



North Dakota's Team Nutrition Training Grant Fiscal Year 2022

Master the Menu: Meal Pattern Breakdown 8-Hour Training Track

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 School Nutrition Frontline Staff Member!

Frontline Staff is a food service team member described as someone who works part-time or full-time. This position works in the food service department, however, may not hold a managerial position. The role involves knowing about the meal pattern.



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 will include individual meal pattern component requirements.

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: Meal Pattern Training Sessions are available both in-person and virtually. The first in-person session will take place in Bismarck on May 31, 2023, in conjunction with the North Dakota School Nutrition Association (NDSNA) Annual Conference as a Pre-Conference session. Other Meal Pattern Training in-person sessions will be available throughout the 2023-24 school year in designated counties. You can start the Meal Pattern Breakdown Training Program on or after May 31, 2023. Training must be completed within six months of your start date to be eligible for the incentive. Registration will remain open until all spots are filled. All training must be completed by June 30, 2024, the incentive bonus will be paid to the first 650 individuals that fulfill the training program requirements.

TERMS:

- Your School District must operate the National School Lunch Program and/or the School Breakfast Program.
- By registering for the frontline staff 8-Hour Track; Meal Pattern Breakdown, you acknowledge that by completing 8 hours of training provided through the North Dakota Team Nutrition Training Grant for FY 22 you will receive a \$100 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 are filled out.** Please allow time for processing.
- Training must be completed within 6 months. If 8 hours of training are not completed within six months, the incentive will not be paid. The date of your first training starts the 6-month window.
 - For example, if the first day of training is taken on May 31, 2023, all training must be completed by November 30, 2023 to be eligible for the \$100 incentive bonus.
- A signed Media Release Form will be required to be on file for each attendee. Images taken throughout the duration of the Grant program 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 fully participate in our training program may contact ekarel@nd.gov at least two weeks in advance of the training to request assistance.

How to complete the Meal Pattern Breakdown training for the Incentive Bonus:

1. Attend a Meal Pattern Training Session (7 hours) – In-person (preferred) or virtually via the ND Educational Hub
2. Select one (1) hour from scheduled activities based on Master the Menu: Course Guide, such as a Kitchen Counter Conversation Monthly Call.

A certificate of completion will be provided to those that complete 8 hours of training applicable to the Meal Pattern Breakdown training track.

**PROFESSIONAL DEVELOPMENT TRACKING:**

- Training may be taken without completing all 8 hours however, an incentive bonus will not be paid out.
- Training over 8 hours is acceptable and for the benefit of the individual.
- This 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 up to \$1,000.
- Up to 50 Districts with an enrollment of 500 or more students can apply for reimbursement 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 training 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 **by Friday, December 29, 2023, to ekarel@nd.gov**.*



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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; or

2. fax:

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

3. email:

program.intake@usda.gov

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