



DESTINATION: SCHOOL MEALS

ESC REGION 11 CHILD NUTRITION SUMMER CONFERENCE 2026



June 2-4, 2026

*In-Person Event • \$25 Per Day**

This annual event offers professional development and continuing education hours for child nutrition personnel.



EDUCATION SERVICE CENTER
REGION  **N11**

AGENDA AND SESSION GUIDE

DAY ONE

Registration and Check-In 7:30 – 8:00 a.m.

Sessions 8:00 a.m. – 3:00 p.m.

- Annual Procurement Training
- School Nutrition Frontline Specialist Course 1.0 (English)
- School Nutrition Frontline Specialist Course 1.0 (Spanish)
- Food Allergies for School Nutrition AND Ready, Set, Review! The AR in the Kitchen AND Cashiers Training Reimbursable School Meals



DAY TWO

Registration and Check-In 7:30 – 8:00 a.m.

Sessions 8:00 a.m. – 3:00 p.m.

- The Administrative Review (AR) and Procurement Review (PR) Process for NSLP
- School Nutrition Frontline Specialist Course 2.0
- Food Production Records
- Smart Snacks AND Ready, Set, Review! The AR in the Kitchen AND Cashier's Training Reimbursable School Meals
- CACFP & SFSP Financials & Allowable Expenses AND Procurement – Bids, Plans, RFPs, and Quotes

DAY THREE

Registration and Check-In 7:30 – 8:00 a.m.

Sessions 8:00 a.m. – 3:00 p.m.

- Essential Key Performance Indicators for School Nutrition (A.M.)
- TDA TANS Training/Lab for SNP (P.M.)
- Basic Culinary Math for School Nutrition Professionals
- Meal Patterns (SNP)
- Meal Counting & Claiming System
- The Administrative Review: AR Process for CACFP (A.M.)

Lunch break is from 11:00 a.m. – noon daily.



The Administrative Review (AR) and Procurement Review (PR) Process for NSLP

This course is designed to assist personnel responsible for managing the operational, financial, and procurement functions of child nutrition programs with procedural knowledge and resources to prepare for an Administrative, Financial, and Procurement Review. This course is not designed to teach the programmatic concepts of operating the NSLP and SBP.

USDA PS Code: 3260

Audience: SNP Directors and Administration Team

The Administrative Review: AR Process for CACFP

This course is designed to assist personnel responsible for managing the operational, financial, and procurement functions of child and adult nutrition programs with procedural knowledge and resources to prepare for an Administrative Review. This course is not designed to teach the programmatic concepts of operating the CACFP.

USDA PS Code: 3260

Audience: CACFP/SFSP Directors and Administration Team

Annual Procurement Training

Participants will learn to identify components of an effective procurement system, apply various tools for appropriate purchasing methods, including forecasting and cost analysis, and identify strategies to oversee contracts for compliance. Application activities throughout the course will provide practical, hands-on experience in real-world scenarios. This course meets the annual procurement training requirement.

USDA PS Code: 2000

Audience: SNP Directors and Administration Team, Financial Team

Basic Culinary Math for School Nutrition Professionals

The goal of this training is to provide participants with the opportunity to review and practice basic culinary math skills, including the basic math principles of addition, subtraction, multiplication, and division. The remainder of the training will focus on other key skills such as measuring and converting measurements, scaling recipes, and calculating food costs.

USDA PS Code: 2100, 3300

Audience: SNP Managers and Frontline Staff

CACFP & SFSP Financials & Allowable Expenses Procurement – Bids, Plans, RFPs, and Quotes

This course covers essential financial management principles, procurement procedures, and guidelines on allowable costs. Participants will learn to identify, document, and justify program expenditures, ensuring compliance with USDA regulations and fostering effective financial oversight. The afternoon provides comprehensive guidance on the procurement process for CACFP

participants. It covers essential procurement standards, the development of procurement plans, and the requirements for cost comparisons, quotes, bids, and RFPs. Participants will learn to manage contracts effectively, ensuring compliance with USDA regulations and promoting ethical procurement practices.

USDA PS Code: 2400, 3300

Audience: CACFP/SFSP Directors and Administration Team

Essential Key Performance Indicators for School Nutrition

The purpose of this training is to provide school nutrition professionals with an easy-to-use reference for identifying and applying the key performance indicators (KPIs) that focus on the most critical aspects of a nutrition program's performance to achieve success.

