



At-A-Glance Training Schedule for School Nutrition Programs

Month	SNP Academy	F&R and Direct Cert	Menu Planning	Administrative Review	Verification	Summer
January						
February						
March						X
April						
May	X					
June	X		X			
July	X	X	X			
August			X			
September			X	X	X	
October						
November					X	
December						

Brief Training Descriptions

SNP Academy	School Nutrition Program (SNP) Academy training is designed to enhance the knowledge and skills required to successfully operate a food service program. This training is intended for new food service directors.
F&R and Direct Certification	Free and Reduced and Direct Certification training is available at the 101 and 102 levels. The 101 training is designed for new staff with minimal experience or anyone who wants to learn the basics of the free and reduced price school meal program. The 201 training is designed for experienced staff who want to learn advanced information about free and reduced price school meals. Participants will practice complex free and reduced price scenarios, strategically plan for the upcoming school year, and learn how to use free and reduced price software systems effectively and efficiently. Participants will have the opportunity to share best practices on marketing the free and reduced price school meals program to increase access to child nutrition programs and discuss how to overcome common program barriers.
Menu Planning	Fundamentals of Menu Planning is available at the 101 and 102 levels. The 101 training is designed for menu planners with minimal experience who are directly involved with menu planning. Participants can expect to learn basic menu planning skills such as use of the Food Buying Guide, crediting food components, required menu documentation, and Offer vs. Serve. The 201 training is designed for experienced menu planners who want to learn advanced information surrounding menu planning. Participants can expect to learn advanced



	menu planning concepts, such as complex recipes, advanced meal pattern crediting, and difficult Offer vs. Serve scenarios. In partnership with LiveWell, Colorado, participants will have the opportunity to strategically plan for increasing participation through meal quality and Farm to School initiatives.
Administrative Review	What to Expect During Your Administrative Review Training is highly recommended if you are up for a review this school year. This training provides child nutrition staff with a clear understanding of the Administrative Review process, describes common findings from previous reviews, and shares resources to help prepare for a review.
Verification	School Nutrition offers in person (NEW) and webinars on the Verification Process in September and November. The September in person training provides an overview of the verification process including the Verification Collection Report (VCR) for School Food Authorities (SFAs). The September webinar also provides an overview of the verification process. The November webinar provides instructions on how to accurately complete the Verification Collection Report. *Verification is not required for SFAs that operate CEP district-wide, operate Provision 2 or 3 district-wide and are in a non-base year, or are a Residential Child Care Institution (RCCIs) with all residential students.
Summer	Summer Sponsor training is teaches sponsors how to run a compliant summer program and learn successful program strategies from other sponsors. This training is required for all new summer sponsors and highly encouraged for new staff overseeing the program. Returning sponsors are also encouraged to attend.
Financial Management/Procurement	

Training Dates*

SNP Academy

- June 10, 2019 – CSNA Pre-Conference – Kitchen Manager Track (Menu planning, food safety, meal counting & claiming only)
- June 10, 2019 – CSNA Pre-Conference – Director Track (Menu planning, financial management, procurement, F&R only)
- July 25, 2019, Englewood School District (3800 S Logan St. Englewood, Colorado 80113)
- Register for trainings [here](#).

Free and Reduced and Direct Certification

- Free and Reduced 101 and Direct Certification
 - July 23, 2019, Pueblo Community College (900 W. Orman Ave. Pueblo, CO 81004 in the SC 201A Fortino Ballroom A)
- Free and Reduced 201 and Direct Certification
 - July 10, 2019, Greeley Service Center (2508 4th Ave Greeley, CO 80631)



- July 17, 2019, Adams City High School, Media Center Computer Lab (5291 E 60th Ave, Commerce City, CO 80022)
- July 24, 2019, Pueblo Community College (900 W. Orman Ave. Pueblo, CO 81004 in the SC 201A Fortino Ballroom A)
- Register for trainings [here](#).

Fundamentals of Menu Planning

- June 19, 2019, 201: Montrose County School District Boardroom
- June 20, 2019, 101: Montrose County School District Boardroom
- July 17, 2019, 201: Academy 20 Willow Conference Room
- July 18, 2019, 101: Academy 20 Willow Conference Room
- August 8, 2019, 101: Limon High School
- TBD follow up webinar in September
- Register for trainings [here](#).

Administrative Review Regional Training

- In Person Training (Multiple) TBD in September

Verification

- In Person Trainings (2) TBD in September
- Webinar (1) TBD in September
- Webinar (1) TBD in November

Summer

- In Person Training (1) TBD in March

*Training Time/Location Are Subject to Change. Please see [training website](#) for the most up-to-date information.

Please contact, Alicia Grove, at grove_a@cde.state.co.us or 720-795-2038, for questions about School Nutrition training offerings.