



LINING UP
for
SCHOOL MEALS



Designed by Region 16



*2018 Child Nutrition
Summer Workshop*
JULY 17-19, 2018
REGION 17 EDUCATION SERVICE CENTER



General Information

Date

July 17-19, 2018

Registration Timeline

- Opens May 1, 2018
- Closes July 6, 2018
- Fee: \$25 per participant
 - This includes daily refreshments, access to Vendor Grab-and-Go tables on Tuesday, and lunch on Wednesday and Thursday.

Location

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

Facility

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

Parking

See the map on page 5 for parking near the South Conference Center.

Individuals with Disabilities

Please contact Agnes Saucedo regarding accommodations for special needs.

General Information

Registration

All registration must be completed online at www.esc17.net. Participants must have an ESCWorks account in order to register. Please see page 10 for detailed instructions.

Sessions

Please refer to the Summer Workshop At a Glance on page 6 to plan your registration. See the Session Descriptions on pages 7-9 for more class details.

Schedule

Tuesday, July 17, 2018

12:00-1:00pm Participant Check-In
1:00-4:00pm Opening Session

Wednesday, July 18, 2018

8:30-3:30pm Sessions
(includes lunch and two breaks)

Thursday, July 19, 2018

8:30-3:30pm Sessions
(includes lunch and two breaks)

Professional Standards Training Requirements

Position	Defined As	Required annual hours of training
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

- Three hotel blocks are available to Summer Workshop participants. You are not required to stay at the listed hotels.
- Ask for the “2018 Region 17 Child Nutrition Summer Conference” and state the group name for your hotel to receive the group rate.
- Provide your school district’s tax exempt form upon arrival.
- The rate listed for each hotel does not include tax.
- A map is enclosed for your convenience.



Hawthorn Suites

- 4435 Marsha Sharp Freeway. Lubbock, TX 79407
- Phone: 806-792-3600
- Group rate: \$85.00
- Group name: 2018 Child Nutrition Summer Conference
- Complimentary breakfast included
- Reservation deadline: July 5, 2018



Hilton Garden Inn

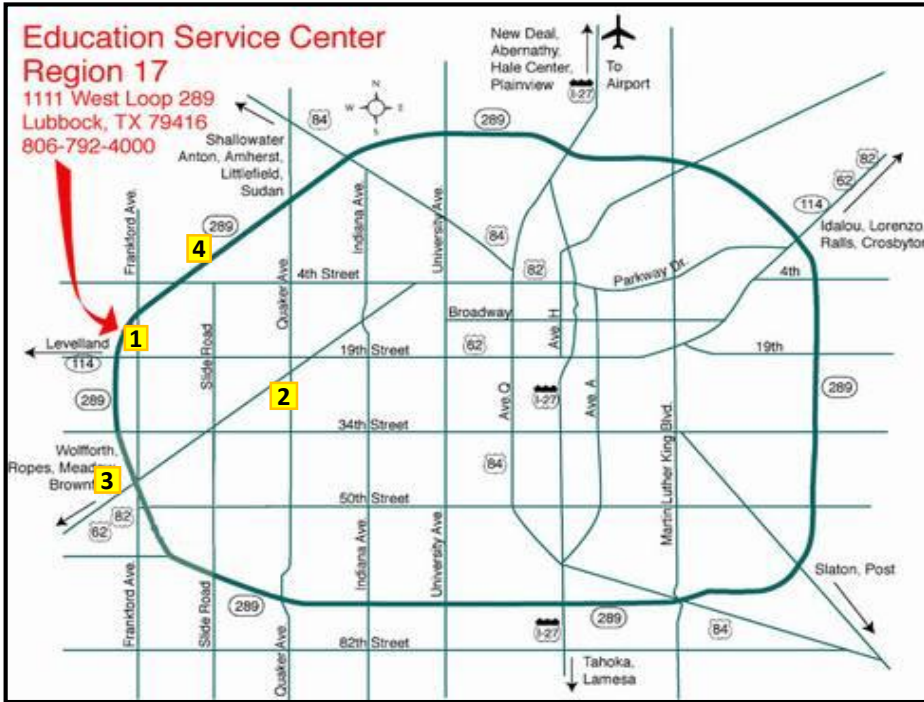
- 6027 45th St. Lubbock, TX 79407
- Phone: 806-776-3900
- Group rate: \$119.00
- Rate does not include breakfast
- Group name: CNC - Child Nutrition Conference
- Reservation deadline: June 16, 2018



