

# Region 17 & Region 18 Education Service Centers



## 2025 Child Nutrition Summer Workshop



July 22 - 24, 2025  
Region 17 ESC  
Lubbock, Texas



# General Information



## Workshop Dates

July 22-24, 2025

## Location

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

## Registration

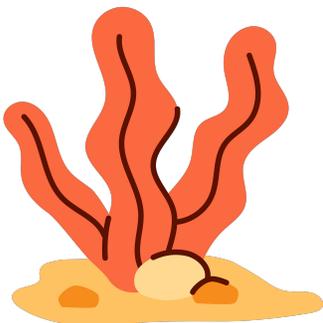
- Opens May 6, 2025
- Closes June 6, 2025

Registration must be completed online at [www.esc17.net](http://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 22, 2025

11:00-12:00pm	Participant Check-In
12:00-4:00pm	Sessions
12:00-1:30pm	Annual Civil Rights
2:00-4:30pm	Partners in School Nutrition Showcase

### Wednesday, July 23, 2025

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 24, 2025

8:00-8:30am	Participant Check-In
8:00-12:00pm	Food Safety in Schools
8:30-11:30am	Sessions
11:30-1:00pm	Lunch Break
1:00-4:00pm	Sessions
1:00-5:00pm	Food Safety in Schools

## Facility

- Please use the main entrance near the flagpoles 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](mailto:khenderson@esc17.net) or 806-281-5802 regarding accommodations for special needs.

