

**Region 17 and Region 18
Education Service Centers**

**July 23-25, 2024
Region 17 ESC
Lubbock, Texas**

General Information

Workshop Dates

July 23-25, 2024

Location

Region 17 Education Service Center
1111 West Loop 289
Lubbock, TX 79416

Registration

- Opens May 6, 2024
- Closes June 21, 2024

Registration must be completed online at www.esc17.net. Participants must have an account on Region 17's escWorks website to register. Detailed instructions for registration are listed on page 13.

Sessions

Please refer to the Class Schedule on pages 6 and 7 to plan your registration. Class descriptions are listed on pages 8-10, and Frequently Asked Questions follow on pages 11-12.



Schedule

Tuesday, July 23, 2024

12:00-1:00pm Participant Check-In
1:00-4:00pm Summer Workshop
Kick-Off

Wednesday, July 24, 2024

8:00-8:30am Participant Check-In
8:30-11:30am Sessions
11:30-1:00pm Lunch Break
1:00-4:00pm Sessions

Thursday, July 25, 2024

8:00-8:30am Participant Check-In
8:30-11:30am Sessions
11:30-1:00pm Lunch Break
1:00-4:00pm Sessions

Facility

- Please use the main entrance near the flag poles on the west side to enter the building.
- The building is climate-controlled and may be too cool for some participants. Please dress accordingly.
- Region 17 is a tobacco-free environment.

Individuals with Disabilities

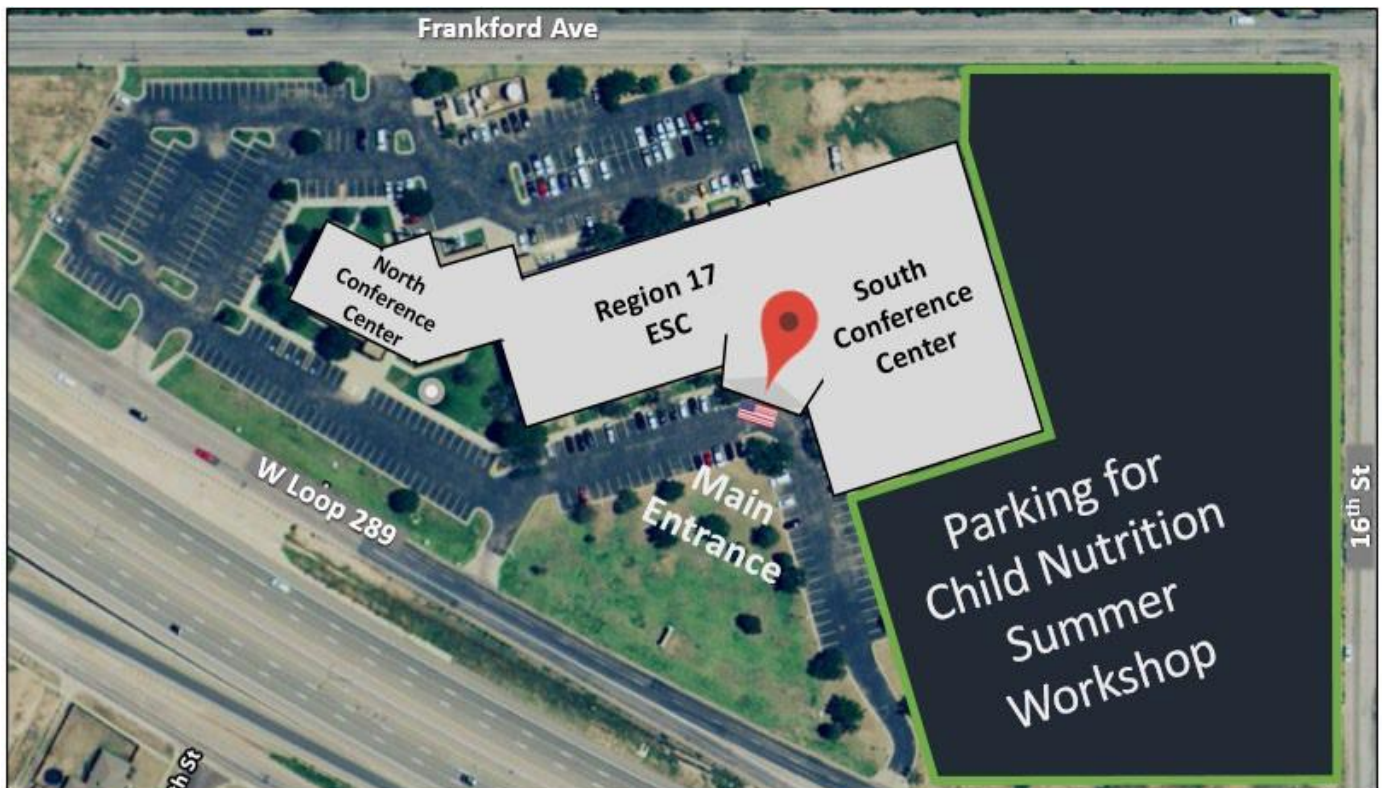
Please contact Kammi Henderson at khenderson@esc17.net or 806-281-5802 regarding accommodations for special needs.

