



North Dakota's Team Nutrition Training Grant Fiscal Year 2022

Master the Menu: A Manger's View 40-Hour Training Track Application Details

Thank you for your interest in being a part of the North Dakota Team Nutrition Fiscal Year (FY) 2022 Incentivized Training for School Nutrition Professionals!

OVERVIEW: North Dakota was awarded a Team Nutrition Grant for School Nutrition Professional Readiness and Retention. This grant supports building and retaining a strong school nutrition workforce empowered to provide nutritious meals that meet National School Lunch Program (NSLP) and School Breakfast Program (SBP) meal requirements and weekly dietary specifications. North Dakota selected the "Incentivized Training" Track. This means that upon selection and completion of our training program, attendees will receive an incentive bonus!

This program is an incentivized training, where if the training track selected is completed within a 6-month time frame, then an incentive bonus will be awarded to the attendee in value increments of \$100 for Frontline Staff that complete the 8-hour track and \$500 for Managers/Directors that complete the 40-hour track.

There may be minimal costs associated with attending training sessions. Sub-grants are available to assist the School Districts with travel/salary costs/per diem associated with training. Information will be provided upon registration.

NDDPI has a goal to reach 650 Frontline staff and 50 Managers/Directors between May 31, 2023, and June 30, 2024.

This training is optional and not required.

The TWO tracks available include:

- 8-Hour Track: Meal Pattern Breakdown geared toward frontline staff to gain a deep understanding of the meal pattern requirements of the NSLP and SBP.
- 40-Hour Track: A Manager's View geared toward managers/directors who are relatively new to their role or need more training on the meal pattern and administrative requirements for the NSLP and SBP. **ONLY 50 spots are available – those interested must complete an application and receive approval from NDDPI.**

You have indicated that you are a Manager or Director!

A Manager/Director is a food service team member described as someone who works full time, holding a managerial position. This would be someone who likely orders most of the food, oversees staff tasks, or may be the primary contact between Administration and the Food Service Department. This role may also be a 'working manager' or someone who has an office but spends a portion of their day in the kitchen. People whose job role is a Business Manager, Secretary or Superintendent are not eligible for this training.

Preference will be given to those who are relatively new to their role or need more training to better understand the complexities of the meal pattern and the overall requirements and intricacies set by USDA related to the National School Lunch and School Breakfast Programs.



GOAL: The goal of this training is for school nutrition professionals' readiness and retention to build and retain a strong school nutrition workforce with the knowledge, skills, and necessary support to provide nutritious school meals that meet federal meal requirements. Training topics include meal pattern requirements, equipment used for efficient food preparation, recipe standardization, production records, procurement, and more.

COST: There is no cost for the participant to register for the Master the Menu Training Program. However, costs may be associated with attending our training sessions, such as salary, travel or food expenses. Subgrants are available to reimburse the School District for these expenses based on their response to a subgrant application.

TIMELINE: Those accepted into A Manager's View will be notified mid-May 2023. A Manager's View Program will begin May 31, 2023. There will be an in-person Meal Pattern Training offered in conjunction with the North Dakota School Nutrition Association (NDSNA) Annual Conference as a Pre-Conference session May 31, 2023. Other Meal Pattern Training in-person sessions will be available throughout the 2023-24 school year in designated counties. A Manager's View Training Track will begin on this date and continue through November 30, 2023. The 40 hours of training must be completed during this time to be eligible for the incentive bonus. A second timeline for training may be announced, based on availability.

SELECTION: Managers or Directors that are relatively new, within 5 years, to School Nutrition will have priority to be selected for a spot in the Manager's View Training program. Applicants will be notified mid-May 2023 of their acceptance status.

