

# Back to the Basics 26-27

Main Room #1

Breakout Room #2

Breakout Room #3

<b>7:30 - 8:00</b>	Registration - <i>No Breakfast</i>		
<b>8:00 - 8:30</b>	<b>Welcome &amp; Introduction:</b>		
Description:	USDA Guidance & NDDPI Updates		
Who Should Attend	All		
<b>8:30 - 8:45</b>	Transition		
<b>8:45 - 9:45</b>	<b>Basics of Dietary Specifications</b>	<b>Understanding the Free &amp; Reduced Eligibility</b>	<b>Meal Pattern 101 Leading to Offer vs Serve</b>
Description:	A streamlined overview of how to calculate federally required calorie, saturated fat, sodium, and upcoming added sugar limits for breakfast and lunch menus—giving participants the tools to ensure compliant, well balanced meals.	Learn the basics of the Free and Reduced Price Meal eligibility process in a simple, approachable way. This session walks participants through what schools need to know about applications, direct certification, timelines, and common pitfalls—so staff feel confident supporting families and ensuring accurate determinations. For Directors, Business Managers, and anyone new to the eligibility process.	Get a clear, streamlined look at the five meal components that make up a reimbursable school meal, paired with annual Offer vs Serve cashier training. Participants will learn how to identify reimbursable trays quickly and confidently. Perfect for directors, kitchen managers, cashiers, and anyone responsible for meal service accuracy.
Who Should Attend	All	Administration, determiners, office staff	Cashiers, plate monitors, foodservice workers who want the meal basics
<b>9:45 - 10:00</b>	Break		
<b>10:00 - 11:00</b>	<b>Not too Sweet; Not too Salty</b>	<b>Administrative Essentials for School Nutrition Programs</b>	<b>Food Safety for Food Staff</b>
Description:	Learn how to prepare for the upcoming sodium and added sugar limits for school meals. This session helps participants adjust menus and guide students toward healthier flavor expectations. Designed for directors, menu planners, and staff working to meet new USDA nutrition standards.	A practical overview of key administrative responsibilities for school meal programs. This session highlights important updates and core duties—such as pricing, counting and claiming, procurement expectations, and other compliance requirements. Ideal for School Nutrition Directors, Business Managers, and anyone supporting program administration.	A fast one hour refresher covering essential food safety practices every team member needs. Ideal for all kitchen and service staff looking to stay sharp, prevent common risks, and keep students safe.
Who Should Attend	Foodservice, Administration	Administration, determiners, office staff	Food service
<b>11:00 - 11:15</b>	Break		
<b>11:15 - 12:15</b>	<b>Food Allergies</b>	<b>Administrative Q&amp;A</b>	<b>FFVP Training</b>
Description:	Stay up to date on the latest requirements and guidance for managing student food allergies in school nutrition programs. This session offers practical strategies for safe meal service, communication, and compliance. Ideal for directors, kitchen managers, and any staff responsible for accommodating students with special dietary needs.	Bring your questions—big or small—to this open discussion session focused on school nutrition program administration. Whether you need clarification on counting and claiming, program documentation, compliance expectations, or any other operational requirement, this is your chance to get direct guidance and practical answers. Perfect for Directors, Business Managers, and anyone supporting administrative responsibilities in school meal programs.	A quick, practical overview of the Fresh Fruit and Vegetable Program to help schools maximize their grant, stay compliant, and serve more fresh produce to students.
Who Should Attend	Food service; those managing student data	Administration, determiners, office staff	Those operating FFVP
<b>12:15 - 1:15</b>	Lunch		
<b>1:15 - 2:15</b>	<b>Get Ready for Administrative Reviews</b>	<b>Let's Clean Up Procurement in School Foodservice!</b>	<b>Farm to School</b>
Description:	Preparing for an upcoming administrative review? Join this session to learn what the process entails and how to navigate it with confidence. We will cover common questions and findings from previous reviews and have plenty of time for discussion to answer your questions.	Join us for a light hearted, practical walk through the “three buckets” of procurement—micropurchase, small purchase, and formal. With a little humor, a lot of clarity, and a special appearance by a classic cleaning lady character, this session will help you tidy up your processes, understand the rules, and feel confident navigating federal, state, and local requirements.	Discover fresh, fun ways to bring local foods and hands on learning into your school meals. Explore new programs, events, and creative opportunities that connect students with local agriculture. Perfect for anyone looking to energize their menus and make Farm to School come alive in their district.
Who Should Attend	All	At least 1 person from each district.	All
<b>2:15 - 2:30</b>	Break		
<b>2:30 - 3:15</b>	<b>Menu Documentation &amp; Production Records</b>	<b>Technology/Infinite Campus/Primero Edge Training</b>	
Description:	This session will take a dive into the role of production records. Participants will explore how accurate documentation supports program integrity and operational efficiency. Through a hands-on activity, attendees will complete sample production records to align with USDA requirements. Whether you're new to production records or looking to refine your skills, this session offers practical tools and confidence to keep your records audit-ready and meaningful.	Get up to speed on this year's technology changes affecting school meal programs. We'll walk through legislative requirements for web based eligibility applications and dig into how the statewide transition to the new student data system will affect some districts' point of sale operations. This session practical tips to help you prepare for a smooth rollout. Perfect for Directors, Business Managers, tech minded staff, and anyone supporting data or POS functions.	
Who Should Attend	Foodservice	Administration	
<b>3:15 - 3:30</b>	Break		
<b>3:30 - 4:30</b>	<b>Communication is the Key: Strengthening Connections in your SNP</b>		
Description:	Stick around for a motivating wrap up session led by leadership and communications coach Melissa Artlip! With nearly two decades of experience helping teams work better together, Melissa will share practical, real world strategies to improve communication between administration and the kitchen—on budgets, goals, daily operations, and more. An energizing keynote to end the day on a high note—and one you won't want to miss.		
Who Should Attend	All		