



Region 17 and Region 18
Education Service Centers

July 25-27, 2023
Region 17 ESC, Lubbock, Texas

General Information

Workshop Dates

July 25-27, 2023

Location

Region 17 Education Service Center
1111 West Loop 289
Lubbock, TX 79416

Registration

- Opens May 1, 2023
- Closes June 24, 2023

Registration must be completed online at www.esc17.net. Participants must have a Region 17 ESCWorks account to register. Please see page 11 for detailed ESCWorks instructions.

Sessions

Please refer to the Summer Workshop At a Glance on pages 6 and 7 to plan your registration. See the Session Descriptions on pages 8-10 for class details.

Session Times

Sessions are 2.5-hour classes except for Food Production Records which will be 5 hours.

There is no Registration Fee.

Participants will be released for a 1.5-hour lunch break between morning and afternoon sessions.

Schedule

Tuesday, July 25, 2023

12:00-1:00pm	Participant Check-In
1:00-3:30pm	Opening Session

Wednesday, July 26, 2023

8:30-9:00am	Participant Check-In
9:00-11:30am	Sessions
11:30-1:00pm	Lunch break
1:00-3:30pm	Sessions

Thursday, July 27, 2023

8:30-9:00am	Participant Check-In
9:00-11:30am	Sessions
11:30-1:00pm	Lunch break
1:00-3:30pm	Sessions

Facility

- Please use the main entrance near the flag poles on the west side to enter the building.
- The building is climate-controlled and may be too cool for some participants. Please dress accordingly.
- Region 17 is a tobacco-free environment.

Individuals with Disabilities

Please contact **Sandra Ramos** at **806-281-5707** regarding accommodations for special needs.

