

School Nutrition Tuesdays@2 Webinar Schedule: 2020-21

These sessions are presented as live webinars. All sessions begin at 2 p.m. on Tuesdays and will be 30 – 60 minutes in length unless otherwise noted. Registration links are provided in the table below.

Webinar Audio Instructions

For the webinar, the audio will be provided via computer or phone. Follow the instructions as you sign in to choose the audio method. Please ensure that you are using a computer that has audio capabilities if you will use the computer speakers for audio. We recommend that you test the computer that you will be using to view the webinars to ensure that you will be able to connect. [Select this link and follow the instructions on the page to test your computer.](#) Please consider logging in 15 minutes prior to the start of the webinar to allow time for any technical difficulties.

To request a reasonable accommodation to participate in any of the sessions, contact Liane Jensen at 651-582-8526 or liane.jensen@state.mn.us. Note: The Minnesota Department of Education (MDE) requires a two-week advance notice in order to provide the requested accommodation and requires a 48-hour notice to cancel a requested accommodation.

If you have any questions, contact MDE-Food and Nutrition Service at 651-582-8526, 1-800-366-8922 (MN Toll-free) or email mde.fns@state.mn.us.

Date	Topic	Description
August 11, 2020	Approving Income Applications for Educational Benefits	<p>This session will focus on approving Applications for Educational Benefits based on household income. Participants will learn what a complete income application must include, how to calculate income and determine meal benefits with annual income guideline charts.</p> <p>Key Area: Administration Learning Code: 3100</p>

Date	Topic	Description
August 18, 2020	Uploading Enrollment for Direct Certification	<p>Do you have a newly enrolled student? Are you a new school that has not reported to the Minnesota Automated Reporting Student System (MARRS) yet? Are you a non-public schools that does not report enrollment to the Minnesota Department of Education (MDE)? Students are directly certified for free meal benefits through an electronic match of enrollment provided to MDE. In some situations schools must upload student enrollment to receive a direct certification report.</p> <p>This session will walk through the process of uploading student enrollment information to the Cyber-Linked Interactive Child Nutrition System (CLiCS) system to ensure that students receive meal benefits without delay.</p> <p>Key Area: Administration Learning Code: 3100</p>
August 25, 2020	Approving Case Number and Foster Applications	<p>Households can use the Application for Educational Benefits to qualify for free meal benefits for foster students and households that qualify for assistance programs. This session will focus on approving case number and foster applications.</p> <p>Key Area: Administration Learning Code: 3100</p>
September 1, 2020	Food Production Records: Plan, Communicate, Prepare	<p>It's no secret that food production records are required documentation for school meal programs, but a lesser known fact is that they are also a very helpful tool for successful meal preparation and service! This webinar will cover the what, the why, the when, and the how of food production records so that participants will have the knowledge they need to use food production records to their advantage... while still meeting program requirements, of course!</p> <p>Key Area: Operations Learning Code: 2120</p>
September 8, 2020	#FeedTheKids 20-21	<p>The last six months have been filled with challenges as school nutrition professional have strived to Feed the Kids. Join Deb Lukkonen, MDE Supervisor for School Nutrition Programs, as she shares a vision for School Year 2020-21 and the opportunities ahead to nourish Minnesota students.</p> <p>Key Area: Communications & Marketing Learning Code: 4100</p>
September 15, 2020	Food Components, Meal Patterns and Flexibilities	<p>Unsure of what meal pattern to follow, flexibilities that are allowed and changes food components after the last few months. This session will update you with the most current information for School Year 2020-21 to keep you on track for menu compliance.</p> <p>Key Area: Nutrition Learning Code: 1100</p>