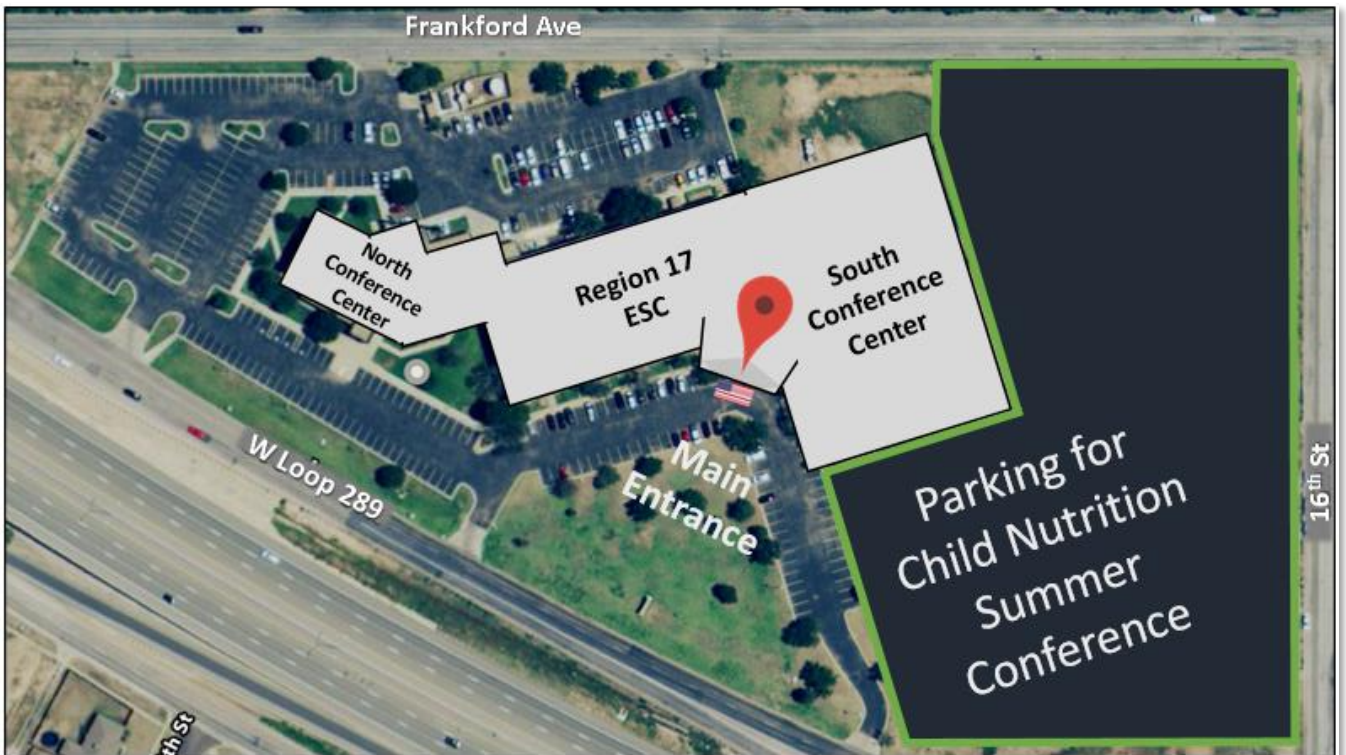
La Quinta Inn and Suites – North

- 5006 Auburn Street. Lubbock, TX 79416
- Phone: 806-749-1600
- Group rate: \$82.00
- Complimentary breakfast included
- Group name: 2018 Child Nutrition Summer Conference
- Reservation deadline: July 1, 2018

Maps



1. Region 17 ESC
2. Hawthorn Suites
3. Hilton Garden Inn
4. La Quinta Inn and Suites - North



2018 Summer Workshop At a Glance

- Each participant must register for **Registration** (Session ID 509056) prior to selecting individual classes.
- Please choose one session each for Wednesday and Thursday.
- If you are attending ServSafe Food Manager's Course, you must register for **both** days (Part 1 and Part 2).
- Please note the sessions in **red**. If you are not attending the Summer Workshop on one or more days, you must select the "Unable to Attend" session for that day in order for your registration to be processed.