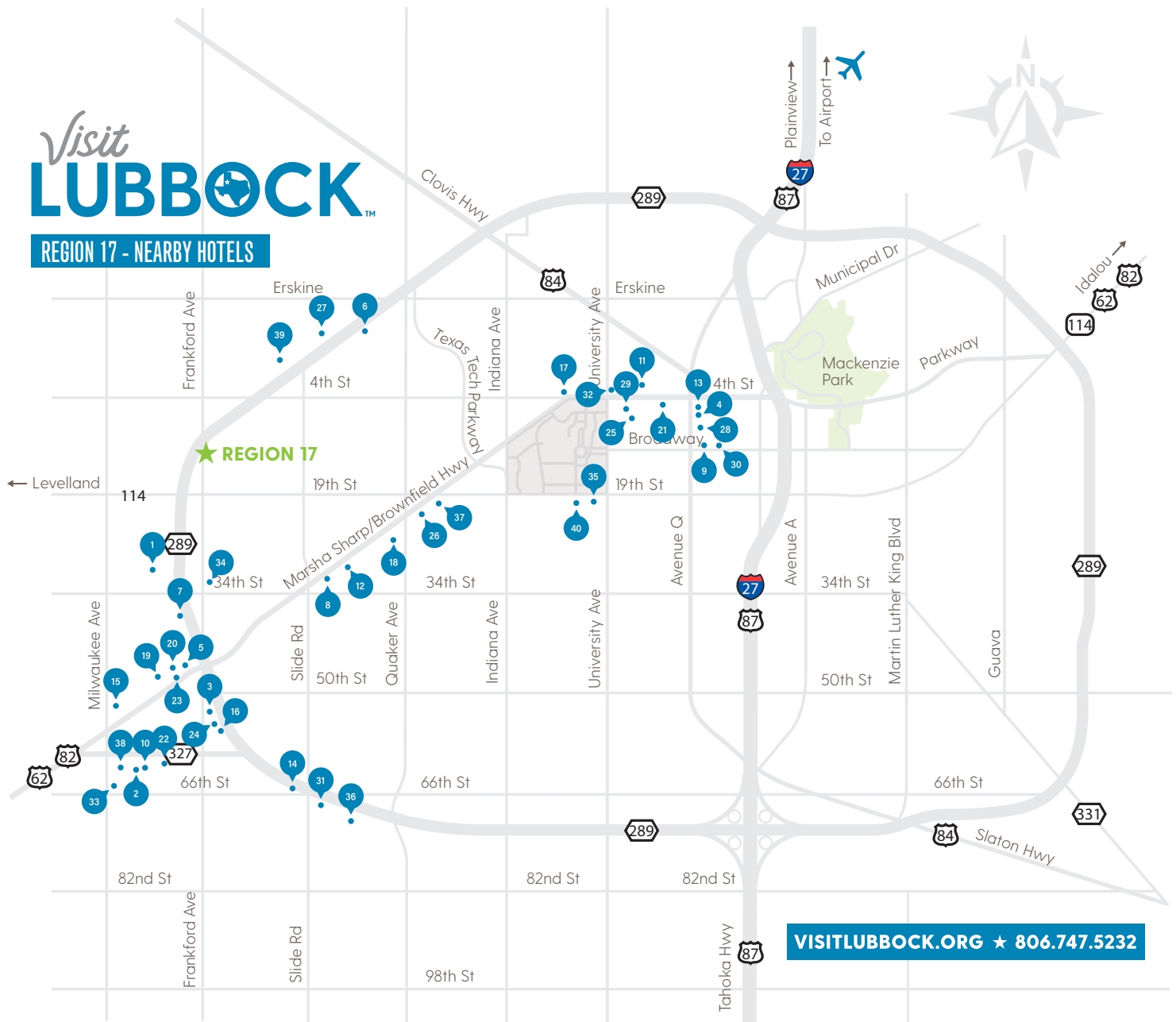
General Information

Professional Standards Training Requirements

Position	Defined As	Required hours of training annually
Director*	Responsible for managing the school nutrition programs for all sites in the Contracting Entity	12
Manager	In charge of the operations of one site or several sites	10
Staff	Works an average of 20 or more hours per week in direct program operations	6
Part-time Staff	Works less than 20 hours per week in direct program operations	4
<p>* All Directors must have 8 hours of food safety training every 5 years. Food Safety training is required for new Directors within the first 30 days of hire if it has not been completed in the preceding 5 years.</p>		



Hotel Information



REGION 17 *Nearby Hotels*

- 1 Aloft Lubbock**
2909 Iola Ave.
- 2 Arbor Hotel & Conference Center**
6401 62nd St.
- 3 Arbor Inn & Suites**
5310 Englewood Ave.
- 4 Baymont by Wyndham**
Lubbock Downtown Civic Center
601 Ave. Q
- 5 Baymont by Wyndham Lubbock West**
6015 45th St.
- 6 Best Western Plus Tech Medical Center Inn**
4703 N. Loop 289
- 7 Comfort Inn & Suites**
3430 W. Loop 289
- 8 Comfort Suites University**
4927 Marsha Sharp Fwy
- 9 Cotton Court Hotel**
1610 Broadway St.
- 10 Country Inn & Suites by Radisson**
Lubbock Southwest
6225 62nd St.
- 11 Courtyard by Marriott Downtown**
308 Ave. V
- 12 Days Inn & Suites by Wyndham**
Lubbock Medical Center
4923 Marsha Sharp Fwy
- 13 DoubleTree by Hilton**
505 Ave. Q
- 14 Embassy Suites by Hilton**
5215 S. Loop 289
- 15 Fairfield Inn & Suites by Marriott**
Lubbock Southwest
6435 50th St.
- 16 Hampton Inn & Suites Lubbock Southwest**
5614 Englewood Ave.
- 17 Hampton Inn & Suites Lubbock University**
2828 Marsha Sharp Fwy
- 18 Hawthorn Suites by Wyndham**
4435 Marsha Sharp Fwy
- 19 Hilton Garden Inn**
6027 45th St.
- 20 Holiday Inn Express & Suites Lubbock West**
6023 45th St.
- 21 Holiday Inn Express & Suites**
Lubbock Central
2115 Marsha Sharp Fwy
- 22 Holiday Inn Lubbock South**
6107 Justice Ave.
- 23 Home2 Suites by Hilton**
6004 Marsha Sharp Fwy
- 24 Homewood Suites by Hilton**
5320 W. Loop 289
- 25 Hyatt Place**
2309 Mac Davis Ln.
- 26 La Quinta Inn & Suites by Wyndham**
West Medical Center
4115 Marsha Sharp Fwy
- 27 La Quinta Inn & Suites**
by Wyndham North
5006 Auburn St.
- 28 MCM Elegante Hotel & Suites**
801 Ave. Q
- 29 Overton Hotel & Conference Center**
2322 Mac Davis Ln.
- 30 Pioneer Pocket Hotel**
1204 Broadway St.
- 31 Quality Suites**
5113 S. Loop 289
- 32 Residence Inn by Marriott Lubbock University**
2415 3rd St.
- 33 Residence Inn by Marriott Lubbock Southwest**
6415 62nd St.
- 34 Sleep Inn & Suites**
5816 34th St.
- 35 Staybridge Suites**
2515 19th St.
- 36 Staybridge Suites Lubbock South**
4801 S. Loop 289
- 37 SureStay Plus Hotel by Best Western**
3901 19th St.
- 38 Tru by Hilton Lubbock Southwest**
6407 62nd St.
- 39 Wingate by Wyndham**
5214 2nd Drive
- 40 Woodrow House**
2629 19th St.

