



**Division of Child Care and Early
Childhood Education
Health and Nutrition**

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DATE: March 27, 2014

SUBJECT: Trainings

TO: Superintendents

Principals

Administrators

Personnel responsible for National School Lunch Program

The training schedule for the 2014-2015 School Year (SY) has been posted to the Health and Nutrition Program's (HNP) training calendar. You must go to the calendar to register for the trainings. There are two trainings that are mandatory this school year, the ANNUAL TRAINING and the FREE/REDUCED PRICE APPLICATION/DIRECT CERTIFICATION/VERIFICATION TRAINING.

Who must attend training? The superintendent, principal or administrator must attend training. This person is ultimately responsible for any adverse action taken against a School Food Authority (SFA). Adverse action may be withholding funds or recuperating funds from a previous claim due to meals being disallowed after an administrative review has been conducted. This person is also responsible for ensuring that the SFA remains in compliance with all USDA regulations governing the National School Lunch Program (NSLP). Personnel responsible for completing paperwork concerning the NSLP must also attend training. This person may process the free/reduced price applications, conduct direct certification, complete the verification process or complete menus and production records.

Trainings are offered on various days at various facilities throughout the state. Please feel free to register for the training nearest you. For questions or assistance, please contact your child care service specialist or HNP @ 501-682-8869.