



2026 Child Nutrition Summer Workshop

Region 17 & Region 18 Education Service Centers

taste the world:
your school LUNCH passport!

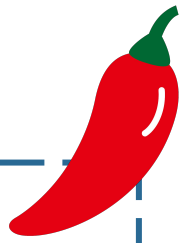


July 21 - 23, 2026

Region 17 ESC | Lubbock, Texas



General Information



Workshop Dates

July 21-23, 2026

Location

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

Registration

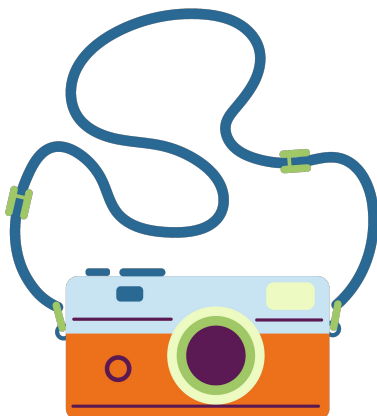
- Opens May 4, 2026
- Closes June 11, 2026

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 - 8 to plan your registration. Class descriptions are listed on pages 9-12, and Frequently Asked Questions follow on pages 13-14.



Schedule

Tuesday, July 21, 2026

12:00-1:00pm	Participant Check-In
1:00-2:30pm	Opening Session & The Conversation Code
2:30-4:00pm	Annual Civil Rights Training (English & Spanish)

Wednesday, July 22, 2026

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 23, 2026

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 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 your ESC Specialist regarding accommodations for special needs.