Date	Topic	Description
September 22, 2020	Farm to School in Minnesota	<p>The Farm to School movement in Minnesota is growing and there are new opportunities to get involved. Learn about all of the resources – created right here in Minnesota and around the US to help guide you through implementing farm to school at your school! There’s even new grant funding opportunities available. Learn about U.S. Department of Agriculture (USDA) and Minnesota Department of Agriculture farm to school grants. The session will also provide details on all the fun events happening around Minnesota during the farm to school month of October!</p> <p>Key Area: Marketing & Communications Learning Code: 4100</p>
September 29, 2020	Verification 100 for School Nutrition Programs	<p>Today is the day to start the verification process! Annually sponsors of school nutrition programs must verify Applications for Educational Benefits with a process that begins annually on October 1. This session will discuss establishing the sample pool, determining the sampling method and selecting the applications to be verified. Verification 200 will discuss the next steps in the verification process.</p> <p>Key Area: Administration Learning Code:3100</p>
October 6, 2020	Verification 200 for School Nutrition Programs	<p>Now that the applications to verify have been selected what are the next steps in the verification process. In this session we will discuss direct verification, notifying households and documenting the verification process.</p> <p>Key Area: Administration Learning Code:3100</p>
October 13,2020	Labels, Labels, Labels	<p>Learn about the different types of menu documentation that need to be saved in order to credit food items toward meal pattern requirements. Learn how to evaluate Child Nutrition (CN) labels and product formulation statements, and also what food items do not need documentation.</p> <p>Key Area: Operations Learning Code: 2150</p>
October 20, 2020	Evaluating Verification Household Documentation	<p>You have sent out verification letters to households and they have sent back income documents. This session will go over examples of how to evaluate the documentation you receive from households and templates you can use to record verification results.</p> <p>Key Area: Administration Learning Code:3110</p>

Date	Topic	Description
October 27, 2020	Completing an Edit Check	<p>Maybe the failure to do an edit check was a review finding. If you have a food service software maybe there is an edit check report available but what do you do with it? Edit checks are a required internal control for a counting.</p> <p>Key Area: Administration Learning Code: 3000</p>
November 3, 2020	Resource Management Issues and Concerns	<p>Maintaining the integrity of the nutrition fund is becoming more important as we strive to nourish students. This session will discuss best practices and requirements for ensuring that nutrition funds are used for the benefit of the nutrition program. Recommended for Foodservice Directors and Business Managers.</p> <p>Key Area: Administration Learning Code: 3300</p>
November 10, 2020	Administrative Review Overview	<p>Perhaps you've found out that you are up for an administrative review this school year – or maybe you aren't sure what the "state audit" even is. Or you've been through the school nutrition review many times and simply want to see what is new. This session will cover the administrative review process and content that will be reviewed. Join us as we travel the audit road to success together!</p> <p>Key Area: Administration Learning Code: 3260</p>
November 17, 2020	Submitting the Verification Report in CLiCS	<p>This session will take a close look at the Annual Verification Report with tips for completing the report. Sponsors are able to begin submitting Verification Reports November 1.</p> <p>Key Area: Operations Learning Code:3110</p>
November 24, 2020	Standards of Conduct and Procurement Procedures	<p>This session will introduce two procurement system foundational requirements for Federally Funded programs: Standards of Conduct and written procurement procedures. Join us as we walk through the introductory sections of 2 CFR 200 and discover how they apply to Child Nutrition Programs. This session will be 90 minutes.</p> <p>Key Area: Administration Learning Code: 3500</p>
December 1, 2020	Preschool Meal Pattern Options	<p>This session focuses on the preschool meal pattern requirements, how to integrate the meal pattern into your food service operation, and the meal planning options when serving preschoolers.</p> <p>Key Area: Nutrition Learning Code: 1110</p>