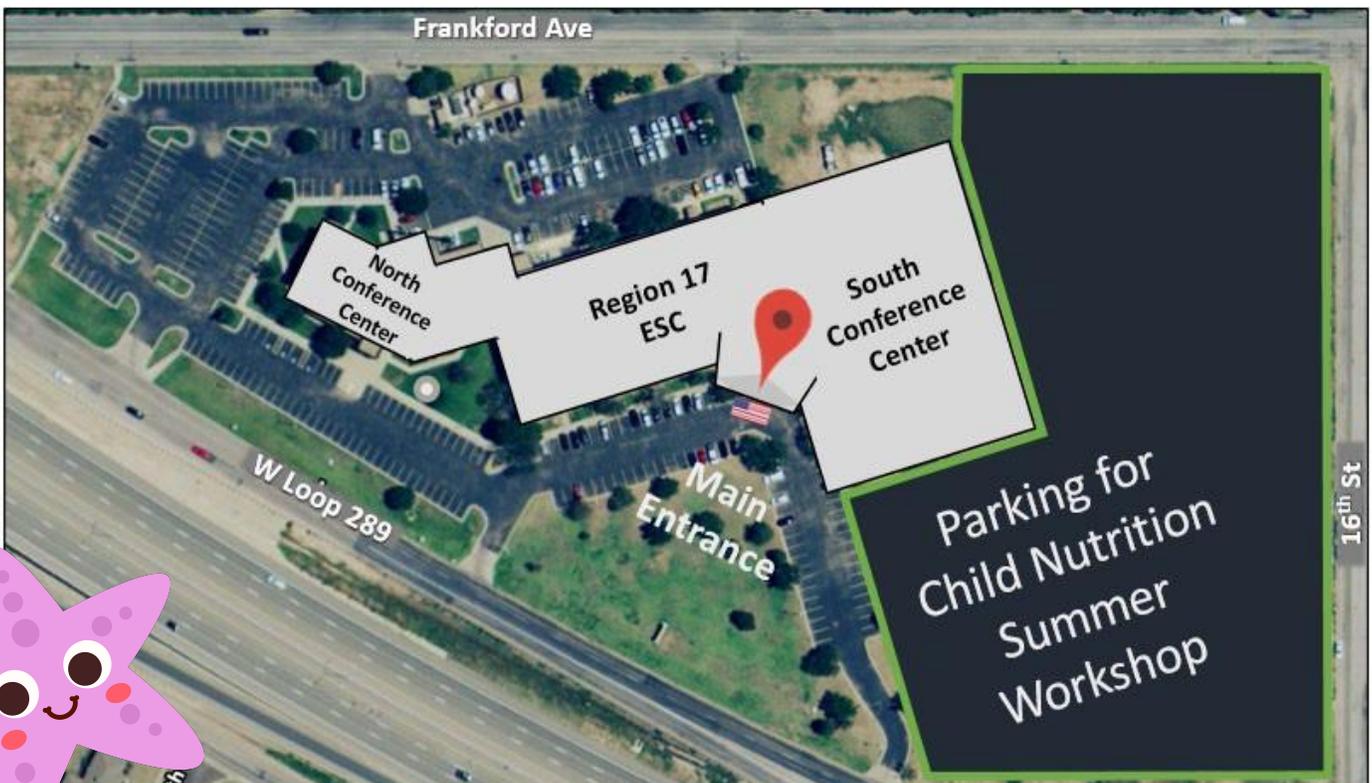
# General Information



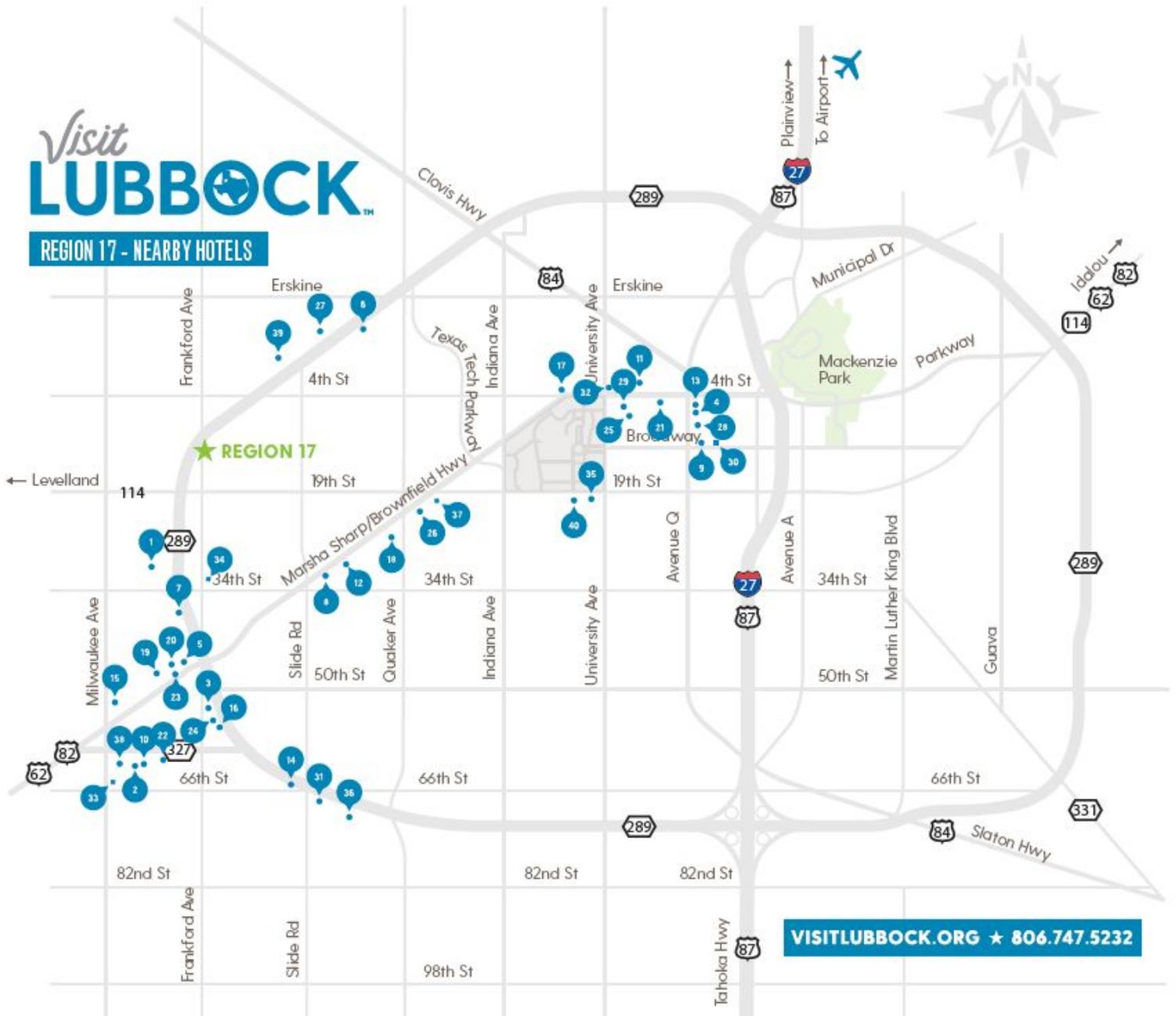
## Professional Standards Training Requirements