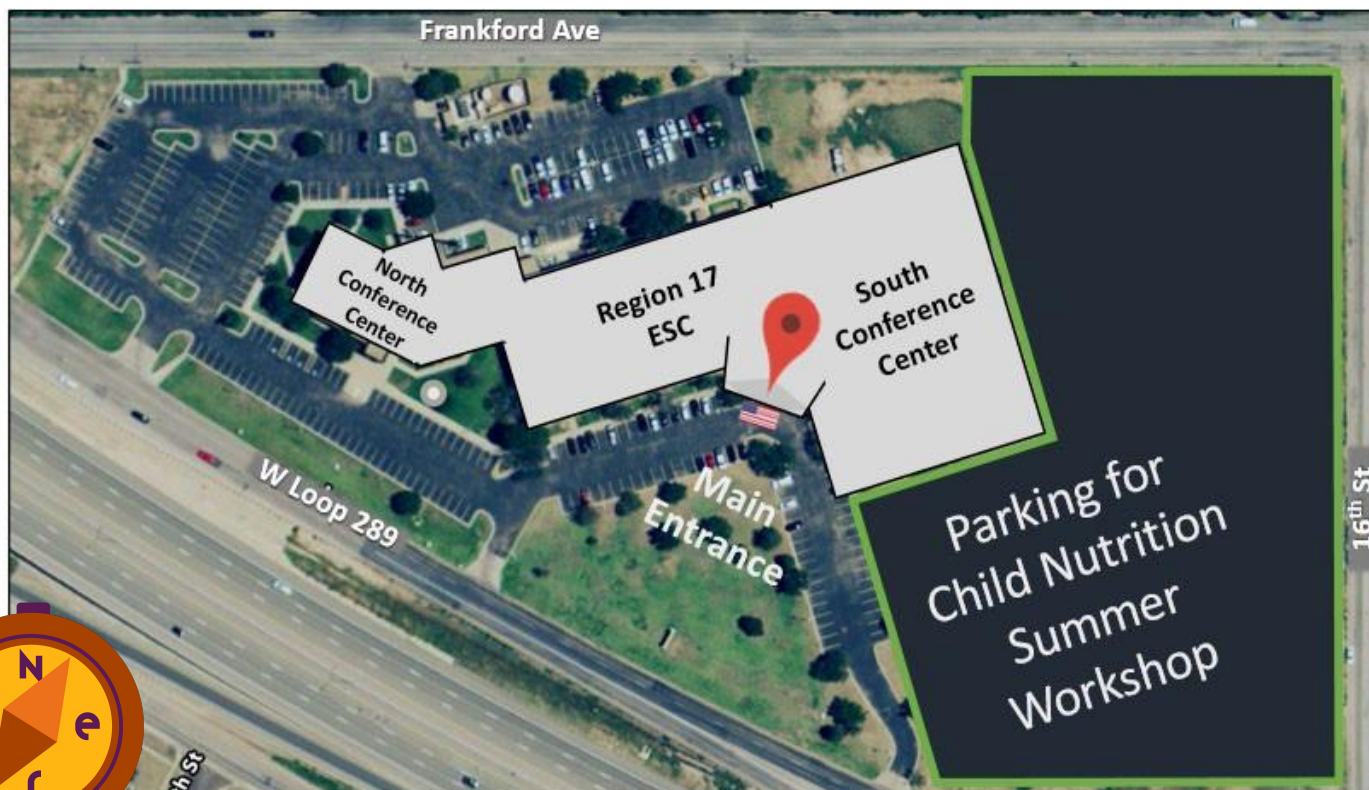
General Information



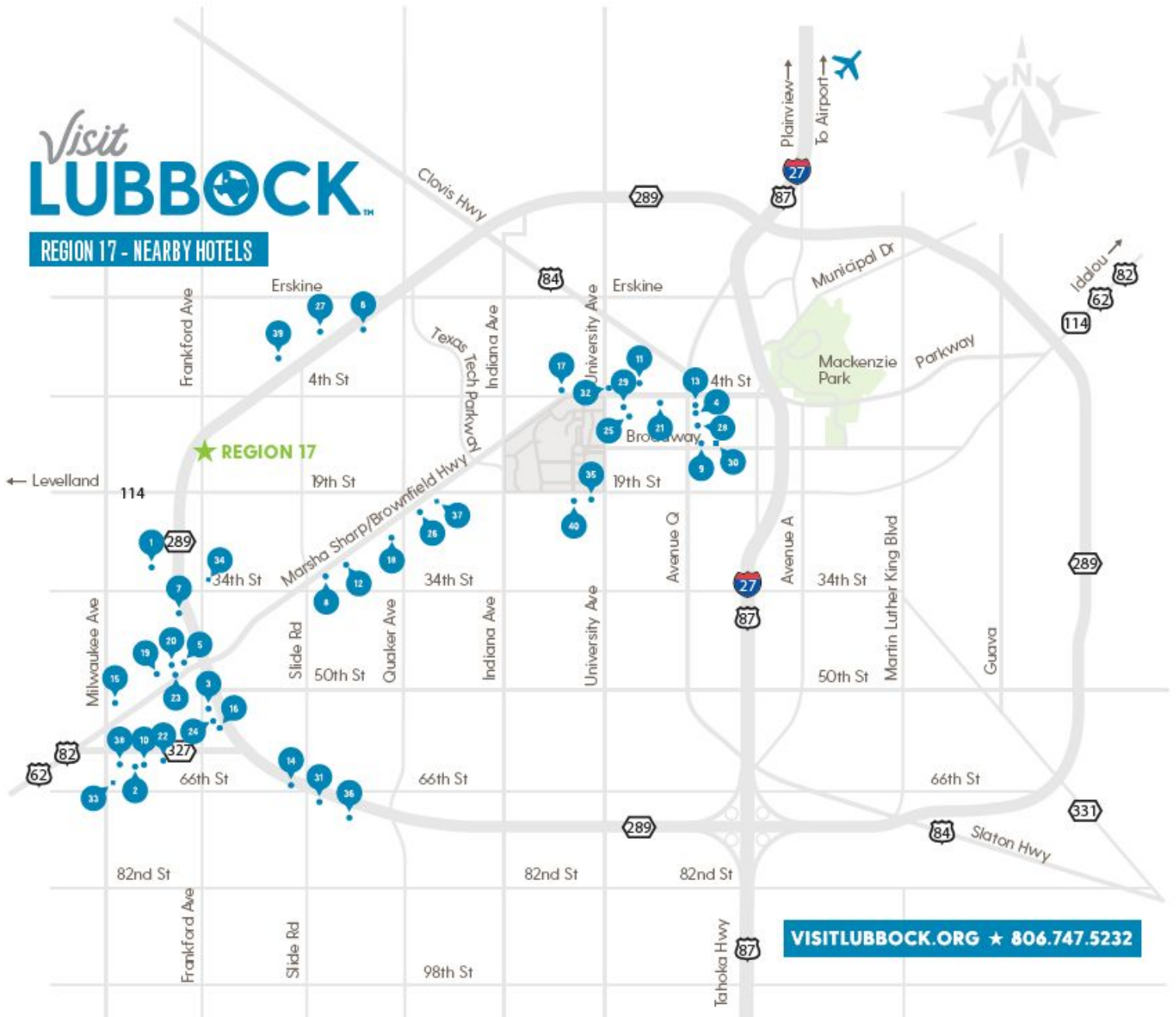
Professional Standards Training Requirements

