



Health and Nutrition Services
Arizona Department of Education

TRAINING CURRICULUM

School Nutrition Programs

Updated June 2026

TABLE OF CONTENTS



3 OVERVIEW

4 NEW DIRECTOR
CURRICULUM

9 EXPERIENCED DIRECTOR
CURRICULUM

14 STUDENT ELIGIBILITY
SPECIALIST CURRICULUM

18 MENU PLANNER
CURRICULUM

23 KITCHEN MANAGER
CURRICULUM

27 KITCHEN STAFF
CURRICULUM

29 PROCUREMENT SPECIALIST
CURRICULUM

31 WELLNESS COORDINATOR/
NUTRITION EDUCATOR
CURRICULUM



OVERVIEW

TRAINING FOR CNP OPERATORS



As a child nutrition professional, you are tasked with balancing knowledge and implementation of program regulations and managing the staffing and finances of your operation, while also meeting the needs of your community and the desire to serve the healthiest foods to your students. Arizona Department of Education (ADE) Health and Nutrition Services (HNS) is dedicated to providing child nutrition professionals with training to support you and your teams' professional learning needs to fulfill annual training requirements, support program integrity, and elevate Child Nutrition Programs across Arizona.

Because the trainings offered are vast in quantity and diverse in content, ADE has drafted specialized curricula based on job duties to help directors get started creating training plans. Each curriculum provides suggested trainings relevant to a specific role: **New Director, Experienced Director, Student Eligibility Specialist, Menu Planner, Kitchen Manager, Kitchen Staff, Procurement Specialist, and Wellness Coordinator/Nutrition Educator.** Each curriculum includes a list of recommended trainings offered by [HNS](#) and the [Institute of Child Nutrition \(ICN\)](#), the format of each training, the Professional Standards hours each training provides, and where to access the training or registration.

Most Local Educational Agencies (LEAs) operate differently, so multiple curricula may apply to one individual. For example, if you are a director who also plans the menus, you should take trainings listed in the menu planner curriculum. No one individual is expected to complete every training listed on their curriculum. Each employee has the flexibility to alter the training plan to fit his or her individual training needs.

To minimize the amount of time our customers need to be away from the office, ADE will be providing trainings via e-learning formats: online trainings, and live and recorded webinars. Live webinars will be announced in our monthly HNS Events Forecast, which is sent to all [email subscribers](#) at the beginning of each month. An email will also be sent when a webinar recording or new online training becomes available. Live webinars may be registered for in the [ADE Professional Learning and Development \(APLD\)](#).

LIVE WEBINARS

Live webinars allow attendees to interact with the trainer(s) and ask questions. All live webinars are recorded and are posted on the CACFP Online Training Library after the live event.

ONLINE TRAININGS

Online trainings are self-paced and available 24/7. How-To Guides walk attendees step by step through how to complete a task, while Online Courses provide guidance on a particular topic.

WORKSHOPS

In-person workshops are offered to provide sponsors with hands-on learning opportunities. These workshops are available through APLD, and sponsors can register for upcoming sessions there.

To access HNS' complete catalog of trainings on NSLP and SBP operations, please visit the [NSLP Training Webpage](#).

TRAINING CURRICULUM

NEW DIRECTOR



JOB DESCRIPTION

This training curriculum is an exhaustive list of trainings available through HNS and the Institute of Child Nutrition (ICN) that may be appropriate for those individuals who fill the role of School Nutrition Programs Director and have been in this role for ***less than two years***. Typical job duties may include:

- Oversees all aspects of the Child Nutrition Programs
- Establishes customer service policies that focus on value and satisfaction
- Establishes procedures to ensure high quality food is prepared and served in a sanitary and safe environment
- Establishes measurable financial objectives and goals for the Child Nutrition Programs
- Ensures compliance with all local, state, and federal laws, regulations, and policies
- Employs management techniques to maintain effective and efficient Child Nutrition Programs
- Uses current research on health and nutrition-related trends and food service management developments to initiate innovative program changes and expansions
- Establishes standards for the professional development of the Child Nutrition Program personnel
- Assists with designing and planning facilities that ensure high quality customer service, wholesome food production, and efficient workflow
- Develops a marketing plan to attract students, parents, teachers, administrators, support staff, and community members

Please note:

Job duties for each role often vary from LEA to LEA; therefore, the trainings provided on this list may not be sufficient for every director. Review the job duties for the additional training curricula provided, as some of your specific job duties may fall under another curriculum. For example, if you are a director who also plans the menus, you may benefit from training included in the menu planner curriculum.