Class Schedule

Tuesday, July 25th

TIME	SESSION #	SESSION TITLE	INSTRUCTOR
1:00pm – 3:30pm	949306	School Nutrition Program Updates & Annual Civil Rights Training	TDA Staff, Tricia Hays, Travis Neville & Rosalinda Padilla

Wednesday, July 26th - 5-hour (Choose 1 (5-hr) session OR 1 AM session and 1 PM session)

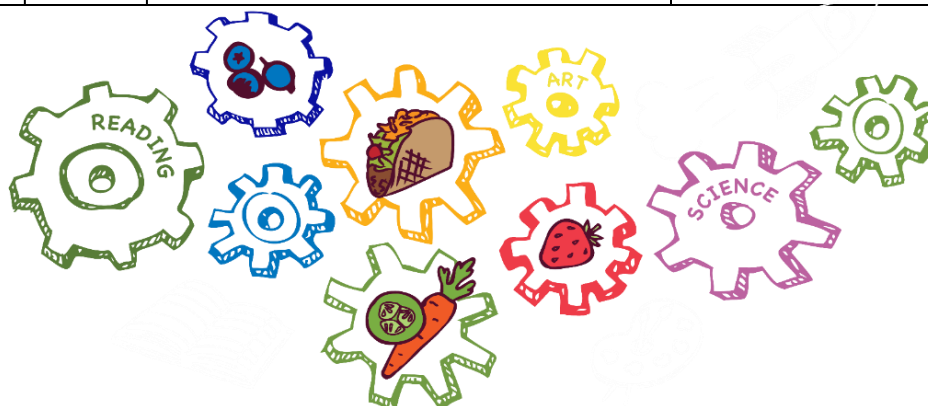
9:00am – 3:30pm	949244	Food Production Records – English	Katherine Artho & Cynthia Whitfield
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Wednesday, July 26th AM Sessions (Choose 1 AM session)

9:00am – 11:30am	949260	Counting Reimbursable Meals	Diana Chavarria
9:00am – 11:30am	949250	Fundamentals of USDA Foods with WBSCM	Travis Neville & Scott Wilkerson
9:00am – 11:30am	949256	Food Allergies, Dietary Accommodations & Medical Disabilities	Lisa Obenhaus
9:00am – 11:30am	949282	Food Safety in Schools - <i>Spanish</i>	Rosalinda Padilla
9:00am – 11:30am	949258	Food Safety in Schools	Brenda Tyler
9:00am – 11:30am	949252	Recognizing Reimbursable Meals: Breakfast and Lunch OVS	Christi Warlick-Burdsal
9:00am – 11:30am	949254	Smart Snacks & Local Wellness Policies	Dina Madera

Wednesday, July 26th PM Sessions (Choose 1 PM session)

1:00pm – 3:30pm	949261	Counting Reimbursable Meals	Diana Chavarria
1:00pm – 3:30pm	949251	Fundamentals of USDA Foods with WBSCM	Travis Neville & Scott Wilkerson
1:00pm – 3:30pm	949257	Food Allergies, Dietary Accommodations & Medical Disabilities	Lisa Obenhaus
1:00pm – 3:30pm	949259	Food Safety in Schools	Brenda Tyler
1:00pm – 3:30pm	949284	Kitchen Math and the Food Buying Guide - <i>Spanish</i>	Rosalinda Padilla
1:00pm – 3:30pm	949253	Recognizing Reimbursable Meals: Breakfast and Lunch OVS	Christi Warlick-Burdsal
1:00pm – 3:30pm	949255	Smart Snacks & Local Wellness Policies	Dina Madera