General Information

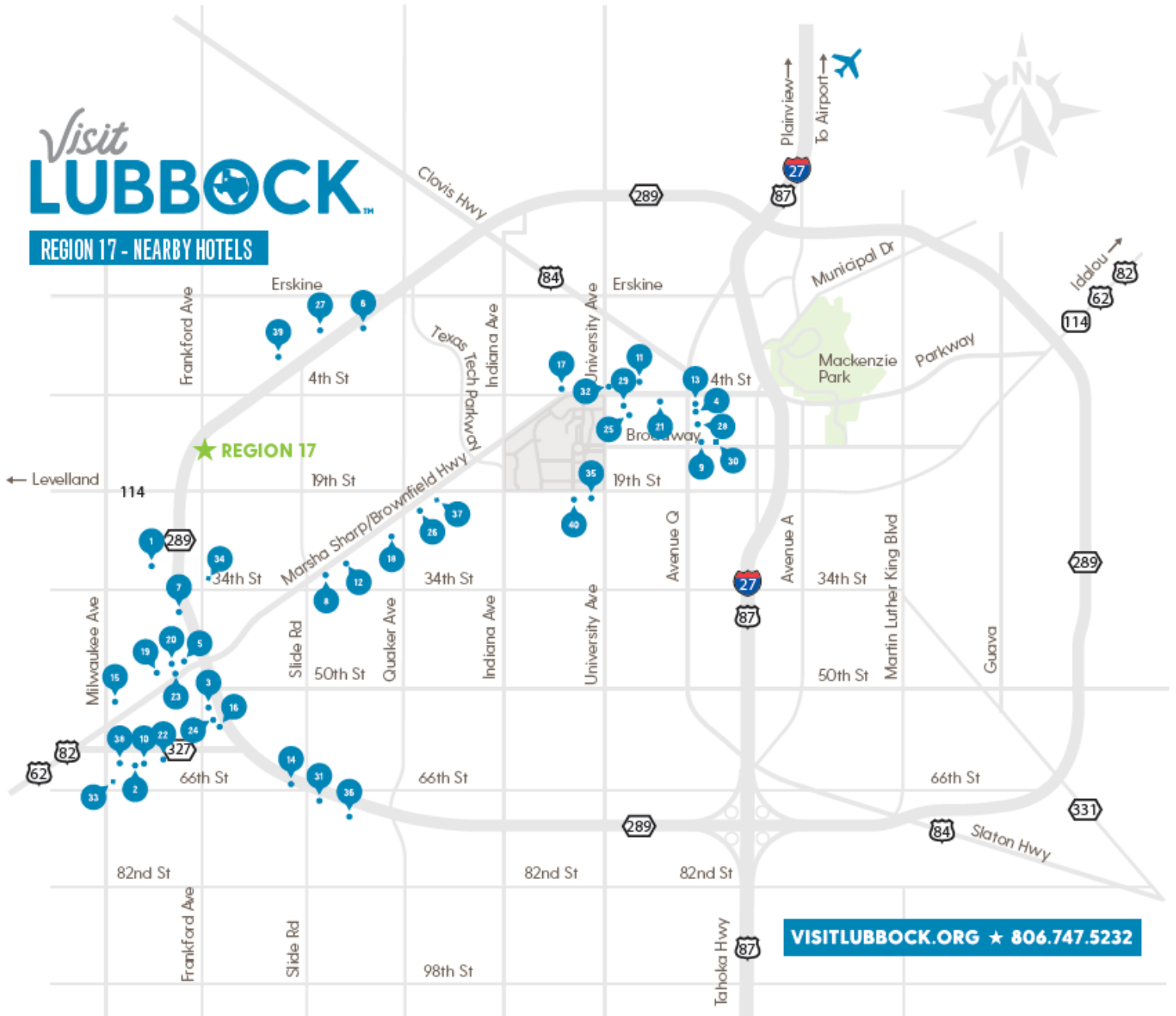
Professional Standards Training Requirements