Date	Topic	Description
December 8, 2020	Bulk Milk Pros and Cons	<p>Several districts have implemented a bulk milk service system at some of their schools. Join us for a discussion with directors that have made the change as they share some of the benefits and challenges of changing from cartons of milk to bulk milk service</p> <p>Key Area: Operations Learning Code: 3000</p>
December 15, 2020	Mid-year Dialogue with Deb	<p>Join Deb Lukkonen, MDE Supervisor for School Nutrition Programs, to hear about any mid-year regulatory updates, learn about procurement reviews, marketing trends, professional development opportunities, and nutrition education.</p> <p>Key Area: Communications & Marketing Learning Code: 4100</p>
December 22, 2020	On-Site Monitoring	<p>On-site monitoring is an important part of the school nutrition program. Learn about what should be examine through these visits and how the process relates to your state administrative review.</p> <p>Key Area: Administration Learning Code: 3200</p>
January 5, 2021	Procuring a Food Service Management Contract	<p>Procuring a food service management company (FSMC) to manage part or all of the school nutrition program requires advance planning to ensure a good outcome. Schools that utilize a FSMC spend the majority of federal and state reimbursements toward one purchase. MDE requires specific documents and a step by step process for these procurements. This session will go through the template Request for Proposal and the procurement process for obtaining a FSMC.</p> <p>Key Area: Operations Learning Code: 2400</p>
January 12, 2021	Meal Charge Policies	<p>All School Food Authorities (SFA) are required to have a written meal charge policy. An SFA may have a consistent policy for all students in the school district or choose to apply the policy differently based on student grade level. This session will review the requirement for a meal charge policy and highlight resources available to assist you in meeting this requirement.</p> <p>Key Area: Administration Learning Code: 3300</p>
January 19, 2021	What's a Hearing Official?	<p>Every school nutrition program must designate someone as a hearing official. In this session we will discuss the responsibilities of a hearing official and the process of conducting a hearing.</p> <p>Key Area: Administration Learning Code: 3200</p>

Date	Topic	Description
January 26, 2021	Procuring Local Foods	<p>If you are interested in adding more local food to your menus the session will help you to procure it right. Procurement of local food to ensure you receive products that can be used in your facility, in the quantities you need and with the preparation staff you have. This session will walk through procurement methods that can be used to secure local food items and tips for getting what you need.</p> <p>Key Area: Operations Learning Code: 2400</p>
February 2, 2021	Summer Meal Options for Schools	<p>Schools have several options to offer meals to children during the summer. Which program to participate in depends on whether meals are offered to summer school students, community children or special “camps”. This session will describe the options and point you in the right direction so you can apply for the best program for your situation.</p> <p>Key Area: Administration Learning Code: 3000</p>
February 9, 2021	Ready, Set, Shop	<p>Spring surveys for USDA Foods will be opening soon. There are several options for utilizing your USDA foods entitlement. This session will describe the options that are available and walk you through the survey process. Not using your full entitlement is like leaving money on the table.</p> <p>Key Area: Administration Learning Code: 3000</p>
February 16, 2021	Special Provision Options for Schools	<p>Schools with high populations of students in economic need may be able to participate in a special provision option that allows meals to be provided to all students at no charge. Reimbursements for special provision programs differ depending on the program and the percentage of high economic need students enrolled. Join us for a discussion of the options that are available.</p> <p>Key Area: Administration Learning Code: 3000</p>
February 23, 2021	Salad Bar Tricks and Tips	<p>Many schools have successfully implemented salad bars in their meal programs. Salad bars can simplify vegetable subgroup menu planning, improve customer satisfaction and increase participation. This session will share tips and tricks to help you implement and improve a salad bar in your schools</p> <p>Key Area: Operations Learning Code: 2100</p>
March 2, 2021	Spring Break Dialogue with Deb	<p>Winter is almost over and spring is on the way. Join us for a discussion with Deb Lukkonen, Supervisor for School Nutrition programs as she updates us on program changes and school nutrition happenings in Minnesota.</p> <p>Key Area: Communications & Marketing Learning Code: 4100</p>