Legend

- Required for all participants
- 3-hour session
- 1-day sessions
- 2-day sessions

Tuesday, July 17 12:00 – 4:00pm	Wednesday, July 18 8:30 – 3:30pm	Thursday, July 19 8:30 – 3:30pm
<input type="checkbox"/> Registration (Session 509056) *Participant check-in from 12 - 1pm.		
<input type="checkbox"/> Opening Session (Session 509055)		
	<input type="checkbox"/> It's All About the Tray: OVS (Session 509052)	<input type="checkbox"/> It's All About the Tray: OVS (Session 509063)
	<input type="checkbox"/> Food Production Records (Session 509054)	<input type="checkbox"/> Food Production Records (Session 509065)
	<input type="checkbox"/> Child Nutrition Financial Management 101 (Session 509039)	<input type="checkbox"/> Child Nutrition Financial Management 101 (Session 509049)
	<input type="checkbox"/> Kitchen Math and Other Essentials (Session 509060)	<input type="checkbox"/> Kitchen Math and Other Essentials (Session 509070)
	<input type="checkbox"/> Eligibility Guidance (Session 509051)	<input type="checkbox"/> Eligibility Guidance (Session 509062)
	<input type="checkbox"/> Child Nutrition Director/Manager Orientation (Session 509035)	
	<input type="checkbox"/> Computer Skills: 101 (Session 509027)	
	<input type="checkbox"/> Food Safety with HACCP Principles (<i>Spanish</i>) (Session 509061)	
	<input type="checkbox"/> Food Safety with HACCP Principles (Session 509053)	
	<input type="checkbox"/> Farm Fresh: Garden-Based Learning (Session 509047)	
		<input type="checkbox"/> Meal Patterns (Session 509043)
		<input type="checkbox"/> Fundamentals of USDA Foods (Session 509044)
		<input type="checkbox"/> Smart Snacks and Wellness Policies (Session 570423)
		<input type="checkbox"/> Practical Skills for Preparing Quality Meals (<i>Spanish</i>) (Session 509068)
		<input type="checkbox"/> Menu Planning and MENU Module (Session 509064)
	<input type="checkbox"/> ServSafe Food Manager's Certification – Day 1 of 2 (Session 509037)	<input type="checkbox"/> ServSafe Food Manager's Certification – Day 2 of 2 (Session 509046)
<input type="checkbox"/> Unable to Attend Tuesday (Session 509072)	<input type="checkbox"/> Unable to Attend Wednesday (Session 509073)	<input type="checkbox"/> Unable to Attend Thursday (Session 509075)

All Participants – Tuesday, July 17th

Registration

Session ID:
509056

All participants must register for this session for online registration to be submitted. **Participant check-in will be from 12:00-1:00pm on Tuesday, July 17, in the lobby of the South Conference Center at Region 17 ESC.** Use the main entrance (near flag poles) for quick access to check-in, where you will pick up supplies, visit the Vendor Grab-and Go tables, and make your way to Opening Session.

Audience: Mandatory for all Summer Conference participants

Opening Session

Session ID:
509055

Join us as we welcome you to the 2018 Summer Workshop, recognize outstanding districts, provide Civil Rights training, and announce program updates for the 2018-19 school year.

Audience: All

Session Descriptions – July 18-19th

Please reference the Summer Workshop at a Glance (page 6) for an overall view of the schedule.

Child Nutrition Director/Manager Orientation

Session ID: 509035

This class will offer guidance and resource information for new directors/managers or those needing a refresher in the Child Nutrition Program. Join us for this class as we take you through a year in the life of a Child Nutrition Director/Manager. **Wednesday only.**

Audience: Directors and others with director-level responsibilities
TASN Level 4

Child Nutrition Financial Management: 101

Wednesday Session
ID: 509039

Thursday Session ID:
509049

This class covers a variety of financial management topics such as tracking expenditures/revenues for program and non-program foods, completing the Paid Lunch Equity Tool, Adult Meal Calculator, Resource Management Summary, annual Financial Report, and procurement procedures.