Position	Defined As	Required hours of training annually
Director*	Responsible for managing the school nutrition programs for all sites in the Contracting Entity	12
Manager	In charge of the operations of one site or several sites	10
Staff	Works an average of 20 or more hours per week in direct program operations	6
Part-time Staff	Works less than 20 hours per week in direct program operations	4

* All Directors must have 8 hours of food safety training every 5 years. Food Safety training is required for new Directors within the first 30 days of hire if it has not been completed in the preceding 5 years.



Hotel Information



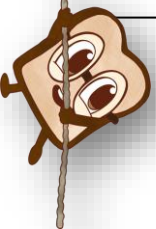
REGION 17 *Nearby Hotels*

- 1 Aloft Lubbock**
2909 Iola Ave.
- 2 Arbor Hotel & Conference Center**
6401 62nd St.
- 3 Arbor Inn & Suites**
5310 Englewood Ave.
- 4 Baymont by Wyndham**
Lubbock Downtown Civic Center
601 Ave. Q
- 5 Baymont by Wyndham Lubbock West**
6015 45th St.
- 6 Best Western Plus Tech Medical Center Inn**
4703 N. Loop 289
- 7 Comfort Inn & Suites**
3430 W. Loop 289
- 8 Comfort Suites University**
4927 Marsha Sharp Fwy
- 9 Cotton Court Hotel**
1610 Broadway St.
- 10 Country Inn & Suites by Radisson**
Lubbock Southwest
6225 62nd St.
- 11 Courtyard by Marriott Downtown**
308 Ave. V
- 12 Days Inn & Suites by Wyndham**
Lubbock Medical Center
4923 Marsha Sharp Fwy
- 13 DoubleTree by Hilton**
505 Ave. Q
- 14 Embassy Suites by Hilton**
5215 S. Loop 289
- 15 Fairfield Inn & Suites by Marriott**
Lubbock Southwest
6435 50th St.
- 16 Hampton Inn & Suites Lubbock Southwest**
5614 Englewood Ave.
- 17 Hampton Inn & Suites Lubbock University**
2828 Marsha Sharp Fwy
- 18 Hawthorn Suites by Wyndham**
4435 Marsha Sharp Fwy
- 19 Hilton Garden Inn**
6027 45th St.
- 20 Holiday Inn Express & Suites Lubbock West**
6023 45th St.
- 21 Holiday Inn Express & Suites**
Lubbock Central
2115 Marsha Sharp Fwy
- 22 Holiday Inn Lubbock South**
6107 Justice Ave.
- 23 Home2 Suites by Hilton**
6004 Marsha Sharp Fwy
- 24 Homewood Suites by Hilton**
5320 W. Loop 289
- 25 Hyatt Place**
2309 Mac Davis Ln.
- 26 La Quinta Inn & Suites by Wyndham**
West Medical Center
4115 Marsha Sharp Fwy
- 27 La Quinta Inn & Suites**
by Wyndham North
5006 Auburn St.
- 28 MCM Elegante Hotel & Suites**
801 Ave. Q
- 29 Overton Hotel & Conference Center**
2322 Mac Davis Ln.
- 30 Pioneer Pocket Hotel**
1204 Broadway St.
- 31 Quality Suites**
5113 S. Loop 289
- 32 Residence Inn by Marriott Lubbock University**
2415 3rd St.
- 33 Residence Inn by Marriott Lubbock Southwest**
6415 62nd St.
- 34 Sleep Inn & Suites**
5816 34th St.
- 35 Staybridge Suites**
2515 19th St.
- 36 Staybridge Suites Lubbock South**
4801 S. Loop 289
- 37 SureStay Plus Hotel by Best Western**
3901 19th St.
- 38 Tru by Hilton Lubbock Southwest**
6407 62nd St.
- 39 Wingate by Wyndham**
5214 2nd Drive
- 40 Woodrow House**
2629 19th St.