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 22nd		
Time	Session ID	Session Title
12:00pm - 4:00pm	<a href="#">1094889</a>	Essential Key Performance Indicators for Schools
12:00pm - 4:00pm	<a href="#">1094989</a>	Financial Management: A Course for SNP Directors
12:00pm - 4:30pm	<a href="#">1097112</a>	Partners in School Nutrition Showcase & Annual Civil Rights Training
Wednesday, July 23rd (choose one 6-hour class or two 3-hour classes)		
8:30am - 4:00pm	<a href="#">1095014</a>	Annual Procurement Training (Procurement and Inventory Management)
8:30am - 4:00pm	<a href="#">1095015</a>	Eligibility
8:30am - 4:00pm	<a href="#">1095007</a>	Meal Counting & Claiming System
8:30am - 4:00pm	<a href="#">1094990</a>	Meal Patterns SNP
8:30am - 4:00pm	<a href="#">1095029</a>	School Nutrition Front-Line/Specialist Course 2.0
8:30am - 4:00pm	<a href="#">1095048</a>	School Nutrition Front-Line/Specialist Course 2.0 (Spanish)
3-hour Classes: Select one morning session and one afternoon session		
8:30am - 11:30am	<a href="#">1095020</a>	CEP
8:30am - 11:30am	<a href="#">1095050</a>	Customer Experience, Merchandising, and Food Presentation from ISNLP (Meal Appeal)
1:00pm - 4:00pm	<a href="#">1095052</a>	CEP (Repeat Course)
1:00pm - 4:00pm	<a href="#">1095051</a>	Food Allergies for School Nutrition Managers and Staff

# Class Schedule

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

Thursday, July 24th (choose one 8-hour class, one 6-hour class or two 3-hour classes)		
Time	Session ID	Session Title
<b>8-hour Sessions</b>		
8:00am - 5:00pm	<a href="#">1095062</a>	Food Safety in Schools
8:00am - 5:00pm	<a href="#">1095063</a>	Food Safety in Schools (Spanish)
<b>6-hour Sessions</b>		
8:30am - 4:00pm	<a href="#">1095055</a>	The Administrative Review (AR) and Procurement Review (PR) Process
8:30am - 4:00pm	<a href="#">1095057</a>	Basic Culinary Math for School Nutrition Professionals
8:30am - 4:00pm	<a href="#">1095064</a>	Food Production Records
<b>3-hour Classes: Select one morning session and one afternoon session</b>		
8:30am - 11:30am	<a href="#">1095065</a>	Local Wellness Policy
8:30am - 11:30am	<a href="#">1095060</a>	Menu Planning for Healthy School Meals
8:30am - 11:30am	<a href="#">1095054</a>	Verification
1:00pm - 4:00pm	<a href="#">1095061</a>	Food Allergies for School Nutrition Managers and Staff
1:00pm - 4:00pm	<a href="#">1095056</a>	NSLP/SBP Smart Snacks

# Summer Workshop Kick-Off: Tuesday, July 22, 2025

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

Join us to kick-off the 2025 Summer Workshop. Participant check-in opens at 11:00am. 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 and get to know their Partners in School Nutrition.

## Class Descriptions

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

### **Annual Procurement Training (Procurement & Inventory Management)**

Session ID: [1095014](#)

This course offers an in-depth exploration of essential aspects of school nutrition management, equipping participants with the knowledge and skills necessary to ensure efficient and effective food service operations. Key topics include procurement considerations, forecasting, product specifications, purchasing methods, and inventory management practices.