TRAINING CURRICULUM

NEW DIRECTOR



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
<u>Orientation to the National School Lunch Program</u>	Online Training <i>(recommend taking ASAP)</i>	2.00	Online Training Library: Administration
<u>Staying on Track Webinar Series</u>	Webinar <i>(recommend attending monthly webinar series)</i>	1.00	Live Webinar: Register in APLD Slides and Recordings: Staying on Track Webinar Webpage
<u>Step-by-Step Instruction: How to Submit Site and Sponsor Applications in CNPWeb</u>	Online Training <i>(recommend taking ASAP)</i>	1.50	Online Training Library: Administration
<u>Designing Your Employee Training Plan: A Course for School Nutrition Directors</u>	Online Training <i>(recommend taking ASAP)</i>	1.50	Online Training Library: Administration
<u>Step-by-Step Instruction: How to Submit a Claim in CNPWeb</u> <i>(claiming guidance specific to NSLP; trainings also available for sites that operate Special Assistance Provisions 2 or 3 or Community Eligibility Provision (CEP))</i>	Online Training <i>(recommend taking before submitting your first reimbursement claim)</i>	0.75	Online Training Library: Counting & Claiming
<u>Step-by-Step Instruction: How to Complete Daily Edit Checks</u>	Online Training <i>(recommend taking before the school year begins)</i>	1.00	Online Training Library: Counting & Claiming
<u>Civil Rights Compliance in Child Nutrition Programs</u> <i>*Required for all employees every year</i>	Online Training <i>(recommend taking July-September)</i>	1.00	Civil Rights Webpage: Training
<u>Step-by-Step Instruction: How to File a Civil Rights Complaint</u>	Online Training <i>(recommend taking ASAP)</i>	0.25	Civil Rights Webpage: Training
<u>Step-by-Step Instruction: How to Complete the Civil Rights Compliance Form</u>	Online Training <i>(recommend taking before December 15th)</i>	0.50	Civil Rights Webpage: Training
<u>HR Series - Communication Skills for Managers</u>	Online Training	4.00	ICN eLearning Portal <i>(Free ICN account required)</i>

TRAINING CURRICULUM

NEW DIRECTOR



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
Food Safety in Schools <i>*At least 8 hours of food safety training is required every five years prior to the director's starting date or completed within 30 days of the start date</i>	Online Training	8.00	ICN eLearning Portal (Free ICN account required)
Step-by-Step Instruction: How to Create a Brown Box Catalog Requisition <i>Recommended if your LEA participates in the USDA Foods in Schools program</i>	Quick Guide	N/A	Online Training Library: USDA Foods Program Administration
Step-by-Step Instruction: How to Create a Processing Catalog Requisition <i>Recommended if your LEA participates in the USDA Foods in Schools program</i>	Quick Guide	N/A	Online Training Library: USDA Foods Program Administration
Step-by-Step Instruction: How to Create a Surplus Catalog Requisition <i>Recommended if your LEA participates in the USDA Foods in Schools program</i>	Online Training	0.25	Online Training Library: USDA Foods Program Administration
Step-by-Step Instruction: How to Schedule a Shipment and Complete a Shipment Verification <i>Recommended if your LEA participates in the USDA Foods in Schools program</i>	Online Training	0.50	Online Training Library: USDA Foods Program Administration
Smart Snacks and Competitive Foods in Arizona	Online Training <i>(recommend taking early in the school year)</i>	0.50	Online Training Library: Smart Snacks
Procurement Basics <i>*Required annually for all program directors, management, and staff members tasked with NSLP procurement responsibilities</i>	Online Training <i>(recommend taking before school starts)</i>	2.50	Online Training Library: Procurement
Meal Counting Do's and Don'ts	Recorded Webinar	1.00	Online Training Library: Counting & Claiming
CN Labels & Product Formulation Statements	Recorded Webinar	0.75	Online Training Library: Menu Planning

TRAINING CURRICULUM

NEW DIRECTOR



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
<u>Step-by-Step Instruction: How to Develop a School Food Safety Program Based on the Process Approach to HACCP Principles</u>	Online Training	0.75	Online Training Library: Food Safety
<u>Procurement of Food & the Geographic Preference Expansion</u>	Online Training	1.00	Online Training Library: Procurement
<u>How to Complete the Food Service Annual Financial Report</u>	Recorded Webinar	1.00	Online Training Library: Resource/Financial Management <i>Recording & Slides</i>
<u>Navigating Grants Management Enterprise for Health and Nutrition Services Grants</u>	Online Training	0.15	Online Training Library: Resource/Financial Management
<u>Introduction to CNP MyFoods</u>	Recorded Webinar	1.00	Online Training Library: USDA Foods Program Operations <i>Recording & Slides</i>
<u>Orientation to the Fresh Fruit and Vegetable Program</u>	Online Training	1.00	Online Training Library: Fresh Fruit and Vegetable Program
<u>Step-by-Step Instruction: How to Determine Adult Meal Prices Using the Adult Meal Pricing Tool</u>	Online Training	1.00	Online Training Library: Resource/Financial Management
<u>Food Allergy Management & NSLP Compliance: A Practical Guide for School Kitchens</u>	Online Training	1.00	Online Training Library: Resource/Financial Management

TRAINING CURRICULUM

NEW DIRECTOR



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
<u>What Schools Need to Know About the Arizona Healthy Schools Act</u>	Online Training	1.00	Online Training Library: Operations
<u>How to Plan a Breakfast Menu</u>	Online Training	1.00	Online Training Library: Menu Planning
<u>How to Plan a Lunch Menu</u>	Online Training	1.00	Online Training Library: Menu Planning
<u>New Director: National School Lunch Program Workshop</u>	Workshop	4.00	Register in APLD

TRAINING CURRICULUM

EXPERIENCED DIRECTOR



JOB DESCRIPTION

This training curriculum is an exhaustive list of trainings available through HNS and the Institute of Child Nutrition (ICN) that may be appropriate for those individuals who fill the role of School Nutrition Programs Director and have been in this role for **two or more years**.

