



Office of P-20 Education Policy
Child Nutrition Program Administration
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(518) 473-8781 Fax (518) 473-0018
www.cn.nysed.gov

To: School Food Authorities
From: Child Nutrition Program Administration
Date: July 2023
Subject: **SY 2023-2024 Training Opportunities**

The New York State Education Department (SED), in its commitment to provide ongoing training and technical assistance to Child Nutrition Program operators, announces the preliminary schedule of in-person and virtual training opportunities for the 2023-2024 school year. These trainings are intended for school food service directors/managers as well as interested school business officials, supervisors, cook managers, and others involved with the operation of school nutrition programs and contribute toward required Professional Standards annual training requirements.

The training schedule may periodically be revised, and additional training topics and events may be added throughout the year. Email notification of training schedule updates will be provided via the [LISTSERV](#). Additional in-person training is available through the [Master Instructor Network](#), or by emailing CNtraining@nysed.gov.

General questions on any training topic offered may be submitted in advance to CNtraining@nysed.gov. For answers to situation-specific questions, please contact your Child Nutrition representative.

Training Formats & Registration

Live Virtual Training

Conducted through Zoom, presentation and Q&A will be live and requires the use of a computer with speakers, or a telephone, to view and listen to the presentation. Trainings will be recorded and available for future viewing on the [child nutrition website](#).

To Register for a Live Virtual Training:

1. Copy and paste the Zoom link from the table below into a Chrome browser.
2. Enter your *First Name, Last Name, Email Address* and *Confirm Email Address*.
3. Click the blue "Register" button at the bottom of the page.
4. The next screen will show the Topic, Time, Webinar ID and the link to join the webinar on the day of the event.
5. The link to join the webinar will also be sent in a registration confirmation email from Zoom. If you do not receive a link, check junk mail or spam.

Face-to-Face Training

Provided at various locations statewide, these sessions will be conducted at a facility, which will to the greatest extent possible, meet the accessibility needs of individuals with disabilities.

To Register for a Face-to-Face Training:

Log into CNMS - Admin Tab - Meetings - CN - SY-2023-24 - Find - Select Meeting - Attendees - New - Complete your contact information.

SY 2023-2024 CN Training Schedule

August 2023

Date	Time	Topic	Registration Link	Professional Standards Training Hours
Tuesday, August 8, 2023	1:00 pm-2:00 pm	Eligibility <i>Live Virtual Training</i> <i>Income applications, Community Eligibility Provision, Direct Certification Matching Process, and document retention.</i>	https://us06web.zoom.us/webinar/register/WN_vudEl2rqQki9ZOje7INI_w	1
Wednesday, August 9, 2023	9:00 am registration 9:30 am-3:00 pm	*New Director/ New Manager <i>Face-to-Face Training</i> Albany-Capital District Region NYS School Boards Association Building 24 Century Hill Drive, Latham, NY 12110	Sign in to CNMS to register www.cn.nysed.gov	6
Tuesday, August 15, 2023	9:00 am registration 9:30 am-3:00 pm	*New Director/ New Manager <i>Face-to-Face Training</i> Lower Hudson Valley Region Suffern CSD District Office Building, 45 Mountain Ave., Hillburn, NY 10931	Sign in to CNMS to register www.cn.nysed.gov	6
Monday, August 21, 2023	1:00 pm-2:00 pm	Meal Pattern Overview <i>Live Virtual Training</i> <i>Meal pattern requirements and guidance for menu planners</i>	https://us06web.zoom.us/webinar/register/WN_nB_LZLNjRnKhViGtMuH60A	1
Tuesday, August 22, 2023	1:00 pm-3:00 pm	Deep Dive into the Meal Pattern <i>Live Virtual Training</i> <i>Meal components, production records, standardized recipes, crediting food items, and offer versus serve intended for cooks/cook managers, servers, and point of service staff</i>	https://us06web.zoom.us/webinar/register/WN_l6cS5fepT-OT8I_UBu3y4w	2
Wednesday, August 23, 2023	9:00 am registration 9:30 am-3:00 pm	*New Director/ Manager <i>Face-to-Face Training</i> Buffalo Region Lancaster High School, Rm 122 1 Forton Dr., Lancaster, NY 14086	Sign in to CNMS to register www.cn.nysed.gov	6
Thursday, August 24, 2023	9:00 am registration 9:30 am-3:00 pm	*New Director/ Manager <i>Face-to-Face Training</i> Syracuse-Central Region Jordan- Elbridge High School, Large Group Room (LGR) 5721 Hamilton Rd., Jordan, NY 13080	Sign in to CNMS to register www.cn.nysed.gov	6
Tuesday, August 29, 2023	9:00 am registration 9:30 am-3:00 pm	*New Director/ Manager <i>Face-to-Face Training</i> Long Island Region South Huntington UFSD Walt Whitman High School Forum	Sign in to CNMS to register www.cn.nysed.gov	6

