

## Bureau of Nutrition Programs and Services Tutorials

### ◆ About the Tutorial Development ◆

These Food Service tutorials were developed by New Hampshire e-Learning for Educators program at the NH Department of Education for the Bureau of Nutrition Programs and Services in the Division of Program Support.

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To register, visit [www.opennh.net](http://www.opennh.net), select Bureau of Nutrition Programs and Services Tutorials under the Self Paced Tutorial Category. These tutorials are free to food service personnel currently working in New Hampshire public schools. If you are not currently working in a NH school district, but would like to participate in these tutorials, please contact the NH e-Learning for Educators Program Coordinator for more information.

### Contact

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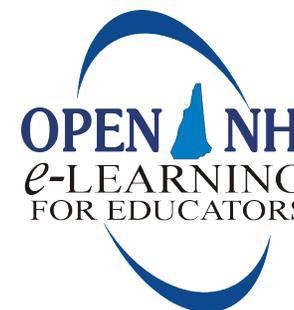


**Bureau of Nutrition Programs and Services**

# Training Tutorials

## Online Professional Development

Offered through



at the  
New Hampshire Department of Education

## Bureau of Nutrition Programs and Services

### ◇ BNPS-0 **Registering for and Taking a BNPS Tutorial**

This tutorial is meant to give you an idea of how to register for and take a BNPS tutorial, if you are not familiar with online learning, or Moodle. Instructions are offered in both slide and video formats for your convenience. This is an open tutorial; anyone can access the content of this tutorial. Registration is not required.

### ◇ BNPS-1 **Civil Rights and Responsibilities in Child Nutrition Programs**

This tutorial will provide opportunities for gaining knowledge on legal rights and responsibilities, as well as civil rights law serving Child Nutrition Programs, while also providing opportunities to explore the content. You will be able to develop a plan to apply knowledge of your roles and responsibilities in terms of current civil rights law.

Registration is required for this tutorial. 1 professional development hour.

### ◇ BNPS-2 **History of the National School Lunch Program and the Local Wellness Policy**

The purpose of this tutorial is to educate food service staff and their nutrition supervisors on their role in turning around the obesity epidemic that is at the heart of the Local Wellness Policy. Although the wellness team includes more than food service personnel, they are valued members of every school staff and are key in the education and future of students.

Registration is required for this tutorial. 1 professional development hour.

### ◇ BNPS-3 **Food Service Management Companies**

The purpose of the food service management company training is to educate school officials and administrators (including food service directors) about the USDA regulations surrounding the operation of a food service management company in the school setting. There is discussion about the responsibilities of the SAU and the food service management company.

Registration is required for this tutorial. 1 professional development hour.

### ◇ BNPS-4 **Free and Reduced Price School Meals Family Applications and Verification Procedures**

In this tutorial, food service directors and staff will be educated on the distribution and processing of free and reduced price school meals family applications. You will become familiar with the application process and the required information that is needed to apply for free and reduced price meals. You will also learn about the process and timeline for completing the verification of family applications for free and reduced priced meals. Finally, you will understand how to complete and submit the verification summary report that is returned to the New Hampshire Department of Education.

Registration is required for this tutorial. 2 professional development hours.

## Quality Online Training Tutorials

### ◇ BNPS-5 **Paid Lunch Equity and Non Program Food Revenues**

School Program regulations at 7 CFR 210.14(e) require school food authorities (SFAs) participating in the National School Lunch Program to ensure sufficient funds are provided to the nonprofit school food service account for meals served to students not eligible for free or reduced price meals. There are two ways to meet this requirement: either through the prices charged for “paid” meals or through other non-Federal sources provided to the nonprofit school food service account. You will also understand the requirements for using non-federal contributions.

Registration is required for this tutorial. 1 professional development hour.

### ◇ BNPS-6 **The Procurement Process and Procedures**

This tutorial will provide foundational knowledge to the practices of procurement. The three lessons in the tutorial cover the definition, legal requirements, and principles of procurement in school food management; the bidding process; and contract management. Participants will gain an understanding of the principles and legal requirements that govern the procurement process, from initial food service needs through bidding and contract management.

Registration is required for this tutorial. 3 professional development hours.

### ◇ BNPS-8 **Understanding Direct Certification**

Direct certification is a process that involves data collection and accessing information that certifies students for free school meals. This tutorial includes more information about what direct certification is, the benefits of it, who is involved, and accessing information for the direct certification process. The NH Education Information System is also explored and the role it plays in direct certification.

Registration is required for this tutorial. 1 professional development hour.

### ◇ BNPS-9 **Meal Pattern Basics and Offer Versus Serve**

This tutorial will help you understand the basics of the School Meal Patterns, and the option of using Offer Versus Serve plans. Food Service Staff and Food Service Directors will understand the overall purpose of Offer Versus Serve and identify the meal component requirements for breakfast and lunch. The Offer Versus Serve looks different for lunch and breakfast and is discussed in each lesson for both breakfast and lunch to provide well rounded meal pattern training for each meal. You will also receive practice in determining reimbursable meals.

Registration is required for this tutorial. 2 professional development hours.