Class Schedule

Click the Session ID to be directed to the class registration page in escWorks.

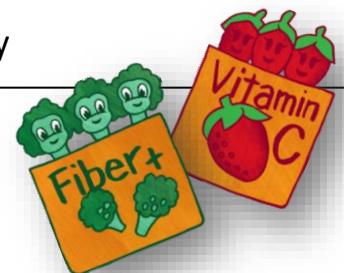
Tuesday, July 23rd		
Time	Session ID	Session Title
8:30am - 4:00pm	1021529	Writing, Updating, and Revising a HACCP-Based Food Safety Plan for Schools Workshop (Day 1 of 3)
8:30am - 4:00pm	1021550	Eligibility and Verification Guidance (Day 1 of 2)
1:00pm – 4:00pm	1021698	Summer Workshop Kick-Off
Wednesday, July 24th		
8:30am - 4:00pm	1021529	Writing, Updating, and Revising a HACCP-Based Food Safety Plan for Schools Workshop (Day 2 of 3)
8:30am - 4:00pm	1021550	Eligibility and Verification Guidance (Day 2 of 2)
8:30am - 4:00pm	1021650	The Administrative Review (AR) and Procurement Review (PR) Process
8:30am - 4:00pm	1021575	Food Production Records (Breakfast, Lunch, Snack) – English
8:30am - 4:00pm	1021685	Meal Pattern (Breakfast, Lunch, Snack for Pre-K, K-5, 6-8, 9-12)
8:30am - 4:00pm	1021578	Meal Counting & Claiming System
8:30am - 4:00pm	1021696	School Nutrition Front Line Specialist Course - Roles and Responsibilities - English
8:30am - 4:00pm	1021697	School Nutrition Front Line Specialist Course - Roles and Responsibilities - Spanish



Class Schedule

Click the Session ID to be directed to the class registration page in escWorks.

Thursday, July 25th Sessions (choose one 6-hour class or two 3-hour classes)		
Time	Session ID	Session Title
8:30am - 4:00pm	1021529	Writing, Updating, and Revising a HACCP-Based Food Safety Plan for Schools Workshop (Day 3 of 3)
8:30am - 4:00pm	1021699	The Administrative Review (AR) and Procurement Review (PR) Process
8:30am - 4:00pm	1021576	Food Production Records (Breakfast, Lunch, Snack) – English
8:30am - 4:00pm	1021580	Food Production Records (Breakfast, Lunch, Snack) – Spanish
8:30am - 4:00pm	1021700	Meal Pattern (Breakfast, Lunch, Snack for Pre-K, K-5, 6-8, 9-12)
8:30am - 4:00pm	1021581	Meal Counting & Claiming System
8:30am - 4:00pm	1021585	Fundamentals of USDA Foods for Schools, RA 001 Entitlement, RA 002 Menu Planning, RA 003 Forecasting, DoD FFVP
3-hour Classes: Select one morning session and one afternoon session		
8:30am - 11:30am	1021587	NSLP/SBP Smart Snacks
8:30am - 11:30am	1021595	Food Allergies for School Nutrition Managers and Staff / Accommodating Special Dietary Needs
1:00pm - 4:00pm	1021599	Menu Planning for Healthy School Meals
1:00pm - 4:00pm	1021597	Local Wellness Policy