		301 West Hills Rd., Huntington Station, NY 11746		
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September 2023

Date	Time	Topic	Registration Link	Professional Standards Training Hours
Tuesday, September 12, 2023	1:00 pm-2:30 pm	Fiscal Management <i>Live Virtual Training</i> <i>Maintenance of the non-profit food service account, non-program foods, indirect costs, and cash analysis.</i>	https://us06web.zoom.us/webinar/register/WN_JfmxsUWH5QGbHbwn4K8png	2
Thursday, September 21, 2023	1:00 pm-2:00 pm	Income Verification Process <i>Live Virtual Training</i> <i>Income verification process and collection report.</i>	https://us06web.zoom.us/webinar/register/WN_6Q7qQUdHRQSQiEGNDE5Ecw	1

October 2023

Date	Time	Topic	Registration Link	Professional Standards Training Hours
Tuesday, October 3, 2023	1:00 pm-2:00 pm	Promoting NSLP, Best Practices and Ideas <i>Live Virtual Training</i> <i>Best practices to promote lunch and ways to celebrate National School Lunch Week.</i>	https://us06web.zoom.us/webinar/register/WN_1orBIRWzQgeuV_Rv5rKeQA	1
Wednesday, October 4, 2023	12:30 pm-1:00 pm Registration 1:00 pm-4:00 pm	The Administrative Review Process <i>Face-to-Face Training</i> Queensbury-North Country Region Queensbury UFSD High School 409 Aviation Road Queensbury, NY 12804 <i>Preparing for an Administrative Review in 2023-2024</i>	Sign in to CNMS to register www.cn.nysed.gov	3
Wednesday, October 11, 2023	12:30 pm-1:00 pm Registration 1:00 pm-4:00 pm	The Administrative Review Process <i>Face-to-Face Training</i> Newburgh-Lower Hudson Valley Region Newburgh Board of Education 124 Grand Street Newburgh, NY 12550 <i>Preparing for an Administrative Review in 2023-2024</i>	Sign in to CNMS to register www.cn.nysed.gov	3
Thursday, October 12, 2023	12:30 pm-1:00 pm Registration 1:00 pm-4:00 pm	The Administrative Review Process <i>Face-to-Face Training</i> Southern Tier Region GST BOCES BUSH CAMPUS, ABC Room 459 Philo Rd, Elmira, NY 14903 <i>Preparing for an Administrative Review in 2023-2024</i>	Sign in to CNMS to register www.cn.nysed.gov	3

Wednesday, October 18, 2023	12:30 pm- 1:00 pm Registration 1:00 pm-4:00 pm	<u>The Administrative Review Process</u> <i>Face-to-Face Training</i> Albany-Capital District Region Capital Region BOCES 900 Watervliet-Shaker Road Albany, NY 12205 <i>Preparing for an Administrative Review in 2023-2024</i>	Sign in to CNMS to register www.cn.nysed.gov	3
Thursday, October 19, 2023	1:00 pm-2:00 pm	<u>Customer Service & Marketing</u> <i>Live Virtual Training</i> <i>Customer service skills and marketing school meal programs.</i>	https://us06web.zoom.us/webinar/register/WN_wrxAJ0sPRVCf5toLjQu2IQ	1
Tuesday, October 24, 2023	1:00 pm-4:00 pm	<u>The Administrative Review Process</u> <i>Live Virtual</i> <i>Preparing for an Administrative Review in 2023-2024</i>	https://us06web.zoom.us/webinar/register/WN_HfJ6wYfeRGuCVXpY-Kkpuw	3
Wednesday, October 25, 2023	12:30 pm- 1:00 pm Registration 1:00 pm-4:00 pm	<u>The Administrative Review Process</u> <i>Face-to-Face Training</i> Buffalo Region Erie 1 BOCES 355 Harlem Rd West Seneca, NY 14224 <i>Preparing for an Administrative Review in 2023-2024</i>	Sign in to CNMS to register www.cn.nysed.gov	3
Thursday, October 26, 2023	12:30 pm- 1:00 pm Registration 1:00 pm-4:00 pm	<u>The Administrative Review Process</u> <i>Face-to-Face Training</i> Syracuse-Central Region Onondaga-Cortland-Madison BOCES(OCM) 110 Elwood Davis Rd Liverpool, NY 13088 <i>Preparing for an Administrative Review in 2023-2024</i>	Sign in to CNMS to register www.cn.nysed.gov	3

