September 17, 2019

Re: Targeted Training for School Nutrition Professionals (Targeted Training)

The staff of the Michigan Department of Education (MDE) School Nutrition Programs unit are pleased to announce a hands-on, activity-based workshop for school nutrition professionals. This workshop is targeted to food service and administrative support staff and will provide active sessions where participants can interact with MDE staff.

The workshop consists of two days – Day One will cover nutrition and menu planning related information and Day Two will cover program administrative information. There is no cost for the workshop and participants are welcome to attend one or both days. Note: This training is not a replacement for the three-day School Meals Overview Training (SMOT).

To enhance the learning experience, it is highly recommended that attendees bring a laptop and your menus for the Day One workshop. Group activities will provide the opportunity to save information that can be used in your operation. See draft agenda on the following page.

Registration for the training is required. Use the Eventbrite links below corresponding to the workshop you wish to attend. Registration will close one week prior to each workshop or when each workshop is filled. Please register for each day you plan to attend. Space is limited, so register early.

Dates:  
November 5 and 6, 2019  
Networks Northwest Conference Center  
1209 South Garfield Avenue, Suite E, Traverse City, Michigan 49686  
Day One Registration - Targeted Training - Traverse City¹  
Day Two Registration - Targeted Training - Traverse City²

November 12 and 13, 2019  
Saginaw ISD Transitions Professional Development Center  
3860 Fashion Square Blvd., Saginaw, Michigan 48603  
Day One Registration - Targeted Training - Saginaw ISD Transitions Ctr.³  
Day Two - Targeted Training - Saginaw ISD Transitions Ctr⁴

December 4 and 5, 2019  
Jackson Area Career Center  
6800 Browns Lake Road, Jackson, Michigan 49201  
Day One Registration - Targeted Training - Jackson Area Career Ctr.⁵  
Day Two Registration - Targeted Training Jackson Area Career Ctr.⁶

Cost:  No charge
Time: 8:30 a.m. to 9:00 a.m. – Registration (Day One and Day Two)
9:00 a.m. to 3:00 p.m. (Day One and Day Two)

Meals: Lunch is on your own. Local restaurants are close by or feel free to bring your own lunch.

Draft Agenda:

<table>
<thead>
<tr>
<th>Day One – Nutrition Related Topics</th>
<th>Day Two – Administrative Related Topics</th>
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<tbody>
<tr>
<td>Menu Development and Meal Patterns</td>
<td>Point of Service (POS)</td>
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<tr>
<td>Recipes and Labels</td>
<td>Offer versus Serve (OVS)</td>
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<tr>
<td>Breakfast and Lunch Menu Planning Activity</td>
<td>Counting and Claiming/Claim</td>
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<td></td>
<td>Consolidation</td>
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<td><strong>BREAK (lunch on own) Noon – 1 p.m.</strong></td>
<td><strong>BREAK (lunch on own) Noon – 1 p.m.</strong></td>
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<tr>
<td>Production Records</td>
<td>Applications</td>
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<tr>
<td>Meal Component Tool Demonstration</td>
<td>Direct Certification</td>
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<tr>
<td>Develop your own Meal Component Tool</td>
<td>Verification</td>
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</tbody>
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Persons with disabilities needing reasonable accommodations for effective participation in the training should contact the School Nutrition Programs office at 517-241-5374. All requests for accommodations should be made by two weeks before the start of the training.

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1. https://www.eventbrite.com/e/targeted-training-for-school-nutrition-professionals-day-one-traverse-city-registration-72874779427
2. https://www.eventbrite.com/e/targeted-training-for-school-nutrition-professionals-day-two-traverse-city-registration-72843967267
3. https://www.eventbrite.com/e/targeted-training-for-school-nutrition-professionals-day-one-saginaw-tickets-72517930081
4. https://www.eventbrite.com/e/targeted-training-for-school-nutrition-professionals-day-two-saginaw-tickets-72529261975
5. https://www.eventbrite.com/e/targeted-training-for-school-nutrition-professionals-day-one-jackson-registration-72688877389