TERMS:

- Your School District must operate the National School Lunch Program and/or the School Breakfast Program.
- Upon acceptance into the Manager/Director 40 Hour Track: A Manager's View, you acknowledge that by completing 40 hours of training provided through the North Dakota Team Nutrition Training Grant for FY 22 you will receive a \$500 incentive bonus. The funds will be distributed to you via a check by the North Dakota Department of Public Instruction Fiscal Office. **The funds will only be awarded once a W-9 and a non-employee benefit form is filled out.** Please allow time for processing.
- Most of the training for this track is virtual and self-paced unless the participant elects to attend an in-person Meal Pattern Training with NDSU Extension or select approved hours at the NDSNA 2023 Conference or the 2023 NDDPI Back to School Workshops. The training opportunities are outlined in the Master the Menu: Course Guide.
- Training must be completed within 6 months (May 31, 2023 – November 30, 2023). A second round of training may be announced by NDDPI based on availability.
 - If 40 hours of training are not complete within six months, the incentive will not be paid.
- Attendees must create an account in the North Dakota Educational Hub to access the virtual trainings. Information will be provided on how to create an account and use the platform upon acceptance.
- A signed Media Release Form will be required to be on file for each attendee. Images taken throughout the duration of the Grant period may be used for promotional efforts or program reporting per NDDPI to USDA. This form will be provided to you.

Participants who require accommodation(s) to participate in our training may contact ekarel@nd.gov at least two weeks in advance of the training to request assistance.



How to complete the Master the Menu: A Manager's View

1. Attend a Meal Pattern Training Session (7 hours) – In-person (preferred) or virtually via the ND Educational Hub
2. Production Records Training (20 hours) – Virtually via the ND Educational Hub
3. Select the remaining (13) hours from Master the Menu: Course Guide

A certificate of completion will be provided to those that successfully complete 40 hours of training applicable to the “Master the Menu: A Manager's View” training track.

PROFESSIONAL DEVELOPMENT TRACKING:

- Training may be taken without completing all 40 hours however, the incentive bonus will not be paid out.
- Training over 40 hours is acceptable and for the benefit of the individual.
- Training can count towards Annual Professional Development Standards requirements for food service employees working in School Nutrition Programs.
- Attendees are to keep the certificate on file to support their professional development training logs for the period of record retention of 3 years + the current year, as outlined by NDDPI record-keeping requirements.

SUB-GRANTS: There are two categories of sub-grants available. NDDPI Team Nutrition staff will provide reminders for those participating in the training opportunities to take advantage of these sub-grants!

1. Sub-grant Personnel Expenses Reimbursement:

Intended to reimburse the costs associated with participation in the grant training activities, including salaries of the school nutrition professionals and/or substitutes utilized for covering shifts while attending training, registration costs for the 2023 Back To School Workshop, 2023 NDSNA Conference, hotel, per diem (meals) and mileage costs. This sub-grant is intended to decrease the barrier of sending staff to in-person training, allowing virtual learning during a typical workday or to attend training on a non-contract day.

- Up to 150 Districts with an enrollment of 500 students or less can apply for reimbursement of up to \$1,000.
- Up to 50 Districts with an enrollment of more than 500 students can apply for reimbursement of up to \$2,000.

Districts are to complete one application for all reimbursement requests related to the Master the Menu program. Receipts or proof of purchase may be required. Applications may be submitted any time after the expenses are incurred or the maximum reimbursement amount is met.

*Sub Grant applications for personnel reimbursement are due **by Friday, March 29, 2024, to ekarel@nd.gov**.*

2. Sub-grant Category Small Equipment:

A competitive grant for up to 50 Districts to apply for up to \$2,500 to assist with equipment purchases related to post-training implementation to meet the USDA meal pattern requirements. Items could include but are not limited to robot coupes, sectionizers, spoodles/dishers, knives, cutting boards, menu boards/signage, and technology to implement digital production records. This sub-grant is only available to Districts with personnel enrolled in one of the Master the Menu Training Programs. During the application process, the District must identify an association with something learned during the training program.

*Sub Grant applications for equipment are **due by Friday, December 29, 2023, to ekarel@nd.gov**.*



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1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:

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

3. email:

program.intake@usda.gov

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