November 2023

Date	Time	Topic	Registration Link	Professional Standards Training Hours
Wednesday, November 1, 2023	1:00 pm-2:00 pm	<u>General Procurement</u> <i>Live Virtual Training</i> <i>State and federal procurement requirements.</i>	https://us06web.zoom.us/webinar/register/WN_uOMuaCaOT0Sbt_MmfQtKog	1
Thursday, November 2, 2023	12:30 pm- 1:00 pm Registration 1:00 pm-4:00 pm	<u>The Administrative Review Process</u> <i>Face-to-Face Training</i> Long Island Region Western Suffolk BOCES 31 Lee Avenue Wheatley Heights, NY <i>Preparing for an Administrative Review in 2023-2024</i>	Sign in to CNMS to register www.cn.nysed.gov	3

Thursday, November 9, 2023	1:00 pm-2:00 pm	Farm to School and Local Procurement <i>Live Virtual Training</i> <i>Farm to School, local procurement, and utilizing bidding exemptions for NYS products</i>	https://us06web.zoom.us/webinar/register/WN_bbAG9L6EQ6SI_yfzBpNndw	1
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January 2024

Date	Time	Topic	Registration Link	Professional Standards Training Hours
Thursday, January 11, 2024	9:30 am-3:00 pm	*New Director/ Manager <i>Live Virtual Training</i>	https://us06web.zoom.us/webinar/register/WN_EQxjZM3MQcWKlm44jRMK6w	6

February 2024

Date	Time	Topic	Registration Link	Professional Standards Training Hours
Thursday, February 8, 2024	1:00 pm-2:00 pm	Evaluating Your School Meals Programs <i>Live Virtual Training</i> <i>Kim Roll, FSD- Kenmore Tonawanda CSD, will share how to evaluate program costs and revenues and maintain the non-profit school food service account.</i>	https://us06web.zoom.us/webinar/register/WN_95awoB8uQ1eBdVUlbPe14g	1
Tuesday, February 27, 2024	1:00 pm-2:00 pm	Breakfast Promotion <i>Live Virtual Training</i> <i>Best practices on promoting breakfast and sharing ways to celebrate National School Breakfast Week</i>	https://us06web.zoom.us/webinar/register/WN_LYT1gNSHRb6U-lLlL6aYLQ	1

March 2024

Date	Time	Topic	Registration Link	Professional Standards Training Hours
Thursday, March 14, 2024	1:00 pm-2:00 pm	Food Service Management Company Contracts <i>Live Virtual Training</i> <i>Food service management company contracts, pre-bids and contract extensions</i>	https://us06web.zoom.us/webinar/register/WN_rajq3I2sT02mNSn3apbWuw	1

April 2024

Date	Time	Topic	Registration Link	Professional Standards Training Hours
Thursday, April 4, 2024	1:00 pm-2:00 pm	Applying to be a School Food Authority (SFA) <i>Live Virtual Training</i> <i>How to complete the application to participate in school meals programs.</i>	https://us06web.zoom.us/webinar/register/WN_cOMA16CnR4GMgV6NzC9A0A	1

Thursday, April 11, 2024	1:00 pm-2:00 pm	Community Eligibility Provision (CEP) <i>Live Virtual Training</i> <i>Applying for and participating in CEP</i>	https://us06web.zoom.us/webinar/register/WN_Gwif9xq-R2ul_CurlDI3oQ	1
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***New Director/Manager Training**

New Food Service Director/Manager Training is intended for Food Service Directors/Managers who are **new** to the School Meal Programs (5 years or less). This training will be comprehensive training on all aspects of the National School Lunch Program/School Breakfast Program to assist first time Food Service Directors/Managers. Face-to-face training locations and dates are listed below. A Live Virtual training option will also be available.

For questions, assistance in registering for training, or to request a special accommodation, email the CN Training Team at: CNTraining@nysed.gov or call 518-473-8781.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online

at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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

This institution is an equal opportunity provider.

[Click here for Nondiscrimination Statement translations.](#)