

Administrative Update Summer Food Service Program Training Schedule



April 1 – May 2, 2019

**Important Updates
Civil Rights
Site Eligibility
Required Documentation
Budgets
Allowable and Unallowable Costs
Food Safety
Meal Pattern Requirements**

***Child Nutrition & Wellness
Kansas State Department of Education***

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Kansas State Department of Education

Dr. Randy Watson, Commissioner, 785-296-3202

Dale M. Dennis, Deputy Commissioner, Fiscal & Administrative, 785-296-3871

Brad Neuenswander, Deputy Commissioner, Division of Learning Services, 785-296-2303

For further information, please contact: Child Nutrition & Wellness, KSDE, Landon State Office Building, 900 SW Jackson Street, Suite #251, Avenue, Topeka, Kansas 66612, 785-296-2276.

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- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

The following person has been designated to handle inquiries regarding the non-discrimination policies at the Kansas State Department of Education: Office of General Counsel, Landon State Office Building, 900 SW Jackson St, Suite #102, Topeka, KS 66612, (785)296-3201.

Class Overview

Is attendance required?

Federal law requires at least one representative from each sponsor completes this training each year.

Who should attend?

The information covered will be relevant to individuals in the following positions:

- Program Administrators
- Food Service Directors
- Office staff with administrative duties
- Superintendents
- Other personnel involved in administering the Summer Food Service Program

What is on the Agenda?

- Important Updates
- Civil Rights
- Site Eligibility
- Required Documentation
- Budgets
- Allowable and Unallowable Costs
- Food Safety
- Meal Pattern Requirements

How do I register?

- To register contact Child Nutrition and Wellness at 785.296.2276 or email Sarah Bruschi at sbruschi@ksde.org
- Advance registration is required. Registrations will be accepted on a first-come, first-served basis. The number of participants at each location is limited.
- KSDE must receive registrations one week prior to the scheduled training.
- KSDE reserves the right to cancel a class due to insufficient enrollment. In the event a class is canceled, all enrolled participants will be notified.

Schedule At-a-Glance for Returning Sponsors				
No.	Date	Day	Time	Location
1.	April 1, 2019	Monday	2:00 p.m.-4:30 p.m.	Emporia
2.	April 1, 2019	Monday	2:00 p.m.-4:30 p.m.	Dodge City
3.	April 2, 2019	Tuesday	9:00 a.m.-11:30 a.m.	Haysville
4.	April 2, 2019	Tuesday	1:00 p.m.-3:30 p.m.	Garden City
5.	April 8, 2019	Monday	9:30 a.m.-12:00 p.m.	Salina
6.	April 9, 2019	Tuesday	1:00 p.m.-3:30 p.m.	Winfield
7.	April 10, 2019	Wednesday	9:00 a.m.-11:30 a.m.	Kansas City
8.	April 11, 2019	Thursday	1:00 p.m.-3:30 p.m.	Greenbush
9.	April 11, 2019	Thursday	2:00 p.m.-4:30 p.m.	Topeka
10.	April 16, 2019	Tuesday	9:00 a.m.-11:30 a.m.	Manhattan
11.	May 1, 2019	Wednesday	2:00 p.m.-3:30 p.m.	Webinar

Webinars for New Sponsors			
No.	Date	Day	Time
1.	April 18, 2019	Thursday	2:00 p.m.-3:30 p.m.
2.	May 2, 2019	Tuesday	10:00 a.m.-11:30 a.m.