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 21st		
Time	Session ID	Session Title
1:00pm - 4:00pm	1166976	Opening Session & The Conversation Code Annual Civil Rights Training (English & Spanish)
2-Day Session: Wednesday, July 22nd - Thursday, July 23rd School Nutrition Comprehensive Training - (Spanish)		
8:30am - 4:00pm (both days)	1166341	School Nutrition Comprehensive Training Cashier's Training - Reimbursable School Meals (2 hours), Food Safety (8 hours), & Ready, Set, Review (1 hour) - (Spanish)
Wednesday, July 22nd (choose one 6-hour session)		
8:30am - 4:00pm	1166336	Annual Procurement Training
8:30am - 4:00pm	1166335	Basic Culinary Math for School Nutrition Professionals
8:30am - 4:00pm	1166339	Eligibility Determination
8:30am - 4:00pm	1166343	Essential Key Performance Indicators for School Nutrition (4 hours) & Cashier's Training - Reimbursable School Meals (2 hours)
8:30am - 4:00pm	1166338	Food Production Records
8:30am - 4:00pm	1166337	Meal Patterns for SNP
8:30am - 11:30am	1166333	School Nutrition Frontline Specialist 2.0 (English)
8:30am - 11:30am	1166334	School Nutrition Frontline Specialist 1.0 (Spanish)

Class Schedule

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

Thursday, July 23rd (choose one 6-hour session or two 3-hour sessions)		
Time	Session ID	Session Title
6-hour Sessions		
8:30am - 4:00pm	1166346	The Administrative Review (AR) and Procurement Review (PR) Process
8:30am - 4:00pm	1166345	Meal Counting & Claiming System
8:30am - 4:00pm	1166347	School Nutrition Frontline Specialist 1.0 (English)
8:30am - 4:00pm	1166344	School Nutrition Frontline Specialist 2.0 (Spanish)
3-hour Sessions: Select one <u>morning</u> session		
8:30am - 11:30am	1166354	Food Allergies for School Nutrition Managers and Staff
8:30am - 11:30am	1166349	Local Wellness Policy
8:30am - 11:30am	1166356	Menu Planning for Healthy School Meals
8:30am - 11:30am	1166351	USDA Foods for Schools: Ordering for Success
8:30am - 11:30am	1166348	Verification in the School Nutrition Programs

Class Schedule

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

Thursday, July 23rd

Time	Session ID	Session Title
3-hour Sessions: Select one <u>afternoon</u> session		
1:00pm - 4:00pm	1166353	Cashier's Training - Reimbursable School Meals (2 hours) & Ready, Set, Review! AR in the Kitchen (1 hours)
1:00pm - 4:00pm	1166355	Food Allergies for School Nutrition Managers and Staff
1:00pm - 4:00pm	1166357	NSLP/SBP Smart Snacks
1:00pm - 4:00pm	1166350	Procurement of Food Service Vendor Contracts

Summer Workshop Opening Session: Tuesday, July 21, 2026

**Opening Session and
The Conversation
Code with Annual
Civil Rights Training**
1:00pm - 4:00pm
Session ID: [1166976](#)

Join us to kick-off the 2026 Summer Workshop. Participant check-in opens at 12:00pm. ESC Specialists will provide program updates, present “*The Conversation Code-Unlocking Effective Dialogue in School Meals*” and 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 either English or Spanish.

Class Descriptions

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

**Annual Procurement
Training**
Session ID: [1166336](#)

Participants will learn to identify components of an effective procurement system, apply various tools for appropriate purchasing methods, including forecasting and cost analysis, and identify strategies to oversee contracts for compliance. Application activities throughout the course will provide practical, hands-on experience in real-world scenarios.

**Basic Culinary Math
for School Nutrition
Professionals**
Session ID: [1166335](#)

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.

**Cashier’s Training &
Ready, Set, Review!**
Session ID: [1166353](#)

Cashier’s Training - Reimbursable School Meals - In this hands-on session, learners will master essential cashiering skills through interactive roleplays and real-world scenarios while learning core responsibilities that will prepare them for success.

Ready, Set, Review! AR in the Kitchen - Participants will learn key strategies for navigating the onsite portion of the Administrative Review (AR). Frontline kitchen staff will learn what to expect, how to engage with the reviewer, and the critical elements that will be assessed in the kitchen.

**Eligibility
Determination**
Session ID: [1166339](#)

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.

**Essential Key
Performance
Indicators for
Schools & Cashier’s
Training**
Session ID: [1166343](#)

Essential KPIs - 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.

Cashier’s Training - Reimbursable School Meals - In this hands-on session, learners will master essential cashiering skills through interactive roleplays and real-world scenarios while learning core responsibilities that will prepare them for success.

Class Descriptions (continued)

Food Allergies for School Nutrition Managers & Staff

Thursday (AM)

Session ID: [1166354](#)

Thursday (PM)

Session ID: [1166355](#)

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: [1166338](#)

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.

Local Wellness Policy

Session ID: [1166349](#)

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.