Audience: Administrators, CN Directors, Business Managers
TASN Level 4

Computer Skills: 101

Session ID:
509027

This class covers basic computer operations for those working in school nutrition programs. Participants will become familiar with navigating the SquareMeals website, locating, creating, and uploading documents in TX-UNPS, using Excel to modify Food Production Records, and other skills needed for working with Child Nutrition documents. **Wednesday only.**

Audience: All
TASN Level 2

Eligibility Guidance

Wednesday Session
ID: 509051

Thursday Session ID:
509062

This course addresses reviewing and maintaining applications and determining eligibility for free and reduced-priced meal benefits. Audience: Personnel with direct responsibility for reviewing and/or maintaining applications and eligibility documentation.

TASN Level 3

Session Descriptions *(continued)*

Farm Fresh: Garden-Based Learning

Session ID:
509047

This session will explore the connection between schools, farms, and communities with the objectives of serving healthy meals in school cafeterias; improving student nutrition; and educating children about where their food comes from through educational opportunities as well as supporting local and regional farmers. **Wednesday only.**

Audience: All
TASN Level 2 or 3

Food Production Records

Wednesday Session
ID: 509054
Thursday Session ID:
509065

This course will provide detailed instruction on properly completing Food Production Records for the purpose of forecasting future needs and meeting federal and state documentation requirements.

Audience: Directors, Supervisors, Managers, lead production staff
TASN Level 3 or 4

Food Safety with HACCP Principles

Session ID: 509053

This course explores why food safety is important and gives guidance on how food service personnel can assure the preparation and service of safe foods. Learn about the HACCP system and how it can prevent food handling problems before they happen by controlling possible hazards that can contaminate food as it flows through a facility. **Wednesday only.**

Audience: All
TASN Level 1 or 2

Food Safety with HACCP Principles - Spanish

Session ID: 509061

This course explores why food safety is important and gives guidance on how food service personnel can assure the preparation and service of safe foods. Learn about the HACCP system and how it can prevent food handling problems before they happen by controlling possible hazards that can contaminate food as it flows through a facility. **Wednesday only.**

Audience: All
TASN Level 1 or 2

Fundamentals of USDA Foods

Session ID: 509044

This class covers the basics of the USDA Food Distribution Program (FDP) with an overview of Regular USDA Foods, USDA Foods Processing, the Department of Defense (DoD) Fresh Program, and the DoD Farm to School Program. Topics addressed include USDA Foods, using entitlement, and properly receiving, handling, and storing USDA Foods. **Thursday only.**

Audience: All
TASN Level 1 or 3

It's All About the Tray: OVS

Wednesday Session
ID: 509052
Thursday Session ID:
509063

This course will take the mystery out of reimbursable meals. OVS allows students to decline some of the food offered with the goal of reduced waste and more choices for students. Guidance is provided on identifying a reimbursable meal.

Audience: All
TASN Level 2 or 3

Session Descriptions *(continued)*

Kitchen Math and Other Essentials

Wednesday Session

ID: 509060

Thursday Session ID:

509070

This class reviews basic math calculations related to production. Participants will practice solving math problems involving multiple operations, fractions and decimals. Participants will identify units of measurement, solve for equivalent measures, calculate serving sizes, and adjust recipes.

Audience: All

TASN Level 2 or 3

Meal Patterns

Session ID: 509043

This course teaches meal patterns and food-based menu planning, lunch and breakfast meal patterns, dietary specifications, and offer versus serve. The PreK meal pattern for schools will also be taught. **Thursday only.**

Audience: All

TASN Level 3

Menu Planning and MENU Module

Session ID: 509064

This class teaches how to plan a menu and techniques to increase student acceptance. The course will give an overview of MENU Module, a web-based system for menu planning, production, nutrition analysis, and cost analysis. Finally, the class will focus on working with the regionally developed Cycle Menu to customize it for your district and perfect your use of the recipes and production records. Participants should leave equipped to customize the Cycle Menu and stay in compliance. **Thursday only.**

Audience: Directors, Menu Planners, and Managers

TASN Level 3

Practical Skills for Preparing Quality Meals - Spanish

Session ID: 509068

This course will take you through essential topics for day-to-day operation of Child Nutrition Programs, including Food Production Records, Kitchen Math, Food Buying Guide, and Meal Presentation. **Thursday only.**

Audience: All

TASN Level 2 or 4

ServSafe Food Manager's Certification

Day 1 Session ID:

509037

Day 2 Session ID:

509046

Enhance your knowledge and skills in food safety and sanitation, HACCP systems, and proper management of the food service facility. The Food Manager's Examination will be administered at the end of the second day of class. Upon successful completion of the course and exam, participants will receive a ServSafe Food Manager's Certificate valid for 5 years.