USDA PS Code: 3340

Audience: SNP Directors and Administration Team

Food Allergies for School Nutrition

Ready, Set, Review! The AR in the Kitchen

Food Allergies for School Nutrition is an in-depth training on managing food allergies in school nutrition programs. This updated training contains information about the new 9th major allergen, sesame, and incorporates guidelines and regulations from the 2021 Food Allergy Safety, Treatment, Education, and Research Act and the FDA 2022 Food Code. School nutrition professionals who take this course will learn about food allergies, food intolerance, reading food labels, avoiding cross contact, accommodating students with food allergies, laws regarding food allergies, and educating the school community about food allergies. In the afternoon, learn key strategies for navigating the onsite portion of the Administrative Review (AR). Frontline kitchen staff will learn what to expect, how to engage with the reviewer, and the critical elements that will be assessed in the kitchen.

USDA PS Code: 2600

Audience: SNP Managers and Frontline Staff

Food Production Records

This course will review the essentials of effective food program management, including TDA's revised onsite kitchen food production record form. This vital tool ensures compliance with nutritional standards across different age/grade groups, while aiding in the accurate documentation of both reimbursable and non-reimbursable meals. Learn how to leverage various food production records to enhance your food service operations, enabling precise tracking, forecasting, and planning for procurement, ordering, and compliance.

USDA PS Code: 2120

Audience: SNP Managers and Frontline Staff

Meal Counting & Claiming System

This course is designed to assist personnel in Child Nutrition Programs to effectively establish and implement an effective counting and claiming system, acceptable meal collection procedures, quality assurance measures, financial responsibilities, and compliance.

USDA PS Code: 2310, 2320, 2330, 3310

Audience: SNP Managers and Frontline Staff

Meal Patterns (SNP)

This class aims to teach operators of the National School Lunch Program and the School Breakfast Program the basic meal pattern knowledge, skills, and competencies necessary to run effective and compliant programs. The course will cover offer vs. serve requirements for NSLP and SBP and reimbursable meals.

USDA PS Code: 1100, 1120, 1140, 1170, 1210, 2100, 2200, 2150

Audience: SNP Managers and Frontline Staff

School Nutrition Frontline Specialist Course 1.0

Offered in English and Spanish

This comprehensive course will provide an overview of the purpose and scope of the school meals program. Participants will learn the importance of their role and day-to-day duties that contribute to the overall success of compliant food service operations. Participants will review and evaluate performance measures and professional competencies that demonstrate the required knowledge and skills that contribute to compliant food service operations.

USDA PS Code: 1000, 2000

Audience: SNP Managers and Frontline Staff

School Nutrition Frontline Specialist Course 2.0

This comprehensive course will continue to expand on the roles and responsibilities of frontline staff. Topics are meal documentation and compliance (including food production records), reimbursable meals and counting and claiming, meal appeal, kitchen math, kitchen safety, sanitation, special diets, and enhancing communication.

USDA PS Code: 1000, 2000, 3000, 4000

Audience: SNP Managers and Frontline Staff

Smart Snacks

Ready, Set, Review! The AR in the Kitchen

Cashier's Training Reimbursable School Meals

This course provides training on nutritional standards for competitive foods, such as Smart Snacks, as well as the operational requirements to ensure compliance with program regulations. In the afternoon, learn key strategies for navigating the onsite portion of the Administrative Review (AR). Frontline kitchen staff will learn what to expect, how to engage with the reviewer, and the critical elements that will be assessed in the kitchen. Then the hands-on cashier training showcases essential cashiering skills with interactive roleplays and real-world scenarios and covers core responsibilities for success.

USDA PS Code: 1000, 2000, 2300, 3260, 4100

Audience: SNP Managers and Frontline Staff

TDA TANS Training Lab for SNP

Become familiar with TANS – the system replacing TX-UNPS. The course and lab will cover general functions and navigation, how to complete NSLP and FFVP applications, and how to avoid common application errors. Participants will have hands-on practice in the system. Bring a laptop!

Audience: SNP Directors and Administration Team

To register, visit www.esc11.net and click on “Professional Learning” or go to <https://bit.ly/2026ChildNutrition>.

**\$25 covers catered lunch. To opt out of the catered lunch, please contact Olivia Zellmer at childnutrition@esc11.net or 817-740-7545.*

This product was funded by USDA/TDA.

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