

Back-to-School Checklist for School Nutrition Services

School is back in session! Amid the hype and fervor at this time of year, double-check that your school has completed some of the beginning-of-the-year requirements for School Nutrition Programs.

- ❑ Send outreach if operating the School Breakfast Program
 - Parent outreach ideas: newsletter article, copy of breakfast menu, posters
 - [USDA's School Breakfast Program Marketing Toolkit](#)
- ❑ Checking the Direct Certification list in STARS for accurate free and reduced data for students
 - Determine which students are 'DC Free' or 'DC Reduced' due to participation in SNAP, TANF, or Medicaid programs.
 - Check the list frequently: a minimum of at the beginning of the school year, and then 3 months and 6 months after that initial effort
 - Contact NDDPI CNFD if you need assistance finding your DC list.
- ❑ Conduct the beginning of the year trainings
 - Civil Rights training - required for staff who perform duties related to the Child Nutrition programs.
 - Food Safety training – personal hygiene, hand washing, wearing gloves, food-borne illness and signing the "Employee Illness Reporting Agreement"
 - Offer v. Serve (OVS) training - required for schools that operate OVS
 - OVS is required for grades 9-12 for lunch and encouraged for all grades
- ❑ Create Professional Development plans for the school year.
 - [USDA's Professional Standards Summary of annual training requirements](#)
 - Where to get professional development:
 - Join the CNFD Kitchen Counter Conversations – 3rd Tuesday of the month at 2 p.m. (CST); each KCC registration is separate
 - CNFD website [Updates section](#)
 - [Hit 'Subscribe'](#) to the CNFD Monthly Newsletter
 - [Institute of Child Nutrition courses](#)
 - [USDA's Professional Standards Training and Tracker Tool](#)

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- ☐ Double-check for required signage
 - And Justice for All poster (*posted near your serving line*)
 - Reimbursable Meal posters (*posted near your serving line*)
 - Most recent Health Inspection report (*posted in a visible location for the students to see*)
 - How to Wash your Hands signage (*posted near your hand sinks*)