Typical job duties may include:

- Oversees all aspects of the Child Nutrition Programs
- Establishes customer service policies that focus on value and satisfaction
- Establishes procedures to ensure high quality food is prepared and served in a sanitary and safe environment
- Establishes measurable financial objectives and goals for the Child Nutrition Programs
- Ensures compliance with all local, state, and federal laws, regulations, and policies
- Employs management techniques to maintain effective and efficient Child Nutrition Programs
- Uses current research on health and nutrition-related trends and food service management developments to initiate innovative program changes and expansions
- Establishes standards for the professional development of the Child Nutrition Program personnel
- Assists with designing and planning facilities that ensure high quality customer service, wholesome food production, and efficient workflow
- Develops a marketing plan to attract students, parents, teachers, administrators, support staff, and community members

Please note:

Job duties for each role often vary from LEA to LEA; therefore, the trainings provided on this list may not be sufficient for every director. Review the job duties for the additional training curricula provided, as some of your specific job duties may fall under another curriculum. For example, if you are a director who also plans the menus, you may benefit from training included in the menu planner curriculum.

TRAINING CURRICULUM

EXPERIENCED DIRECTOR



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
<u>Civil Rights Compliance in Child Nutrition Programs</u> <i>*Required for all employees every year</i>	Online Training <i>(recommend taking July-September)</i>	1.00	Civil Rights Webpage: Training
<u>Staying on Track Webinar Series</u>	Webinar <i>(recommend attending monthly webinar series)</i>	1.00	Live Webinar: Register in APLD Slides and Recordings: Staying on Track Webinar Webpage
<u>upLIFT Webinar Series</u>	Webinar <i>(recommend attending monthly webinar series)</i>	0.50	Live Webinar: Register in APLD Slides and Recordings: upLIFT Webpage
<u>What to Expect: Administrative Review</u> <i>*Recommended if your LEA will receive an Administrative Review in the upcoming SY</i>	Online Training	1.00	NSLP Webpage: Reviews Conducted by State Agency
<u>Procurement Basics</u> <i>*Required annually for all program directors, management, and staff members tasked with NSLP procurement responsibilities</i>	Online Training <i>(recommend taking before school starts)</i>	2.50	Online Training Library: Procurement
<u>Food Safety in Schools</u> <i>*At least 8 hours of food safety training is required every five years for directors hired after July 1, 2015</i>	Online Training	8.00	ICN eLearning Portal <i>(Free ICN account required)</i>
<u>Professional Standards 101</u> <i>*Recommended as a refresher course</i>	Recorded Webinar	1.00	Online Training Library: Administration
<u>Meal Counting Do's and Don'ts</u>	Recorded Webinar	1.00	Online Training Library: Counting & Claiming
<u>Starting a Salad Bar, Part 1: The Why</u>	Recorded Webinar	0.50	Online Training Library: Nutrition
<u>Starting a Salad Bar, Part 2: The How</u>	Recorded Webinar	0.50	Online Training Library: Operations

TRAINING CURRICULUM

EXPERIENCED DIRECTOR



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
<u>HR Series - Dealing with Difficult People and Situations</u>	Online Training	3.00	ICN eLearning Portal (Free ICN account required)
<u>Step-by-Step Instruction: How to Apply for At-Risk Afterschool Meals for School Food Authorities</u>	Online Training	0.50	Afterschool Feeding Webpage : How-To Guides
<u>Operating At-Risk Afterschool Meals for School Food Authorities</u>	Online Training	0.50	Afterschool Feeding Webpage : Online Course
<u>Food Allergy Management & NSLP Compliance: A Practical Guide for School Kitchens</u>	Online Training	1.00	Online Training Library : Resource/Financial Management
<u>What Schools Need to Know About the Arizona Healthy Schools Act</u>	Online Training	1.00	Online Training Library : Operations
<u>Implementing Alternative Service Models in Your School Breakfast Program</u>	Recorded Webinar	1.00	Online Training Library : School Breakfast Administration
<u>Equipment for Your School Breakfast Program</u>	Recorded Webinar	1.00	Online Training Library : School Breakfast Administration
<u>Promoting Your Child Nutrition Programs</u>	Recorded Webinar	1.00	Online Training Library : Communications & Marketing
<u>#PlanYourBrand: Branding Your School Nutrition Programs</u>	Recorded Webinar	0.50	Online Training Library : Communications & Marketing
<u>HR Series - Communication Skills for Managers</u>	Online Training	4.00	ICN eLearning Portal (Free ICN account required)