Summer Workshop Kick-Off: Tuesday, July 23, 2024

Click here to let us know you're coming! [1021698](#)

Join us to kick-off the 2024 Summer Workshop. Participant check-in opens at noon. After signing in, you are welcome to enjoy a taco lunch in the South Conference Center featuring Texas products. ESC Specialists will be available to answer questions and help you prepare for a successful school year. Participants will also have an opportunity to complete the annual required Civil Rights training in English or Spanish.

Class Descriptions

Click the Session ID to be directed to the class registration page in escWorks.

Eligibility and Verification Guidance

Session ID: [1021550](#)

This training will help CEs establish a foundation in policies and procedures to determine and document student eligibility to participate in the free and reduced-price meals offered in the NSLP and SBP, as well as learn the required processes for verifying students' eligibility to stay compliant.

This is a 2-day (12-hour) class. Participants must attend both Tuesday and Wednesday to receive credit.

Food Allergies for School Nutrition Managers and Staff / Accommodating Special Dietary Needs

Session ID: [1021595](#)

Food Allergies for School Nutrition Managers and Staff is an in-depth training on managing food allergies in school nutrition programs. Food allergy management personnel who take this course will create an outline of a food allergy management plan or have an opportunity to strengthen their existing plan. This course includes information about food allergies, food intolerance, reading food labels, avoiding cross contact, accommodating students with food allergies, laws regarding food allergies, and educating the school community about food allergies.

This is a 3-hour class offered Thursday morning only.

Food Production Records (Breakfast, Lunch, Snack) – English and Spanish

Wednesday (English)

Session ID: [1021575](#)

Thursday (English)

Session ID: [1021576](#)

Spanish (Thursday)

Session ID: [1021580](#)

This class teaches Contracting Entities (CEs) basic to advanced Food Production Record (FPR) skills, including how to fill out an FPR, how to use meal documentation to support the FPR, and how to use the FPR to improve forecasting, communication, organization and to demonstrate compliance.

Offered in Spanish on Thursday.

Fundamentals of USDA Foods for Schools, RA 001 Entitlement, RA 002 Menu Planning, RA 003 Forecasting, DoD FFVP

Session ID: [1021585](#)

This course will provide fundamental knowledge in the areas of Entitlement, Menu Planning, Forecasting, and DoD Fresh to allow for better use of entitlement funds in the new USDA Web-Based Supply Chain Management (WBSCM) system. WBSCM will be used to manage USDA Foods for the National School Lunch Program (NSLP) and Summer Food Service Program (SFSP) in the following areas: Ordering and Entitlement Management.

Offered on Thursday only.

Local Wellness Policy

Session ID: [1021597](#)

This course is intended to position CEs to meet the requirements of the Local Wellness Policy (LWP) through effective development, implementation, and evaluation processes.

This is a 3-hour class offered Thursday afternoon only.

Class Descriptions (continued)

Meal Counting and Claiming System

Wednesday Session

ID: [1021578](#)

Thursday Session ID:

[1021581](#)

This course is designed to assist personnel in Child Nutrition Programs to effectively establish and implement an effective counting and claiming system, acceptable meal collection procedures, quality assurance measures, financial responsibilities, and compliance.

Meal Pattern (Breakfast, Lunch, Snack for Pre-K, K-5, 6-8, 9-12)

Wednesday Session ID:

[1021685](#)

Thursday Session ID:

[1021700](#)

This class aims to teach operators of the National School Lunch Program and the School Breakfast Program the basic meal pattern knowledge, skills, and competencies necessary to run effective and compliant programs, including the lunch and breakfast meal patterns.

