

From: Tim Peraino

To: Jason Helsen; Debbie Kopkau

Mon 11/11/2024 12:52 PM

The USDA also offers a free training tracker. It is a web-based system that helps folks track the training they have taken:

<https://www.fns.usda.gov/tn/professional-standards-training-tracker-tool>

This tracker will allow folks create a user profile and select their role. They can then add, edit or delete the training they have taken as well as upload supporting documents. There is also a list of training from the USDA Professional Standards Training Database and a feature that generates summary reports and certificates of completion to support administrative reviews.

Just in case you want to share.

Tim

From: Gavorek, Callie (MDE) <GavorekC@michigan.gov>

Sent: Friday, October 25, 2024 2:59 PM

To: Debbie Kopkau <dkopkau@msbo.org>

Cc: Mattern, Emily (MDE) <MatternE@michigan.gov>

Subject: RE: FS COMPLIANCE TRAINING FOR DISTRICT EMPLOYEE OVER FS CONTRACT (CHARTWELLS)

Hi Debbie!

Happy to shine a light here-

(**Redacted**) Public Schools has a Food Service Management Company (FSMC) contract with Chartwells. The individual named in the School Food Authority (SFA)-MDE permanent agreement is considered the SFA director/contact and FSMC contract overseer. Therefore, this person (usually the financial director, business manager, CFO, etc.) must meet the same hiring standards and annual training requirements as the appointed FSMC Food Service Director. You can review the hiring standards and annual training requirements in the United States Department of Agriculture (USDA) [Professional Standards Summary of Update Flyer](#); hiring standards vary based on enrollment (but always include 8 hours of food safety training), and the annual training requirement is 12 hours.

In addition to the materials you shared and the USDA flyer listed above, you can view the administrative memo on this requirement and a recent article I wrote on this subject for the School Nutrition Association of Michigan (SNAM) First Hands publication this spring in the email attachments. In addition, I am developing a handout on this contract-dependent requirement that I plan to publish online and share in our communications later this fall. This handout will include suggested training, including the following:

[ICN Food Safety in Schools Online Course](#) (excellent 8-hour course for new business managers seeking food safety training to meet hiring requirements)

[Office of Nutrition Services \(ONS\) Town Hall](#)

- Available every 1-2 months (varies on the season and any changes in legislation and regulations)
- Upcoming town hall Zoom webinar details available in Child Nutrition Program (CNP) News and Bulletin
- Training certificates available online (last slide of slide deck)

[School Meal Overview Workshop \(SMOW\)](#)

- 2-day course offered periodically around the state. Upcoming courses are available in Kalamazoo in November and Wayne in January. Registration details will be available online soon.

[ONS Online Training Modules:](#)

- Civil Rights
- Point of Service
- Offer Versus Service
- Smart Snacks
- Procurement 101
- Making Breakfast a Success (Administrator's Edition)
- Procuring a FSMC Contract
- Excess Fund Balances (EFB)
- Meal Charge Policy

Please note that no specific list of training is required to meet the 12 hours required annually, but training should be relevant to Child Nutrition Programs (CNP) and the following topics should always be included annually: civil rights, point of service/offer versus service, and procurement. FSMC contract overseers can find additional training opportunities on the MDE, ICN, SNAM, and MSBO websites to meet these mandatory food service training hours.

I hope that clarifies – please let me know if you have any questions!

Best,

Callie Gavorek MS, RD, CC, FMP, SNS

School District Consultant

Fresh Fruit and Vegetable Program

Michigan Department of Education

Office of Nutrition Services

Phone: 517-335-1558

Email: gavorekc@michigan.gov