TRAINING CURRICULUM

EXPERIENCED DIRECTOR



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
<u>Step-by-Step Instruction: How to Complete the Capital Expenditure Pre-Approval Request Form</u>	Online Training	0.25	Online Training Library: Resource/Financial Management
<u>Step-by-Step Instruction: How to Complete the Non-Program Food Revenue Tool</u>	Online Training	0.75	Online Training Library: Resource/Financial Management
<u>Step-by-Step Instruction: How to Create a Brown Box Catalog Requisition</u> <i>Recommended if your LEA participates in the USDA Foods in Schools program</i>	Quick Guide	N/A	Online Training Library: USDA Foods Program Administration
<u>Step-by-Step Instruction: How to Create a Processing Catalog Requisition</u> <i>Recommended if your LEA participates in the USDA Foods in Schools program</i>	Quick Guide	N/A	Online Training Library: USDA Foods Program Administration
<u>Step-by-Step Instruction: How to Create a Surplus Catalog Requisition</u> <i>Recommended if your LEA participates in the USDA Foods in Schools program</i>	Online Training	0.25	Online Training Library: USDA Foods Program Administration
<u>Step-by-Step Instruction: How to Schedule a Shipment and Complete a Shipment Verification</u> <i>Recommended if your LEA participates in the USDA Foods in Schools program</i>	Online Training	0.50	Online Training Library: USDA Foods Program Administration
<u>CN Labels & Product Formulation Statements</u>	Recorded Webinar	0.75	Online Training Library: Menu Planning
<u>How to Complete the Food Service Annual Financial Report</u>	Recorded Webinar	1.00	Online Training Library: Resource/Financial Management

TRAINING CURRICULUM

EXPERIENCED DIRECTOR



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
<u>Preparing for Your Administrative Review Workshop: NSLP</u>	Workshop	2.50	Register in APLD
<u>Preparing for Your Administrative Review Workshop: NSLP Special Provision Option</u>	Workshop	2.50	Register in APLD
<u>Financial Management: NSLP</u>	Workshop	4.00	Register in APLD
<u>Food Production Workshop</u>	Workshop	3.00	Register in APLD
<u>Smart Strategies: Maximizing USDA Foods in Arizona Schools Workshop</u>	Workshop	5.00	Register in APLD
<u>Submitting the School Year Verification Summary Report for School Food Authorities</u>	Online Training <i>*Taken in December</i>	1.00	Register in APLD
<u>Verification Review for School Year</u>	Online Training <i>*Taken in September</i>	1.00	Register in APLD

TRAINING CURRICULUM

STUDENT ELIGIBILITY SPECIALIST



JOB DESCRIPTION

This training curriculum is an exhaustive list of trainings available through HNS that may be appropriate for those individuals who fill the role of the student eligibility coordinator. Typical job duties may include:

- Distributes, collects, and certifies household applications for the school meal programs
- Maintains a Benefit Issuance Document (BID) to track students' eligibility for free and reduced-price meals
- Conducts direct certification to certify categorically eligible children for free meals that participate in means-tested nutrition programs
- Communicates with families to notify them of their eligibility for free or reduced-price meals
- Conducts verification activities according to USDA guidance

Please note:

Job duties for each role often vary from LEA to LEA; therefore, the trainings provided on this list may not be sufficient for every director. Review the job duties for the additional training curricula provided, as some of your specific job duties may fall under another curriculum. For example, if you are a student eligibility specialist who also submits the monthly claim, you may benefit from training included in the new director curriculum.

TRAINING CURRICULUM

STUDENT ELIGIBILITY SPECIALIST



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
<u>Civil Rights Compliance in Child Nutrition Programs</u> <i>*Required for all employees every year</i>	Online Training <i>(recommend taking July-September)</i>	1.00	Civil Rights Webpage: Training
<u>Staying on Track Webinar Series</u> <i>(Recommend attending September, October, and March webinars, at a minimum, for content specific to student eligibility/verification)</i>	Webinar <i>(offered monthly)</i>	1.00	Live Webinar: Register in APLD Slides and Recordings: Staying on Track Webinar Webpage
<u>Boost Your Eligibility Ability</u>	Recorded Webinar	1.50	Online Training Library: Certification & Benefit Issuance
<u>Step-by-Step Instruction: How to Process Household Applications</u>	Online Training <i>(recommend taking in July)</i>	1.50	Online Training Library: Certification & Benefit Issuance
<u>Step-by-Step Instruction: How to Create a Benefit Issuance Document</u>	Online Training <i>(recommend taking in July)</i>	1.00	Online Training Library: Certification & Benefit Issuance
<u>Step-by-Step Instruction: How to Identify Household Applications That Are Error-Prone</u>	Online Training <i>(recommend taking in July)</i>	0.50	Online Training Library: Certification & Benefit Issuance
<u>Step-by-Step Instruction: Introduction to CNP Direct Certification in CNP Direct Certification/Direct Verification</u>	Online Training <i>(recommend taking in July)</i>	0.50	Online Training Library: Certification & Benefit Issuance
<u>Step-by-Step Instruction: How to Directly Certify a Partial Match</u>	Online Training <i>(recommend taking in July)</i>	0.50	Online Training Library: Certification & Benefit Issuance