Menu Planning for Healthy School Meals

Session ID: [1021599](#)

Menu Planning for Healthy School Meals teaches menu planners of the National School Lunch Program (NSLP) and the School Breakfast Program (SBP) basic menu planning, advanced techniques that increase student acceptance and support nutritional requirements, and tools that support the menu plan. ***This is a 3-hour class offered on Thursday afternoon only.***

NSLP/SBP Smart Snacks

Session ID: [1021587](#)

This class provides an overview of Nutrition Standards for All Foods and Beverages (aka Smart Snacks) sold in schools outside of reimbursable meals. Participants will gain an understanding of how Smart Snacks will affect a la carte sales and fundraisers, as well as how to use the Smart Snacks Calculator. ***This is a 3-hour class offered on Thursday morning only.***

School Nutrition Front Line Specialist Course - Roles and Responsibilities

English Session ID:

[1021696](#)

Spanish Session ID:

[1021697](#)

This comprehensive course will provide an overview of the purpose and scope of the school meals program. Participants will learn the importance of their role and day-to-day duties that contribute to the overall success of compliant food service operations. Participants will review and evaluate performance measures and professional competencies that demonstrate the required knowledge and skills that contribute to compliant food service operations. Offered on Wednesday only.

The Administrative Review (AR) and Procurement Review (PR) Process

Wednesday Session ID:

[1021650](#)

Thursday Session ID:

[1021699](#)

This course is designed to assist personnel responsible for managing the operational, financial, and procurement functions of Child Nutrition Programs with procedural knowledge and resources to prepare for an Administrative, Financial, and Procurement Review. This course is not designed to teach the programmatic concepts of operating the NSLP and SBP.

Class Descriptions (continued)

Writing, Updating, and Revising a HACCP-Based Food Safety Plan for Schools Workshop

Session ID: [1021529](#)

The purpose of a food safety plan is to ensure the food served to children in the Child Nutrition Programs is safe. By controlling hazards that may occur or may be introduced into foods, school nutrition employees can safeguard food. An effective food safety program will help control food safety hazards that might occur during all points in food service: receiving, storing, preparing, cooking, cooling, reheating, holding, packaging, transporting, and serving. A truly effective food safety plan needs to be developed for a specific school nutrition program (SNP).

This is a 3-day (18-hour) class. Participants must attend Tuesday, Wednesday, and Thursday to receive credit.

Frequently Asked Questions

1. How do I know which classes to register for?

Click the link for each session in the Registration Packet to be directed to each session's registration page. In escWorks, look for classes that have 2024 Summer Workshop in the title.

2. When does registration start?

Registration opens May 6, 2024 and continues through June 21, 2024. Click [here](#) to register.

3. Can one person register everyone from our district?

The ESC 17 registration system (escWorks) requires that each participant register with an email (and password) unique to them, whether a home or work email. Because of that, it is usually time-consuming for one person to enter them all. Participants must have an escWorks account to register for Summer Workshop. If you have duplicate accounts or have technical issues logging into the system, please contact Kammi Henderson at (806) 281-5802 or by email at khenderson@esc17.net.

4. How many classes can I attend each day?

Because of TDA's restructuring of training this year, all class offerings and lengths are dictated by them. Most Summer Workshop sessions are six-hour classes, so participants will only be able to take one class per day. We are offering a few 3-hour classes on Thursday, July 25th. Participants can select two 3-hour classes to fill their day on Thursday.

*Please note that the HACCP class is a 3-day session (18 hours) beginning on Tuesday, July 23rd. Participants of this class will only need to register for this session, as it will require attendance during all three days of Summer Workshop. Similarly, the Eligibility Guidance and Verification class is a 2-day session (12 hours) that will fill your schedule for both Tuesday and Wednesday of Summer Workshop.

5. Is a "virtual" option available?

All Summer Workshop classes are face-to-face this year.

6. Will lunch be served?

On Tuesday, July 23rd, a Texas Taco Tuesday lunch will be provided during Participant Check-In from 12:00-1:00pm while you learn new ways to promote Texas Agriculture in your school lunch and breakfast operations. Participants will be given a break from 11:30am until 1:00pm on Wednesday and Thursday for lunch on your own.