Participants must register for both days of this 2-day class to receive credit.

Audience: Directors and Managers

TASN Level 3-5

Smart Snacks and Wellness Policies

Session ID: 570423

This class will cover the rules and regulations for a la carte food and beverage sales, known as Smart Snacks. Additionally, this course will cover wellness policies and focus on factors that create and maintain a healthy school environment by establishing, evaluating, and maintaining a local School Wellness Policy and Plan. **Thursday only.**

Audience: Directors, Managers, and Administrators

TASN Level 3

Registration Information

- Registration must be completed individually at www.esc17.net.
- Each participant must use their own ESCWorks username and password to complete registration and obtain certificates following the conference.
- There is no longer an option to enroll multiple participants at the same time (multi-enroll).
- Registration fee: \$25 per person
- Deadline for registration: **July 6, 2018**

Payment

- Method of Payment must be indicated to complete online registration.
 - Payment can be made by Purchase Order, Personal Check, School District Check, or credit card.
- Make PO/checks payable to Region 17 ESC Child Nutrition.
- Payments can be mailed to:
Agnes Saucedo
Region 17 ESC
1111 W. Loop 289
Lubbock, TX 79416

Confirmation:

- Each participant will receive a Registration Confirmation by email after submitting his/her conference registration. Print this page and bring it with you to Participant Check-in on July 17, 2018.
- Each participant will receive a final conference itinerary upon check-in.

Cancellation Policy:

- Refunds will be made in the following circumstances:
 - If Region17 ESC cancels the conference
 - If notice of cancellation by a registrant is received in writing by July 6, 2018

For assistance, contact Agnes Saucedo
(asaucedo@esc17.net, 806-281-5803).

Online Registration Instructions

- You need your email address and ESCWorks password to register.
- If you already have an existing ESCWorks account, please DO NOT create a new account. We will be happy to assist you in locating the existing account username. 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 third option in the brown bar).
3. Click on the yellow “Sign In” button on the left, and enter your ESCWorks username and password.
4. Once you have logged in, select “Conferences” from the blue menu on left side.
5. Click on “Region 17 ESC Child Nutrition Summer Conference 2018”.
6. Choose the sessions you want to attend by clicking the grey “Select” button for each session. You will have to select one session for each day of the conference.
7. At the bottom of the list of sessions, enter your email address and click “Add to Cart.” If your selections were successfully saved, you will see a statement at bottom of the screen informing you that the registration has been added to your cart.
8. Click on the **blue text** that says “Click Here” to view your cart and complete the checkout process:

Attendee Email Address:

Registration for Jane Doe has been added to your cart. To add additional attendees please select additional breakouts and enter another email address.

To view your cart and complete the checkout process, please [click here](#)

9. Review your Shopping Cart and click “Check out”.
10. Verify your organization information, click the “I certify” box, and click “Continue”. Select a payment method and click “**Complete Checkout.**”
11. You are now viewing the confirmation screen, and your registration has been successfully completed. Review the sessions you have selected.
12. Participants do not have the capability to adjust their registration. You will need to contact Agnes Saucedo to change any part of your registration. All changes must be made by July 6, 2018.
13. A confirmation will be automatically emailed to you. Please keep a printed copy to bring with you on July 17, 2018, and give a copy to your Child Nutrition Director.
14. If you do not receive a confirmation email within 24 hours, please contact Agnes Saucedo to confirm that your registration was received.

Creating a new ESCWorks account:

1. Go to www.esc17.net.
2. Click on “Workshops” (the third option in the brown bar).
3. Click on “New Users” from the blue menu on the left side.
4. Complete all information and click “Save Record.”
5. You are now ready to register for the Summer Conference. Follow the instructions above for existing ESCWorks accounts.

Contacts

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Agnes Saucedo

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- 806-281-5803

Visit our website: www.esc17.net

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(1) mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
(2) fax: (202) 690-7442; or
(3) email: program.intake@usda.gov.

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