TRAINING CURRICULUM

STUDENT ELIGIBILITY SPECIALIST



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
<u>Step-by-Step Instruction: How to Conduct Direct Certification Using State Match</u>	Online Training <i>(recommend taking in July)</i>	0.25	Online Training Library: Certification & Benefit Issuance
<u>Step-by-Step Instruction: How to Conduct Direct Certification Using File Upload</u>	Online Training <i>(recommend taking in July)</i>	0.50	Online Training Library: Certification & Benefit Issuance
<u>Step-by-Step Instruction: How to Conduct Direct Certification Using Individual Student Lookup</u>	Online Training <i>(recommend taking in July)</i>	0.50	Online Training Library: Certification & Benefit Issuance
<u>Step-by-Step Instruction: How to Complete Direct Certification Using Medicaid Data</u>	Online Training <i>(recommend taking in July)</i>	0.25	Online Training Library: Certification & Benefit Issuance
<u>Step-by-Step Instruction: How to Conduct Direct Certification Using Other Documentation</u>	Online Training <i>(recommend taking in July)</i>	0.50	Online Training Library: Certification & Benefit Issuance
<u>Direct Certification Best Practices</u>	Recorded Webinar <i>(recommend taking in July)</i>	0.50	Online Training Library: Certification & Benefit Issuance
<u>Verification Review</u>	Online Training <i>(recommend taking in September)</i>	2.00	Online Training Library: Verification
<u>Step-by-Step Instruction: How to Submit the Second Review of Applications Report in CNP Verification Reporting</u>	Online Training <i>(recommend taking in September/October)</i>	0.50	Online Training Library: Verification
<u>Step-by-Step Instruction: How to Conduct Direct Verification</u>	Online Training <i>(recommend taking in September/October)</i>	1.50	Online Training Library: Verification
<u>Optimizing CNP Direct Certification: Maximizing Student Eligibility Matches</u>	Online Training <i>(recommend taking in September/October)</i>	1.00	Online Training Library: Verification

TRAINING CURRICULUM

STUDENT ELIGIBILITY SPECIALIST



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
<u>Using the Alternative Form for Income-based Eligibility when Operating a Special Provision Option</u>	Quick Guide	N/A	Online Training Library: Special Assistance Provisions: Application and Operation
<u>How to Complete the Free and Reduced-Price Policy Statement</u>	Quick Guide	N/A	Online Training Library: Certification and Benefit Issuance

TRAINING CURRICULUM

MENU PLANNER



JOB DESCRIPTION

This training curriculum is an exhaustive list of trainings available through HNS and the Institute of Child Nutrition (ICN) that may be appropriate for those individuals who fill the role of the menu planner. Typical job duties may include:

- Develops cost-effective menus that maintain nutrition integrity and meet all local, state, and federal guidelines and regulations
- Assesses customer preferences, industry trends, and current research to plan menus that encourage participation in the Child Nutrition Programs
- Works with school staff, teachers, parents, and physicians to plan menus for children with special dietary needs
- Ensures all competitive foods sold on campus during the school day meet all local, state, and federal guidelines and regulations
- Maintains documentation to support menu compliance

Please note:

Job duties for each role often vary from LEA to LEA; therefore, the trainings provided on this list may not be sufficient for every director. Review the job duties for the additional training curricula provided, as some of your specific job duties may fall under another curriculum. For example, if you are a menu planner who also leads the Wellness Committee, you may benefit from training included in the wellness coordinator/nutrition educator curriculum.

TRAINING CURRICULUM

MENU PLANNER



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
<u>Civil Rights Compliance in Child Nutrition Programs</u> <i>*Required for all employees every year</i>	Online Training <i>(recommend taking July-September)</i>	1.00	Civil Rights Webpage: Training
<u>Step-by-Step Instruction: How to Plan a Breakfast Menu</u>	Online Training	1.50	Online Training Library: Menu Planning
<u>Step-by-Step Instruction: How to Plan a Lunch Menu</u>	Online Training	2.50	Online Training Library: Menu Planning
<u>upLIFT Webinar Series</u>	Webinar <i>(recommend attending monthly webinar series)</i>	0.50	Live Webinar: Register in APLD Slides and Recordings: upLIFT Webpage
<u>Managing Food Allergies in SNPs</u>	Online Training	2.00	ICN eLearning Portal (Free ICN account required)
<u>Strategies for Planning Inclusive and Safe School Meals</u>	Recorded Webinar	1.00	ICN eLearning Portal (Free ICN account required)
<u>Step-by-Step Instruction: How to Complete the Medical Statement for Students with Special Dietary Accommodations</u>	Online Training	0.50	Online Training Library: Menu Planning
<u>The What, Why and How of Smart Snacks</u>	Recorded Webinar	1.00	Online Training Library: Menu Planning
<u>Salad Bars in School Nutrition Programs</u>	Recorded Webinar	1.00	Online Training Library: Menu Planning
<u>CN Labels & Product Formulation Statements</u>	Recorded Webinar	0.75	Online Training Library: Menu Planning
<u>Step-by-Step Instruction: How to Plan a Supper Menu Using the NSLP Meal Pattern</u>	Online Training	2.00	Afterschool Feeding Webpage: How-To Guides
<u>Baby Steps to a Better Menu</u>	Recorded Webinar	0.50	Online Training Library: Menu Planning

