



# Training Request Form

## Child Nutrition Programs

### Training Format:

In-Person

Virtual

No Preference

### Contact Information

School Food Authority (SFA): \_\_\_\_\_ Contact Person \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Date of Training: \_\_\_\_\_ Number of hours: \_\_\_\_\_

Training Location(for in-person): \_\_\_\_\_

**Training Information:** Below are lists of our different training options. Please select one Full-Day training, or multiple Mini trainings.

**Full-Day Trainings:** Please Select one. These trainings are comprehensive and may take up to 4 hours.

Communications and Marketing

Managing Personalities/Conflicts

Production Records/Standardized Recipes

Farm to School/Local Procurement

Meal Pattern/Offer vs. Serve

Sanitation NYS 10 Hour Course

Financial Management

New Manager Assistance

ServSafe \*Only in required counties

**A La Carte (Mini Trainings):** Please select multiple. These are shorter sessions that can be combined to customize your training day

Communications and Marketing

Farm to School

Offer vs. Serve/Basic Meal Pattern

Culinary Basics/Knife Skills

Food Safety

Production Records

Evaluating Your School Meal Programs

Meal Pattern for Kitchen Staff

Standardized Recipes

**If requesting Face-to-Face training, complete the fields below. All requests must have a minimum of 15 anticipated participants** (with the exception of a new manager training):

Anticipated No. of Participants: \_\_\_\_\_ Type of Facility: \_\_\_\_\_

Anticipated Start Time: \_\_\_\_\_ Type of Equipment Available:

Is WiFi Available? Y N

☐ Computer/Laptop ☐ Microphone ☐ Power Cord

Handicapped Accessible? Y N

☐ Projector ☐ Screen ☐ Smart Board

Requested Master Instructor: \_\_\_\_\_

**Comments:**

## Child Nutrition Program Training Request Form

### **Training Request Approval**

For NYSED use only

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Assigned: \_\_\_\_\_

#### USDA Nondiscrimination Statement

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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, audiotape, 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> (link is external), 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](mailto:Program.Intake@usda.gov)

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