDA Foods)</p>	<p>Procurement Training (1 hour)</p>

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<p>Maintaining a Procurement Manual: A Map to Purchasing Compliance</p> <p>This session will help participants locate the online Procurement Manual template, familiarize SFAs with the layout and sections, and briefly review the federal procurement methods and reasons for establishing policies and procedures.</p> <p>Attendees will receive a paper copy during class. However, SFAs may maintain an electronic copy as an alternative. A Procurement Manual will be requested as part of the Procurement Review (PR).</p>	<p>Food service directors, business managers, purchasing staff.</p>	<p>Operations 2400 (Purchasing/ Procurement)</p>	<p>Procurement Training (1 hour)</p>
<p>Preparing for Your School Kitchen Health Inspections</p> <p>Interested in learning more about what a health inspector is looking at when coming to your school for a kitchen inspection? A Wisconsin Department of Agriculture, Trade and Consumer Protection Health Inspector will discuss what happens during their first routine inspection at a school including cooking, cooling, hot holding, employee health etc. The second inspection, which primarily focuses on the Food Safety Plan, will also be discussed.</p>	<p>Food service directors, menu planners, kitchen staff</p>	<p>N/A</p>	<p>Elective (1 hour)</p>

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<p>Standardized Recipes</p> <p>Discover the power of Standardized Recipes in our engaging course designed for menu planners and school food service professionals. Learn how to create foolproof recipes that deliver consistent quality and yields every time you cook. Through interactive activities and easy-to-follow discussions, we'll cover common kitchen math skills, clarify the differences between weight and volume measurements, and all the requirements for Standardized Recipes as part of the Child Nutrition Programs. Walk away from this course with the confidence and tools needed to standardize the recipes in your kitchen, ensuring delicious results every time!</p> <p><i>Required for a Director or Manager to obtain a GOALS Certificate of Excellence.</i></p>	<p>Food service directors, menu planners, kitchen staff</p>	<p>Nutrition 1140 (Standardized Recipes)</p>	<p>Standardized Recipes (1 hour)</p>
<p>Fork Farms Hydroponic Towers with Sue Malesa</p> <p>Have you heard about this thing called "hydroponics?" School Nutrition Programs across the state and country are getting involved in growing their own greens and more. Learn more about it including food safety, how to use the produce you grow, time involved in growing, best practices for managing your farms, cost, and impact on your program. Join us for this informative session and learn more!</p>	<p>Food service directors, kitchen staff, school administrators, principals, farm to school/school garden coordinators</p>	<p>Nutrition 1130 & 1230 (Local Foods-Farm to School & School Gardens)</p>	<p>Farm to School (1.5 hours)</p>

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<p>Production Records</p> <p>Dive into the art of production records in this comprehensive course designed for school food service professionals. Learn the production record requirements through engaging discussions and interactive demonstrations. Gain practical insights into the production record best practices and leave with the knowledge and skills necessary to maintain accurate records at your school!</p> <p><i>Required for all to obtain a GOALS Certificate of Excellence.</i></p>	<p>Food service directors, menu planners, kitchen staff</p>	<p>Operations 2120 (Food Production Records)</p>	<p>Food Production Records (1.5 hours)</p>
<p>Smart Snacks</p> <p>Smart Snacks standards are a federal requirement for all foods sold outside of the National School Lunch Program and Breakfast Program such as a la carte, fundraisers, vending machines, and foods sold in a school store or snack bar. Through interactive activities, this class will review Smart Snacks nutrition standards, how to use the Smart Snacks product calculator, and regulations for fundraisers and their exemptions.</p>	<p>Food service directors, menu planners, kitchen staff, any school staff with Smart Snacks responsibilities or oversight</p>	<p>Administration 3230 (Healthy School Environment)</p>	<p>Smart Snacks (1.5 hours)</p>
<p>Considering Summer Meals in 2025?</p> <p>Thinking of providing summer meals in the future? This quick 30-minute session will give an overview of summer meal options including the new rural non-congregate meal option (Summer EBT not included).</p>	<p>Food service directors, business managers</p>	<p>Administration 3000</p>	<p>Additional Child Nutrition Programs (0.5 hours)</p>

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<p>ServSafe Food Protection Manager - Full-Day Class with Exam</p> <p>This full-day class will prepare you for the ServSafe Food Protection Manager Certification exam. The DPI School Nutrition Team of Certified ServSafe Instructors and Registered Proctors will lead you through the implementation of essential food safety best practices from the latest science, research, and FDA Food Code regulatory information. Participants will take the proctored multiple-choice at the end of this class.</p> <p>The class will be taught using the updated 7th Edition Revised ServSafe Manager Book, which includes the 2022 FDA Food Code Updates. The exam is based on the content of this edition.</p> <p><i>Required for all to obtain a GOALS Certificate of Excellence.</i></p>	<p>Food service directors and kitchen staff earning ServSafe Food Protection Manager Certification for the first time or want to renew certification by taking the comprehensive class.</p>	<p>Operations 2600 (Food Safety and HACCP)</p>	<p>A passing exam satisfies the GOALS requirement for Food Safety</p>
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