TRAINING CURRICULUM

MENU PLANNER



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
<u>Step-by-Step Instruction: How to Plan a Supper Menu Using the CACFP Meal Pattern</u>	Online Training	1.50	Afterschool Feeding Webpage: How-To Guides
<u>Step-by-Step Instruction: How to Plan a Snack Menu for the Afterschool Care Snack Program</u>	Online Training	0.75	Online Training Library: Menu Planning
<u>Preschool Meal Pattern for School Food Authorities</u>	Recorded Webinar	1.00	Online Training Library: Menu Planning
<u>Standout Story: Whole Grains</u>	Recorded Webinar	0.50	Online Training Library: Menu Planning
<u>What to Look For: Nutrition Facts Labels and Ingredient Lists</u>	Recorded Webinar	0.50	Online Training Library: Menu Planning
<u>Implementing Alternative Service Models in Your School Breakfast Program</u>	Recorded Webinar	1.00	Online Training Library: School Breakfast Administration
<u>Breakfast in the Classroom Toolkit</u>	Toolkit	N/A	Online Training Library: School Breakfast Administration
<u>Grab 'N' Go Breakfast Toolkit</u>	Toolkit	N/A	Online Training Library: School Breakfast Administration
<u>Second Chance Breakfast Toolkit</u>	Toolkit	N/A	Online Training Library: School Breakfast Administration
<u>Creating Your Road Map to School Menu Planning Success!</u>	Recorded Webinar	1.00	USDA's Team Nutrition
<u>Menu Planning for the NSLP Afterschool Snack Service</u>	Recorded Webinar	0.25	USDA's Team Nutrition
<u>Nuts and Seeds Flexibilities in School Meals</u>	Recorded Webinar	0.25	USDA's Team Nutrition

TRAINING CURRICULUM

MENU PLANNER



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
<u>School Breakfast Menu Flexibilities: Grains and Meats/Meat Alternates and Substituting Vegetables for Fruit</u>	Recorded Webinar	0.25	USDA's Team Nutrition
<u>School Lunch Menu Flexibilities: Beans, Peas, and Lentils</u>	Recorded Webinar	0.25	USDA's Team Nutrition
<u>Defining Added Sugars and How to Find Them On a Nutrition Facts Label</u>	Recorded Webinar	0.25	USDA's Team Nutrition
<u>Choosing Yogurt That Is Lower in Added Sugars</u>	Recorded Webinar	0.25	USDA's Team Nutrition
<u>Choosing Breakfast Cereals That Are Lower in Added Sugars</u>	Recorded Webinar	0.25	USDA's Team Nutrition
<u>Identifying Top Sources of Added Sugars and Simple Swaps</u>	Recorded Webinar	0.25	USDA's Team Nutrition
<u>Choosing Flavored Milk That Is Lower in Added Sugars</u>	Recorded Webinar	0.25	USDA's Team Nutrition
<u>Reducing Added Sugars at School Breakfast: Menu Planning Tips</u>	Recorded Webinar	0.25	USDA's Team Nutrition
<u>Reducing Added Sugars in Recipes</u>	Recorded Webinar	0.25	USDA's Team Nutrition
<u>Using Nutrient Analysis Software for Added Sugars</u>	Recorded Webinar	0.25	USDA's Team Nutrition
<u>School Lunch Flexibilities: Beans, Peas, and Lentils</u>	Recorded Webinar	1.00	USDA's Team Nutrition

TRAINING CURRICULUM

MENU PLANNER



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
<u>Food Allergy Management & NSLP Compliance: A Practical Guide for School Kitchens</u>	Online Training	1.00	Online Training Library: Resource/Financial Management

TRAINING CURRICULUM

KITCHEN MANAGER



JOB DESCRIPTION

This training curriculum is an exhaustive list of trainings available through HNS and the Institute of Child Nutrition (ICN) that may be appropriate for those individuals who fill the role of the kitchen manager. Typical job duties may include:

- Oversees the day-to-day food service operations at a school site
- Enforces procedures that ensure high quality food is prepared and served in a sanitary and safe environment
- Enforces customer service policies that focus on value and satisfaction with the food and meal service experience
- Assists with training and management of school kitchen staff
- Executes menus as planned to maintain quality standards and ensure cost-effectiveness and customer satisfaction
- Maintains standards for receiving and storing food and non-food supplies
- Oversees the counting and claiming of reimbursable meals served to students

Please note:

Job duties for each role often vary from LEA to LEA; therefore, the trainings provided on this list may not be sufficient for every director. Review the job duties for the additional training curricula provided, as some of your specific job duties may fall under another curriculum. For example, if you are a kitchen manager who also plans the menus, you may benefit from training included in the menu planner curriculum.

TRAINING CURRICULUM

KITCHEN MANAGER



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
<u>Civil Rights Compliance in Child Nutrition Programs</u> <i>*Required for all employees every year</i>	Online Training <i>(recommend taking July-September)</i>	1.00	Civil Rights Webpage: Training
<u>Step-by-Step Instruction: How to Complete Daily Edit Checks</u>	Online Training <i>(recommend taking before school starts)</i>	1.00	Online Training Library: Counting & Claiming
<u>Production Record Overview</u>	Recorded Webinar <i>(recommend taking before school starts)</i>	0.50	Online Training Library: Operations
<u>Meal or No Meal</u>	Online Training <i>(recommend facilitating with staff as a group)</i>	0.25	Online Training Library: Operations
<u>Meal or No Meal: Breakfast Edition</u>	Online Training <i>(recommend facilitating with staff as a group)</i>	0.25	Online Training Library: Operations
<u>Focus on the Customer for School Nutrition Managers</u>	Online Training	4.00	ICN eLearning Portal (Free ICN account required)
<u>Inventory Management - Controlling Cost</u>	Online Training	1.00	ICN eLearning Portal (Free ICN account required)
<u>Food Safety in Schools</u>	Online Training	8.00	ICN eLearning Portal (Free ICN account required)
<u>HR Series - Communication Skills for Managers</u>	Online Training	4.00	ICN eLearning Portal (Free ICN account required)
<u>Implementing Alternative Service Models in Your School Breakfast Program</u>	Recorded Webinar	1.00	Online Training Library: School Breakfast Administration
<u>Breakfast in the Classroom Toolkit</u>	Toolkit	N/A	Online Training Library: School Breakfast Administration
<u>Grab 'N' Go Breakfast Toolkit</u>	Toolkit	N/A	Online Training Library: School Breakfast Administration