### **Basic Culinary Math for School Nutrition Professionals**

Session ID: [1095057](#)

The goal of this training is to provide participants with the opportunity to review and practice basic culinary math skills, including the basic math principles of addition, subtraction, multiplication, and division. The remainder of the training will focus on other key skills such as measuring and converting measurements, scaling recipes, and calculating food costs.

### **CEP**

Wednesday (AM)

Session ID: [1095020](#)

Wednesday (PM)

Session ID: [1095052](#)

Participants will gain a foundational understanding of the CEP, originating from the Healthy, Hunger-Free Kids Act of 2010. The course is structured into modules that cover the basics, financial responsibilities, application processes, and daily activities of CEP campuses. Additionally, attendees will learn about the CEP cycle, record-keeping, and the importance of offering free meals in high poverty Local Education Agencies. Equip yourself with the knowledge and tools to effectively implement and manage the CEP in your institution.

### **Customer Experience, Merchandising, & Food Presentation from ISNLP (Meal Appeal)**

Session ID: [1095050](#)

The purpose of this lesson is to develop an awareness of the importance of customer service and an understanding of how merchandising and the presentation of food in the school nutrition program are part of customer experience.

### **Eligibility**

Session ID: [1095015](#)

This comprehensive course will guide SFAs to establish an effective foundation in certification and benefit issuance policies and procedures using class discussion and hands-on activities. We recommend bringing a laptop device, access to your eligibility determination system, and your state-application login information to view the SFA's application on file with TDA.

## Class Descriptions (continued)

### **Essential Key Performance Indicators for Schools**

Session ID: [1094889](#)

The purpose of this training is to provide school nutrition professionals with an easy-to-use reference for identifying and applying the key performance indicators (KPIs) that focus on the most critical aspects of a nutrition program's performance to achieve success.

### **Financial Management: A Course for SNP Directors**

Session ID: [1094989](#)

This course is designed to give the school nutrition program director information to enable them to recognize sound financial principles and concepts as the primary foundation for school nutrition programs. Directors must make difficult decision about long-term goals to ensure the sustainability of the programs. At the same time, demands are increasing for improved financial and nutritional accountability. School districts need financial management information systems that provide data for both evaluation and financial decision-making.

### **Food Allergies for School Nutrition Managers & Staff**

Wednesday (PM)

Session ID: [1095051](#)

Thursday (PM)

Session ID: [1095061](#)

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.

### **Food Productions Records**

Session ID: [1095064](#)

This course will review the essentials of effective food program management, including TDA's revised onsite kitchen food production record form. This vital tool ensures compliance with nutritional standards across different age/grade groups, while aiding in the accurate documentation of both reimbursable and non-reimbursable meals. Learn how to leverage various food production records to enhance your food service operations, enabling precise tracking, forecasting, and planning for procurement, ordering, and compliance.

### **Food Safety in Schools**

English

Session ID: [1095062](#)

**Spanish**

**Session ID: [1095063](#)**

Food safety is the responsibility of every person in school nutrition programs. Every action has the potential to impact the safety of the food, whether during purchasing, storing, preparing, holding, serving, or cleaning. This comprehensive food safety training course provides guidance for school nutrition professionals to assure the preparation and service of safe food and how to manage a safe and sanitary school nutrition operation.

### **Local Wellness Policy**

Session ID: [1095065](#)

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

## Class Descriptions (continued)

### **Meal Counting & Claiming System**

Session ID: [1095007](#)

effectively establish and implement an effective counting and claiming system, acceptable meal collection procedures, quality assurance measures, financial responsibilities, and compliance.

### **Meal Patterns SNP**

Session ID: [1094990](#)

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. To include offer vs. serve requirements for NSLP and SBP and reimbursable meals

### **Menu Planning for Healthy School Meals**

Session ID: [1095060](#)

This class teaches menu planners of the National School Lunch Program (NSLP) and the School Breakfast Program (SBP) key aspects of menu planning. Basic procurement and inventory management in relation to menu planning. As well as steps for successful menu planning utilizing menu development resources and effective marketing techniques.

