

# School Nutrition Summer Training (SNST) 2024 Course Descriptions



| Course Title and Description   | Intended Audience   | Professional Standards   | GOALS                                     |
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| <b>Tuesday, August 6, 2024</b>   |   |  |   |
| <p><b>Breakfast Meal Pattern</b></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 style="text-align: center;"><i>Required for all to obtain a GOALS Certificate of Excellence.</i></p> | <p>Food service directors, menu planners, kitchen staff</p>   | <p><b>Nutrition 1110</b><br/>(USDA Nutrition Requirements)</p> | <p><b>Meal Pattern</b><br/>(1 hour)</p>   |
| <p><b>Offer vs Serve at Breakfast</b></p> <p>This course reviews OVS requirements for breakfast meal service and provides the opportunity to participate in interactive examples of reimbursable and non-reimbursable meals.</p> <p style="text-align: center;"><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><b>Operations 2220</b><br/>(Offer versus Serve)</p>         | <p><b>Offer vs Serve</b><br/>(1 hour)</p> |

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| <p><b>Fork Farms Hydroponic Towers with Phil Mahlik</b></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><b>Nutrition 1130 &amp; 1230</b><br/>(Local Foods-Farm to School &amp; School Gardens)</p> | <p><b>Farm to School</b><br/>(1 hour)</p> |
| <p><b>Lunch Meal Pattern</b></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><b>Nutrition 1110</b><br/>(USDA Nutrition Requirements)</p>                                | <p><b>Meal Pattern</b><br/>(1 hour)</p>   |
| <p><b>Offer vs Serve at Lunch</b></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><b>Operations 2220</b><br/>(Offer versus Serve)</p>  | <p><b>Offer vs Serve</b><br/>(1 hour)</p> |

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| <p><b>Funding for Farm to School</b></p> <p>Struggling to secure funding to start and/or sustain farm to school (F2S) activities, such as school gardens or a F2S coordinator position? Join this session to learn more about available grants, donation and fundraising opportunities, and tips for approaching administrators with budget requests.</p>  | <p>Food service directors, kitchen staff, school administrators, principals, farm to school/school garden coordinators</p> | <p><b>Nutrition 1130 &amp; 1230</b><br/>(Local Foods-Farm to School &amp; School Gardens)</p> | <p><b>Farm to School</b><br/>(1 hour)</p> |
| <p><b>Building Sustainable F2S Programs with AmeriCorps F2S Program</b></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><b>Nutrition 1130</b><br/>(Local Foods-Farm to School)</p>                                 | <p><b>Farm to School</b><br/>(1 hour)</p> |

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| <p><b>Standardized Recipes</b></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,<br/>menu planners, kitchen<br/>staff</p> | <p><b>Nutrition 1140</b><br/>(Standardized<br/>Recipes)</p>   | <p><b>Standardized<br/>Recipes</b><br/>(1 hour)</p> |
| <p><b>Buying Local, Choose What Works Best for You</b></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,<br/>menu planners</p>                    | <p><b>Operations<br/>2400 &amp; Nutrition<br/>1170</b><br/>(Purchasing/Proc<br/>urement &amp; USDA<br/>Foods)</p> | <p><b>Procurement<br/>Training</b><br/>(1 hour)</p> |

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| <p><b>Production Records</b></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,<br/>menu planners, kitchen<br/>staff</p> | <p><b>Operations 2120</b><br/>(Food Production<br/>Records)</p> | <p><b>Food<br/>Production<br/>Records</b><br/>(1.5 hours)</p> |
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# School Nutrition Summer Training (SNST) 2024 Course Descriptions



## Thursday, August 8, 2024

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| <p><b>Child Nutrition Program Basics</b></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><b>Operations 2000<br/>and<br/>Administration<br/>3000</b></p>    | <p><b>Child Nutrition<br/>Program Basics<br/>(4 hours)</b></p> |
| <p><b>Financial Basics: Resource Management</b></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><b>Administration<br/>3300<br/>(Financial<br/>Management)</b></p> | <p><b>Financial Basics<br/>(4 hours)</b></p>                   |

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| <p><b>Leadership in F2S Programs and Combining Education with School Gardens</b></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><b>Nutrition 1130 &amp; 1230</b><br/>(Local Foods-Farm to School &amp; School Gardens)</p> | <p><b>Farm to School</b><br/>(1 hour)</p> |
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# School Nutrition Summer Training (SNST) 2024 Course Descriptions