TRAINING CURRICULUM

KITCHEN MANAGER



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
<u>Second Chance Breakfast Toolkit</u>	Toolkit	N/A	Online Training Library: School Breakfast Administration
<u>Step-by-Step Instruction: How to Create a Brown Box Catalog Requisition</u> <i>Recommended if your LEA participates in the USDA Foods in Schools program</i>	Quick Guide	N/A	Online Training Library: USDA Foods Program Administration
<u>Step-by-Step Instruction: How to Create a Processing Catalog Requisition</u> <i>Recommended if your LEA participates in the USDA Foods in Schools program</i>	Quick Guide	N/A	Online Training Library: USDA Foods Program Administration
<u>Step-by-Step Instruction: How to Create a Surplus Catalog Requisition</u> <i>Recommended if your LEA participates in the USDA Foods in Schools program</i>	Online Training	0.25	Online Training Library: USDA Foods Program Administration
<u>Step-by-Step Instruction: How to Schedule a Shipment and Complete a Shipment Verification</u> <i>Recommended if your LEA participates in the USDA Foods in Schools program</i>	Online Training	0.50	Online Training Library: USDA Foods Program Administration
<u>Weights and Measures</u>	Online Training	4.00	ICN eLearning Portal (Free ICN account required)
<u>Step-by-Step Instruction: How to Complete the Medical Statement for Students with Special Dietary Accommodations</u>	Online Training	0.50	Online Training Library: Menu Planning
<u>Introduction to CNP MyFoods</u>	Recorded Webinar	1.00	Online Training Library: USDA Foods Program Operations <i>Recording & Slides</i>

TRAINING CURRICULUM

KITCHEN MANAGER



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
<u>Menu Planning Mastery: Creating Compliant and Nutritious School Meals</u>	Toolkit	1.00	Online Training Library: Menu Planning/M Meal Pattern
<u>upLIFT Webinar Series</u>	Webinar <i>(recommend attending monthly webinar series)</i>	0.50	Live Webinar: Register in APLD Slides and Recordings: upLIFT Webpage
<u>Smart Strategies: Maximizing USDA Foods in Arizona Schools Workshop</u>	Workshop	5.00	Register in APLD
<u>Food Production Workshop</u>	Workshop	3.00	Register in APLD
<u>Food Allergy Management & NSLP Compliance: A Practical Guide for School Kitchens</u>	Online Training	1.00	Online Training Library: Food Safety

TRAINING CURRICULUM

KITCHEN STAFF



JOB DESCRIPTION

This training curriculum is an exhaustive list of trainings available through HNS and the Institute of Child Nutrition (ICN) that may be appropriate for school kitchen staff. Typical job duties may include:

- Implements procedures that ensure high quality food is prepared and served in a sanitary and safe environment
- Implements customer service policies that focus on value and satisfaction with the food and meal service experience
- Executes menus as planned to maintain quality standards and ensure cost-effectiveness and customer satisfaction
- Implements procedures that ensure reimbursable meals are served to students

Please note:

Job duties for each role often vary from LEA to LEA; therefore, the trainings provided on this list may not be sufficient for every director. Review the job duties for the additional training curricula provided, as some of your specific job duties may fall under another curriculum. For example, if you are a kitchen staff member who also completes production records and daily edit checks, you may benefit from training included in the kitchen manager curriculum.

TRAINING CURRICULUM

KITCHEN STAFF



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
<u>Civil Rights Compliance in Child Nutrition Programs</u> <i>*Required for all employees every year</i>	Online Training <i>(recommend taking July-September)</i>	1.00	Civil Rights Webpage: Training
<u>Food Safety in Schools</u>	Online Training	8.00	ICN eLearning Portal (Free ICN account required)
<u>Recognizing a Reimbursable Meal at the Point of Service</u>	Recorded Webinar <i>(recommend taking before school starts)</i>	0.50	Online Training Library: Operations
<u>Recognizing a Reimbursable Breakfast at the Point of Service</u>	Recorded Webinar <i>(recommend taking before school starts)</i>	0.50	Online Training Library: Operations
<u>Using Appropriate Serving Utensils</u>	Recorded Webinar <i>(recommend taking before school starts)</i>	0.25	Online Training Library: Operations
<u>Focus on the Customer for School Nutrition Managers</u>	Online Training	4.00	ICN eLearning Portal (Free ICN account required)
<u>School Nutrition Staff: You are a Team</u>	Online Training	4.00	ICN eLearning Portal (Free ICN account required)
<u>Weights and Measures</u>	Online Training	4.00	ICN eLearning Portal (Free ICN account required)
<u>Food Allergy Management & NSLP Compliance: A Practical Guide for School Kitchens</u>	Online Training	1.00	Online Training Library: Food Safety