Class Schedule Details

<p>Class 1 <i>Date:</i> Monday, April 1, 2019 <i>Time:</i> 2:00 p.m. to 4:30 p.m. <i>Host/Building:</i> USD 253 Emporia <i>Room:</i> Mary Herbert Room #114 <i>Address:</i> 1700 W 7th Avenue <i>City:</i> Emporia <i>Trainer:</i> Dessa Gifford</p>	<p>Class 2 <i>Date:</i> Monday, April 1, 2019 <i>Time:</i> 2:00 p.m. to 4:30 p.m. <i>Host:</i> USD 443 Dodge City <i>Building:</i> The Learning Center <i>Address:</i> 308 West Frontview <i>City:</i> Dodge City <i>Trainer:</i> Hilary Hanvey</p>
<p>Class 3 <i>Date:</i> Tuesday, April 2, 2019 <i>Time:</i> 9:00 a.m. to 11:30 a.m. <i>Host:</i> USD 261 Haysville <i>Building:</i> Haysville Learning Center <i>Address:</i> 150 Stewart Avenue <i>City:</i> Haysville <i>Trainer:</i> Lynette Osner</p>	<p>Class 4 <i>Date:</i> Tuesday, April 2, 2019 <i>Time:</i> 1:00 p.m. to 3:30 p.m. <i>Host:</i> USD 457 Garden City <i>Building:</i> Board Office <i>Room:</i> Board Room <i>Address:</i> 1205 Fleming Street <i>City:</i> Garden City <i>Trainers:</i> Rachel Schiferl</p>
<p>Class 5 <i>Date:</i> Monday, April 8, 2019 <i>Time:</i> 9:30 a.m. to 12:00 p.m. <i>Host:</i> USD 305 Salina <i>Building:</i> Board Office <i>Room:</i> Conference Room <i>Address:</i> 1511 Gypsum Avenue <i>City:</i> Salina <i>Trainer:</i> Angela Dittmer</p>	<p>Class 6 <i>Date:</i> Tuesday, April 9, 2019 <i>Time:</i> 1:00 p.m. to 3:30 p.m. <i>Host:</i> USD 465 Winfield <i>Building:</i> District Office <i>Room:</i> Board Room <i>Address:</i> 1407 Wheat Road <i>City:</i> Winfield <i>Trainer:</i> Judy Neely</p>
<p>Class 7 <i>Date:</i> Wednesday, April 10, 2019 <i>Time:</i> 9:00 a.m. to 11:30 a.m. <i>Host:</i> USD 204 Bonner Springs <i>Building:</i> Edwardsville Elementary <i>Room:</i> Community Room <i>Address:</i> 1700 S 104th Terrace <i>City:</i> Kansas City <i>Trainers:</i> Karen Campbell</p>	<p>Class 8 <i>Date:</i> Thursday, April 11, 2019 <i>Time:</i> 1:00 p.m. to 3:30 p.m. <i>Host:</i> SE KS Educational Service Center <i>Address:</i> 947 West 47 Highway <i>City:</i> Greenbush <i>Trainer:</i> Judy Neely</p>
<p>Class 9 <i>Date:</i> Thursday, April 11, 2019 <i>Time:</i> 2:00 p.m. to 4:30 p.m. <i>Host:</i> USD 501 Topeka <i>Building:</i> Burnett Center <i>Room:</i> Board Room <i>Address:</i> 6240 SW 24th Street <i>City:</i> Topeka <i>Trainer:</i> Arleen Anderson</p>	<p>Class 10 <i>Date:</i> Tuesday, April 16, 2019 <i>Time:</i> 9:00 a.m. to 11:30 a.m. <i>Host:</i> KS Department of Agriculture <i>Room:</i> Room 124 <i>Address:</i> 1320 Research Park Drive <i>City:</i> Manhattan <i>Trainer:</i> Holly Steinlage</p>

Class Schedule Details, *continued*

Webinar for Current Sponsors	
Date:	Wednesday, May 1, 2019
Time:	2:00 p.m. to 3:30 p.m.
Join the webinar at: https://meet.lync.com/ksde/kchanay/09V4JFG8	
Audio for the webinar can be heard through your computer speakers or call 1-866-620-7326 and enter conference code 7852962276# when prompted.	

Webinars for New Sponsors			
Date:	Thursday, April 18, 2019	Date:	Tuesday, May 2, 2019
Time:	2:00 p.m. to 3:30 p.m.	Time:	10:00 a.m. to 11:30 a.m.
Join the webinar at: https://meet.lync.com/ksde/kchanay/30VWBLQ4		Join the webinar at: https://meet.lync.com/ksde/kchanay/8C4K22CM	
Audio for the webinar can be heard through your computer speakers or call 1-866-620-7326 and enter conference code 7852962276# when prompted.		Audio for the webinar can be heard through your computer speakers or call 1-866-620-7326 and enter conference code 7852962276# when prompted.	

Administrative Update Registration Form

Carefully read registration instructions on page 1.

Section A: Contact Information

USD/X0/S0 Number and Name: _____

Mailing Address: _____

City: _____ Zip Code: _____

Local contact person coordinating class registration: _____

Area code / phone number for person named above: _____

Email address for person named above: _____

Section B: Registrations

- Complete columns 1-4 for each person who will attend.
- Refer to the **Schedule At-a-Glance** or the **Schedule Details** for **Class No.** to enter in column 4.
- If you are registering a person who is not yet hired, enter "new employee" in column 1.

(1) First Name	(2) Last Name	(3) Class Location	(4) Class No.

Section C: Special Assistance

KSDE is committed to making training activities accessible to all participants. Please list below the name of any person(s) needing special assistance and specify his/her requirements. Use reverse side if more space is needed.

Registration must be complete one week prior to class date

- **Mail:** Child Nutrition & Wellness, Kansas State Department of Education, Landon State Office Building, 900 SW Jackson Street, Suite 251, Topeka, KS 66612 **or**
- **Email:** Sarah Bruschi at sbruschi@ksde.org **or**
- **Phone:** Sarah Bruschi at 785.296.2276