



FREE training opportunity!
NH DOE ~ Bureau of Nutrition Programs and Services
Wednesday, August 13, 2014
Administrative Review and Training (ARTs)



This training is provided by the New Hampshire Department of Education, Bureau of Nutrition Programs and Services, through the USDA Administrative Review and Training (ARTs) Grant. Training topics are specific to the ARTs and include basic information about the administration of the National School Lunch Program (NSLP).

WHO is this training intended for?

School professionals who work with Health and Wellness in schools and/or National School Lunch Program's laws, regulations and rules within their facilities.

WHAT topics will be covered at this training?

Learn about some of the specific areas of School Nutrition Programs that are connected to administering Child Nutrition Programs. An overview of what an SAU can expect to happen during an Administrative Review (AR); areas of the AR that the State agency has found to be problematic during this past school year; Free and Reduced Price School Meals Application; Verification; Food Safety: Hazard Analysis and Critical Control Point (HACCP); in addition to Procurement 301. If your SAU has already gone through an AR in the SY 2013-14, there is an opportunity to learn how to start moving towards becoming a HealthierUS School Challenge (HUSC) school.

WHEN and WHERE will the training take place?

Wednesday, August 13, 2014
Time: 7:45 am to 4:00 pm
Concord High School
170 Warren Street
Concord, NH 03301

► Important notes:

- ✓ This is a **free** educational training with **limited** space.
- ✓ A certificate of attendance will be provided at the end of the training upon receipt of an evaluation.
- ✓ Continental breakfast and lunch will be provided through the Concord HS Food Service Program.
- ✓ No food or drink allowed outside of designated eating areas.
- ✓ No smoking on school grounds.
- ✓ **Note:** There are 2 concurrent sessions that are running during this conference. The Hazard Analysis and Critical Control Point (HACCP) runs for the first 2 sessions and the HealthierUS School Challenge runs for all 3 sessions. Therefore, when you choose HACCP you will choose only one other workshop in session 3. When you choose HealthierUS School Challenge (HUSC), you will be in this workshop for sessions 1, 2 and 3 and will not need to select any other workshops.

Please complete and return the registration form on page 2 to:

Attn: Tami Drake, NH Department of Education, Division of Program Support, Bureau of Nutrition Programs and Services, 101 Pleasant Street, Concord, NH 03301 **or** email the registration information to Tami Drake at: Tami.Drake@doe.nh.gov **or** fax: 271-1953; if your registration form is faxed, please follow-up with an email to ensure that it was received.

Questions? Please contact Carol Angowski at 271-3863 or email: Carol.Angowski@doe.nh.gov

The deadline to register is Friday, August 1, 2014.



**Administrative Review and Training (ARTs)
Wednesday, August 13, 2014
Concord High School, Concord, NH**



Name and Title: _____
SAU/RA # and School: _____
Address: _____
Telephone number: _____ (Summer) Email: _____

Return to Tami Drake, Tami.Drake@doe.nh.gov OR FAX 271-1953
The deadline to register is Friday, August 1, 2014.

Workshop Choices

Morning General Session: *School Meals: A delicious recipe for change*
Presenter: Mary Jo McLarney, NERO/USDA

Concurrent Sessions:

_____ **Tweak Your Food Safety Plan (HACCP)** – Presenter: Alice Mullen

This workshop will run during sessions 1 and 2. Please select one workshop for session 3. **Maximum participants: 30 (Please note: Maximum 2 per facility - Selection will be on a first-come, first-serve basis).**

_____ **Healthier US School Challenge** – Presenter: National Food Service Management Institute (NFSMI)

This workshop is an all-day event running during sessions 1, 2 and 3; therefore, you will not need to select any other workshops for the day. **Maximum participants: 35 (Selection will be on a first-come, first-serve basis).**

Workshop Session 1 (choose one workshop for this session)

1. _____ *Paid Lunch Equity 2015 and Non Program Foods Revenue*
Presenter: Kathryn Hodges
2. _____ *Commodity Foods and You!*
Presenter: Amy O'Hara
3. _____ *Free and Reduced Price School Meals Applications and Direct Certification Basics*
Presenters: Tami Drake and Cheri White

Workshop Session 2 (choose one workshop for this session)

1. _____ *Administrative Review: What does the State agency review? Getting ready and avoiding common errors. (This workshop will be offered again in Session 3).*
Presenters: Judy Gosselin and Nancy Bradford-Sisson
2. _____ *Wading through Food Service Management Company Requirements in the NSLP*
Presenter: Kathryn Hodges
3. _____ *A Primer on Verification Procedures and Forms*
Presenters: Tami Drake and Cheri White

Workshop Session 3 (choose one workshop for this session)

1. _____ *Procurement 301 (neither Procurement 101 nor Procurement 201 are prerequisites)*
Presenter: Kathryn Hodges
2. _____ *What's New with Wellness Policies and Committees*
Presenter: Cheri White
3. _____ *Administrative Review: What does the State agency review? Getting ready and avoiding common errors. (REPEAT SESSION)*
Presenters: Judy Gosselin and Nancy Bradford-Sisson