**Tuesday, August 13, 2024**

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| <p><b>Managing the Child Nutrition Programs When You Wear a Lot of Hats</b></p> <p>Are you trying to manage the administrative requirements of the USDA child nutrition programs while also trying to keep up with your other duties? If so, this is the course for you! We will review all the recurring tasks required to operate the USDA child nutrition programs and discuss strategies for managing them when you have many competing priorities.</p>               | <p>Food service directors, business managers, principals, administrative assistants</p>                                       | <p><b>Administration 3200</b><br/>(Program Management)</p>         | <p><b>Elective</b><br/>(1 hour)</p>        |
| <p><b>Smart Snacks</b></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><b>Administration 3230</b><br/>(Healthy School Environment)</p> | <p><b>Smart Snacks</b><br/>(1.5 hours)</p> |

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| <p><b>Free and Reduced Certification - Part 1: The Basics</b></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><b>Administration<br/>3100</b><br/>(Free and Reduced-Price Meal Benefits)</p> | <p><b>Eligibility, Certification and Verification</b><br/>(2 hours)</p> |
| <p><b>Free and Reduced Certification - Part 2: Special Situations</b></p> <p>This course is a continuation to <b>Free and Reduced Certification Part 1</b>. 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><b>Administration<br/>3100</b><br/>(Free and Reduced-Price Meal Benefits)</p> | <p><b>Eligibility, Certification and Verification</b><br/>(2 hours)</p> |

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| <p><b>Special Dietary Needs</b></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,<br/>school nutrition<br/>professionals making<br/>meal accommodations,<br/>school healthcare team,<br/>school administrators</p> | <p><b>Nutrition 1160</b><br/>(Special Diets,<br/>including Food<br/>Allergies)</p> | <p><b>Special Diets<br/>and Food<br/>Allergies</b><br/>(2 hours)</p> |
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# School Nutrition Summer Training (SNST) 2024 Course Descriptions



**Thursday, August 15, 2024**

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| <p><b>Feeding Infants and Preschoolers in School Nutrition Programs</b></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><b>Nutrition 1110 &amp; Operations 2200</b><br/>(USDA Nutrition Requirements &amp; Serving Food)</p> | <p><b>Additional Child Nutrition Programs</b><br/>(1 hour)</p> |
| <p><b>Maintaining a Procurement Manual: A Map to Purchasing Compliance</b></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><b>Operations 2400</b><br/>(Purchasing/Procurement)</p>  | <p><b>Procurement Training</b><br/>(1 hour)</p>                |

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| <p><b>Free and Reduced: Just the Updates</b></p> <p>This interactive one-hour session will review updates and reminders regarding the Free and Reduced-price meal eligibility process. In addition, participants will have the opportunity to ask questions. This session is geared toward school agency personnel that have responsibilities and some experience in the free and reduced-priced meal eligibility process. Staff new to the eligibility certification process should attend Free and Reduced Certification - Part 1 and Part 2.</p>  | <p>Food service directors, business managers, new staff and those working with applications</p>                                     | <p><b>Administration<br/>3100</b><br/>(Free and Reduced-Price Meal Benefits)</p> | <p><b>Eligibility, Certification and Verification</b><br/>(1 hour)</p>  |
| <p><b>Verification</b></p> <p>This course is critical for school agency personnel with responsibilities for completing the verification process. Verification is the process of confirming student eligibility from a sample of approved applications. This is an annual requirement to maintain program integrity. We will discuss the roles of the Confirming and Verifying Official and review the steps of verification. After verification is completed, it is required that SFA's submit the Verification Collection Report to DPI. This course will go through each step of the report. Attendees will gain the knowledge and confidence to complete verification this school year!</p> <p>*This course will also be offered virtually in September 2024.</p> <p><i>Required for all to obtain a GOALS Certificate of Excellence.</i></p> | <p>Verifying official, Confirming official, Food Service Director and/or school staff responsible for the verification process.</p> | <p><b>Administration<br/>3100</b><br/>(Free and Reduced-Price Meal Benefits)</p> | <p><b>Eligibility, Certification and Verification</b><br/>(2 hours)</p> |