### **NSLP/SBP Smart Snacks**

Session ID: [1095056](#)

This course provides training on nutritional standards for competitive foods, such as Smart Snacks, as well as the operational requirements to ensure compliance with program regulations.

### **School Nutrition Front-Line/Specialist 2.0**

English

Session ID: [1095029](#)

The School Nutrition Frontline Specialist 2.0 course, addresses key topics for school nutrition frontline specialists.

This course offers the required hours in essential areas for frontline specialists, including kitchen math, records for food production, recognizing reimbursable meals, meal appeal, kitchen safety, sanitation, special diets, and effective communication.

**Spanish**

**Session ID:** [1095048](#)

Building on the foundational School Nutrition Frontline Specialist 1.0 course, this comprehensive program delves deeper into the roles and responsibilities of frontline staff.

### **The Administrative Review (AR) & Procurement Review (PR) Process**

Session ID: [1095055](#)

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.

### **Verification**

Session ID: [1095054](#)

This training will help SFAs establish a foundation in policies and procedures to conduct annual verification activities, including the annual Verification Report (FNS-742) submission. Participants will also learn about Administrative Review tips during the training.

# Frequently Asked Questions

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

Click the Session ID in the Registration Packet to be directed to each session's registration page. In escWorks, look for classes that have 2025 Summer Workshop in the title.

## 2. When does registration start?

Registration opens May 6, 2025 and continues through June 6, 2025. 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.

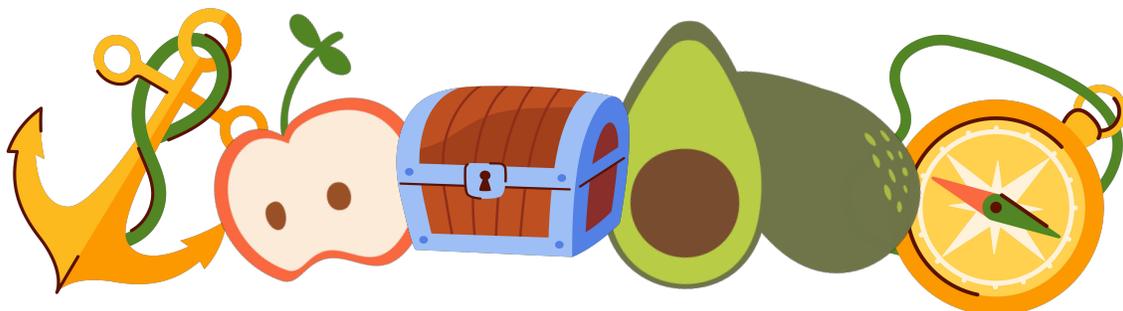
If you have duplicate accounts or have technical issues logging into the system, please contact Kammi Henderson at (806) 281-5802 or by email at [khenderson@esc17.net](mailto:khenderson@esc17.net).

## 4. Is a "virtual" option available?

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

## 5. Will lunch be served?

No, lunch is on your own for all days of the 2025 Child Nutrition Summer Workshop.



# Frequently Asked Questions

## **6. 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 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](mailto:khenderson@esc17.net).

## **7. 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.

## **8. Are any classes offered in Spanish?**

This year, we are able to offer two, 6-hour classes in Spanish: one on Wednesday and one on Thursday.

## **9. 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.

## **10. Can FSMC employees attend?**

TDA 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. Please reach out to a Region 17 or Region 18 Child Nutrition Specialist if you have questions or would like to register an FSMC staff person for this year's Summer Workshop.

# 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](http://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](http://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](mailto:khenderson@esc17.net); (806)281-5802).**



# Contacts



## Region 17 ESC

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(806) 281-5802

## Region 18 ESC

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(432) 567-3271

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, 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/ad-3027.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](mailto:program.intake@usda.gov).**



TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

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Food and Nutrition Division  
Child Nutrition Program Summer Workshop

This product was funded by USDA.  
This institution is an equal opportunity provider.



Updated 3/28/2025  
[www.SquareMeals.org](http://www.SquareMeals.org)