TRAINING CURRICULUM

PROCUREMENT SPECIALIST



JOB DESCRIPTION

This training curriculum is an exhaustive list of trainings available through HNS that may be appropriate for those individuals who fill the role of the procurement specialist. Typical job duties may include:

- Develops purchasing guidelines to ensure purchased food and supplies reflect product knowledge, cost-effectiveness, customer preferences, school needs, policies, and nutrition objectives
- Implements procurement policies consistent with the USDA Buy American Provision to ensure foods purchased for the Child Nutrition Programs are domestically sourced

Please note:

Job duties for each role often vary from LEA to LEA; therefore, the trainings provided on this list may not be sufficient for every director. Review the job duties for the additional training curricula provided, as some of your specific job duties may fall under another curriculum. For example, if you are a procurement specialist who also plans the menus, you may benefit from training included in the menu planner curriculum.

TRAINING CURRICULUM

PROCUREMENT SPECIALIST



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
<u>Civil Rights Compliance in Child Nutrition Programs</u> <i>*Required for all employees every year</i>	Online Training <i>(recommend taking July-September)</i>	1.00	Civil Rights Webpage: Training
<u>Procurement Basics</u> <i>*Required annually for all program directors, management, and staff members tasked with NSLP procurement responsibilities</i>	Online Training <i>(recommend taking before school starts)</i>	2.50	Online Training Library: Procurement
<u>Buy American Provision</u>	Recorded Webinar <i>(recommend taking before school starts)</i>	0.50	Online Training Library: Operations
<u>Buy American Accommodation Quick Guide</u>	Quick Guide	N/A	Online Training Library: Procurement
<u>What to Expect: Administrative Review</u> <i>*Recommended if your LEA will receive an Administrative Review in the upcoming SY</i>	Online Training	1.00	NSLP Webpage: Reviews Conducted by State Agency
<u>Procurement of Food & the Geographic Preference Expansion</u>	Online Training	1.00	Online Training Library: Procurement
<u>What Schools Need to Know About the Arizona Healthy Schools Act</u>	Online Training	1.00	Online Training Library: Operations

TRAINING CURRICULUM

WELLNESS COORDINATOR/ NUTRITION EDUCATOR



JOB DESCRIPTION

This training curriculum is an exhaustive list of trainings available through HNS and the Institute of Child Nutrition (ICN) that may be appropriate for those individuals who fill the role of the wellness coordinator/nutrition educator. Typical job duties may include:

- Develops and implements a comprehensive nutrition education program using school cafeterias and school gardens as learning laboratories
- Establishes the role of the Child Nutrition Program as a resource for expertise in the development and presentation of nutrition education materials and activities
- Oversees the Wellness Committee and implementation of the local wellness policy
- General coordination of wellness initiatives, such as nutrition education, applying for grants, and program promotion

Please note:

Job duties for each role often vary from LEA to LEA; therefore, the trainings provided on this list may not be sufficient for every director. Review the job duties for the additional training curricula provided, as some of your specific job duties may fall under another curriculum. For example, if you are a wellness coordinator/nutrition educator who also plans the menus, you may benefit from training included in the menu planner curriculum.

TRAINING CURRICULUM

WELLNESS COORDINATOR/ NUTRITION EDUCATOR



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
<u>Civil Rights Compliance in Child Nutrition Programs</u> <i>*Required for all employees every year</i>	Online Training <i>(recommend taking July-September)</i>	1.00	Civil Rights Webpage: Training
<u>Food Allergy Management & NSLP Compliance: A Practical Guide for School Kitchens</u>	Online Training	1.00	Online Training Library: Food Safety
<u>upLIFT Webinar Series</u>	Webinar <i>(recommend attending monthly webinar series)</i>	0.50	Live Webinar: Register in APLD Slides and Recordings: upLIFT Webpage
<u>School Garden Webinar Series</u>	Webinar	1.00	Online Training Library: Farm to School & School Gardens
<u>Virtual Food Education</u>	Recorded Webinar	1.00	Online Training Library: Farm to School & School Gardens
<u>Local Wellness Policy: Guidance and Tools from ADE</u>	Recorded Webinar	1.50	Online Training Library: Local Wellness Policy
<u>Local Wellness Policy Assessment: Making it Meaningful</u>	Recorded Webinar	1.50	Online Training Library: Local Wellness Policy
<u>Local Wellness Policy: A Guide to Success</u>	Recorded Webinar	1.00	Online Training Library: Local Wellness Policy Recording & Slides

TRAINING CURRICULUM

WELLNESS COORDINATOR/ NUTRITION EDUCATOR



NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
<u>Using Taste Tests and Surveys to Engage Students in School Meals</u>	Recorded Webinar	0.50	Online Training Library: Nutrition
<u>Navigating Grants Management Enterprise for Health and Nutrition Services Grants</u>	Online Training	0.15	Online Training Library: Resource/Financial Management
<u>What Schools Need to Know About the Arizona Healthy Schools Act</u>	Online Training	1.00	Online Training Library: Operations

THANK YOU!

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.