Meal Patterns SNP

Session ID: [1166337](#)

This course aims to teach operators of the National School Lunch Program (NSLP), School Breakfast Program (SBP), and Afterschool Care Program (ASCP) basic meal pattern knowledge, skills, and competencies necessary to run effective and compliant programs, including offer vs. serve requirements and reimbursable meals. The information presented covers Sections 7, 8, 9, and 10 of the Administrator's Reference Manual (ARM)

Menu Planning for Healthy School Meals

Session ID: [1166356](#)

This training will provide an overview of Menu Planning for Healthy school meals for the National School Lunch Program and the School Breakfast Program. To include Documentation, Menu Planning Processes, USDA Foods, Meal appeal, and Resources available to CEs.

Meal Counting Claiming System

Session ID: [1166345](#)

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.

NSLP/SBP Smart Snacks

Session ID: [1166357](#)

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.

Class Descriptions (continued)

**Procurement of Food
Service Vendor
Contracts**

Session ID: [1166350](#)

Participants will develop a 4-step action plan to implement at their School Food Authority or organization to conduct self-checks of current or future formal contracts for consultants, vended meal services, and food service management companies. Participants will learn about the documentation requirements needed to provide during a Procurement Review when procuring a food service contractor or vendor, as well as top-findings.

**School Nutrition
Front-Line Specialist
1.0**

English

Session ID: [1166347](#)

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.

Spanish

Session ID: [1166334](#)

**School Nutrition
Front-Line Specialist
2.0**

English

Session ID: [1166333](#)

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

Spanish

Session ID: [1166344](#)

**School Nutrition
Comprehensive
Training - Spanish**

Spanish

Session ID: [1166341](#)

Cashier's Training - Reimbursable School Meals - In this hands-on session, learners will master essential cashiering skills through interactive roleplays and real-world scenarios while learning core responsibilities that will prepare them for success.

Food Safety in Schools - 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.

Ready, Set, Review! AR in the Kitchen - Participants will learn key strategies for navigating the onsite portion of the Administrative Review (AR). Frontline kitchen staff will learn what to expect, how to engage with the reviewer, and the critical elements that will be assessed in the kitchen.

Class Descriptions (continued)

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

Session ID: [1166346](#)

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.

USDA Foods for Schools: Ordering for Success

Session ID: [1166351](#)

This training will help SFAs identify the available USDA Entitlement Foods. Understand how USDA Entitlement is calculated and distributed, as well as additional costs associated with running the Food Distribution Program. The participant will learn the requirements, process, advantages, and challenges of operating the DoD Fresh Program within a School Food Authority. Participants will be guided through the recommended steps of forecasting to successfully order USDA Foods.

Verification in the School Nutrition Programs

Session ID: [1166348](#)

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 can I find Summer Workshop classes in escWorks?

Click the Session ID in the Registration Packet to be directed to each session's registration page. In escWorks, look for classes that have 2026 Summer Workshop in the title.

2. When does registration start?

Registration opens May 4, 2026 and continues through June 11, 2026.

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 your ESC Child Nutrition Specialist for assistance.

4. Is a "virtual" option available?

All Summer Workshop classes are face-to-face.

5. Will lunch be served?

No, lunch is on your own for all days of the 2026 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. Please review and update any contact information when registering to ensure all communication from Region 17 ESC is received.

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

It might be a good idea to spread your team throughout the various trainings, 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?

Yes, we have Spanish classes available on all days.

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?

Each district is 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 will be charged a \$50.00 participation fee to attend and may not charge the cost to the nonprofit school lunch program or use federal nutrition funds for the expense.

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

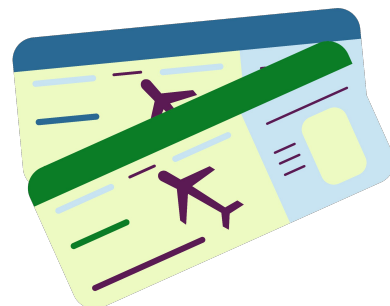
- Each participant will need their individual Region 17 escWorks username and password to register. escWorks accounts from other regions will not be accepted.
- **If you already have an existing escWorks account in the Region 17 system, please DO NOT create a new account.** We will be happy to assist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



Contact your ESC Child Nutrition Specialist for assistance.



Contacts



Region 17 ESC

Katherine Artho
kartho@esc17.net
(806) 281-5809

Tarrah Moreno
tamoreno@esc17.net
(806) 281-5811

Chellee Hill
chill@esc17.net
(806) 281-5835

Region 18 ESC

Kimberli Burrows
kburrows@esc18.net
(432) 567-3233

Dina Madera
dmadera@esc18.net
(432) 567-3285

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.



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711
Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)



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