Frequently Asked Questions

7. What happens if I've made a mistake in my registration?

Participants can cancel their registration at any time by logging into their escWorks account, clicking on “Registration History/Certificates”, then selecting Cancel Registration for the specific class to be cancelled. We ask everyone to please review and update any contact information when registering to ensure all notifications and communication from Region 17 ESC are received. If you have questions, please contact Kammi Henderson at (806) 281-5802 or by email at khenderson@esc17.net.

8. Should I register all my staff for the same session?

It might be a good idea to spread your team throughout the various offerings, especially if multiple staff are attending from the same campus. This decision is, however, completely up to the Director's discretion.

9. Are any classes offered in Spanish?

This year, we are only able to offer one class in Spanish on both Wednesday and Thursday. We are limited to instructors available through the ESCs, which have a very small pool of Spanish speakers. We know Spanish classes are needed and hope to be able to offer more next year.

10. How can I find out more about each class?

Click the blue Session ID link for each class to be directed to the escWorks registration page, where the class description and other details are posted.

11. Can FSMC employees attend?

Lena Wilson, TDA Assistant Commission on Food and Nutrition, provides the following guidance:

Summer workshops are a valuable tool for continuing education for district staff operating child nutrition programs. There are no restrictions on attendance for district-employed staff. Each district will be permitted to take one food service management company (FSMC) employee, who may attend these sessions if accompanied by the district staff person responsible for contract management and oversight. FSMC attendees must pay a participation fee to attend and may not charge the cost to the nonprofit school lunch program or use federal nutrition funds for the expense.

We understand this may cause confusion. Feel free to reach out to Region 17 or Region 18 Child Nutrition Specialists if you have questions.

Registration

- Each participant will need their individual Region 17 escWorks username and password to register. escWorks accounts from other regions will not be accepted.
- **If you already have an existing escWorks account in the Region 17 system, please DO NOT create a new account.** We will be happy to assist you in locating the existing account. Creating multiple escWorks accounts will cause difficulty in obtaining certificates and managing credit hours.

Registration for existing escWorks accounts:

1. Go to www.esc17.net.
2. Click on “Workshops” (the fifth option across the top menu).
3. Click on the yellow “Sign In” button on the left and enter your escWorks username and password.
4. Once you have logged in, use the search box to view each session you would like to attend. You can search by keywords in the class name or by Session ID.
5. Once classes appear in the search results, click on the Session ID to view class details and register.
6. To register for the class, click on the blue “Register” button.
7. You may register for multiple classes before completing your checkout. When you have added all the sessions you want to attend to your cart, click on the shopping cart icon (top right) or select “Checkout”.
8. Review your Shopping Cart and click “Check out”.
9. Verify your organization information, click the “I certify” box, and click “Continue”. Click **“Complete Checkout.”**
10. You are now viewing the confirmation screen. Your registration has been successfully completed.
11. A confirmation will be automatically emailed to you. Please keep a printed copy to bring with you and give a copy to your Child Nutrition Director. Each participant will receive a final conference itinerary upon check-in.
12. If you do not receive a confirmation email within 24 hours, please contact Kammi Henderson to confirm that your registration was received.
13. Participants may cancel their registration by clicking on “Registration History” from the left-side menu. Then click “Cancel Registration” for the classes you no longer want to attend.

Creating a new escWorks account:

1. Go to www.esc17.net.
2. Click on “Workshops” (the fifth option across the top menu).
3. Click on “New Users” from the blue menu on the left side.
4. Complete all information and click “Save Record.”
5. Follow the instructions above to register for Summer Workshop.



For assistance, contact Kammi Henderson (khenderson@esc17.net, 806-281-5802).



Contacts



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(432) 567-3233

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1.mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2.fax:

(833) 256-1665 or (202) 690-7442; or

3.email:

program.intake@usda.gov



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Food and Nutrition Division
Child Nutrition Program Summer Workshop

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Updated 5/2024
www.SquareMeals.org