Date	Topic	Description
March 9, 2021	Breakfast in the Classroom – Best Practices	<p>Breakfast in the classroom is a great way to ensure that all students have the opportunity to start the day on the same nutritional ground. Providing breakfast in the classroom can present many challenges. Join us for a session to discuss best practices for implementing and managing a compliant breakfast in the classroom model.</p> <p>Key Area: Operations Learning Code:</p>
March 16, 2021	Fresh Fruit and Vegetable Program Application Overview	<p>What is the Fresh Fruit and Vegetable Program? How can my elementary school participate? The Fresh Fruit and Vegetable Program (FFVP) provides funding for schools to serve fresh fruit and vegetable snacks to students during the school day. Learn if your school is eligible, how to apply, and how it can work at your elementary school.</p> <p>Key Area: Communications & Marketing Learning Code: 4100</p>
March 23, 2021	Hiring Standards for Food Service Directors	<p>Is your Food Service Director retiring at the end of this school year? USDA has established education and experience requirements for new food service directors hires. In this session we will discuss these requirements which are based on the enrollment of the school/district.</p> <p>Key Area: Administration Learning Code: 3000</p>
March 30, 2021	Confidentiality and Disclosure	<p>As Applications for Educational Benefits and direct certification files are processed a lot of confidential information is available. Only school staff with a need to know should have access to this information and then only the information that is needed. This session will review confidentiality and disclosure requirements for school nutrition programs found in the Eligibility Manual for School Meals to safe guard household information and provide the appropriate information to allowable programs.</p> <p>Key Area: Administration Learning Code: 3100</p>
April 6, 2021	Receiving and Storing Produce	<p>Should bananas be refrigerated, what happens when you store apples next to other produce, how can you be sure that your broccoli and other produce items are fresh? This session will share information you need to know to get the most out of your veggies and fruits.</p> <p>Key Area: Operations Learning Code: 2500</p>

Date	Topic	Description
April 13, 2021	The Food Buying Guides Gone Digital!	<p>Do you have a dusty three ring binder of the Food Buying Guide on the shelf? Check out the new digital Food Buying Guide. This web-based interactive tool allows you to easily search and navigate food item specifications, compare food yields and create and save favorite food list. It even includes a recipe analysis workbook. Explore the possibilities by attending this session.</p> <p>Key Area: Operations Learning Code: 2100</p>
April 20, 2021	Completing a Community Eligibility Provision Application	<p>The Community Eligibility Provision (CEP) can benefit schools with high populations of directly certified students. Applying for this program takes a few more steps than completing the annual application renewal process. This session will provide step by step guidance on completing the application to participate in the Community Eligibility Provision for the upcoming school year. Target audience includes those schools that have an identified student percentage, as of April 1, 2021, of at least 40 percent as well as schools that are at the end of their first four-year CEP cycle and intend to reapply for CEP for another four-year cycle.</p> <p>Key Area: Administration Learning Code: 3100</p>
April 27, 2021	Standardizing Recipes for Food Components	<p>You found a recipe online that you think will be great for your students. How do you standardize the recipe for use so you know how food components will credit for the meal pattern? This session will walk you through analyzing a recipe to determine how it will credit toward the meal pattern.</p> <p>Key Area: Operations Learning Code: 2110</p>
May 4, 2021	Team Nutrition 2021	<p>Learn about the latest and greatest Team Nutrition resources that can help your school nutrition programs reach the next level. MDE is focusing on recipe development resources for school nutrition programs. Discover new opportunities to get involved and also new ways to enhance your school meals.</p> <p>Key Area: Communications & Marketing Learning Code: 4100</p>
May 11, 2021	Dialogue with Deb: School Year Wrap-Up	<p>Wrap up the 2019-20 school year with a conversation with Deb Lukkonen, MDE Supervisor for School Nutrition Programs. Learn about potential updates for the 2020-21 school year. The new school year will be here before you know it!</p> <p>Key Area: Communications & Marketing Learning Code: 4100</p>