Class Schedule

REGIONS 17 & 18 2023 SCHOOL NUTRITION SUMMER WORKSHOP SCHEDULE

TIME	SESSION #	SESSION TITLE	INSTRUCTOR
Thursday, July 27th - 5-hour (Choose 1 (5-hr) session OR 1 AM session and 1 PM session)			
9:00am - 3:30pm	949245	Food Production Records - English	Katherine Artho & Cynthia Whitfield
Thursday, July 27th - AM Sessions (Choose 1 AM session)			
9:00am - 11:30am	949299	Eligibility Guidance Refresher	Tricia Hays
9:00am - 11:30am	949268	Food Production Records - <i>Spanish</i>	
9:00am - 11:30am	949287	Kitchen Math & the Food Buying Guide	Tarrah Moreno & DeeDee Ortega
9:00am - 11:30am	949291	Making Cents of Food Costs	Carol Patterson
9:00am - 11:30am	949296	Marketing & Customer Service	Kimberli Burrows
9:00am - 11:30am	949276	Recognizing Reimbursable Meals: Breakfast and Lunch OVS	Christi Warlick-Burdsal
9:00am - 11:30am	949272	Financial Management for SNP	Scott Wilkerson
9:00am - 11:30am	949270	Working Safe, Food Safety in Schools & Health Inspections	Travis Neville
Thursday, July 27th PM Sessions (Choose 1 PM session)			
1:00pm - 3:30pm	949288	Kitchen Math & the Food Buying Guide	Tarrah Moreno & DeeDee Ortega
1:00pm - 3:30pm	949294	Making Cents of Food Costs	Carol Patterson
1:00pm - 3:30pm	949277	Recognizing Reimbursable Meals: Breakfast and Lunch OVS	Christi Warlick-Burdsal
1:00pm - 3:30pm	949269	Recognizing Reimbursable Meals: Breakfast and Lunch OVS - <i>Spanish</i>	
1:00pm - 3:30pm	949273	Financial Management for SNP	Scott Wilkerson
1:00pm - 3:30pm	949271	Working Safe, Food Safety in Schools & Health Inspections	Travis Neville



Opening Session: Tuesday, July 25th

Registration

Participant check-in will be from 12:00-1:00pm on Tuesday, July 25th, in the lobby of the South Conference Center at Region 17 ESC. Use the main entrance (near flag poles) for quick access to check-in, where you will pick up supplies and make your way to the Program Updates Session.

School Nutrition Program Updates & Annual Civil Rights Training

Session ID: [949306](#)

Join us as we welcome you to the 2023 Summer Workshop, announce program updates for the 2023-2024 school year, and provide Civil Rights training in English and Spanish.

Target Audience: All

Class Descriptions: Wednesday, July 26th and Thursday, July 27th

Counting Reimbursable Meals

Wednesday Morning

Session ID: [949260](#)

Wednesday Afternoon

Session ID: [949261](#)

The course teaches the importance of an accurate system for counting meals at serving sites prior to the submission of the monthly claim for reimbursement. The basics of efficiently operating and utilizing a point of service (POS) system, ensuring correct recognition of reimbursable meal components, offer versus serve (OVS), and confidential student eligibility identification will be reviewed. Internal controls to ensure the accuracy of meal counts and record keeping will be discussed.

Wednesday only

Target Audience: Claim Preparers, CN Directors, Managers, and cashiers

Eligibility Guidance Refresher

Thursday Morning

Session ID: [949299](#)

This class reviews the principles used to determine a household's eligibility status through all methods of assigning free, reduced-price, or paid status. Best practices for ensuring the effectiveness and accuracy of the CE's eligibility determination processes will be covered.

Thursday morning only

Target Audience: Personnel with direct responsibility for reviewing and/or maintaining applications and eligibility documentation.

Financial Management for School Nutrition

Thursday Morning

Session ID: [949272](#)

Thursday Afternoon

Session ID: [949273](#)

This class covers a variety of financial management topics such as tracking expenditures/revenues for program and non-program foods, completing the Paid Lunch Equity Tool, Adult Meal Price Calculator, Resource Management Summary, annual Financial Report, and CN procurement procedures.

Thursday only

Target Audience: Administrators, Business Managers, CN Directors

Food Allergies, Dietary Accommodations & Medical Disabilities

Wednesday Morning

Session ID: [949256](#)

Wednesday Afternoon

Session ID: [949257](#)

This course will address procedures and requirements for accommodating students with medical disabilities and non-medical disabilities. Required documentation from a licensed medical authority will be reviewed, as well as legal concerns and liability, claiming meals, and maintaining compliance.

Wednesday only

Target Audience: Administrators, CN Directors, and Managers

Food Production Records

Wednesday All Day

Session ID: [949244](#)

Thursday All Day

Session ID: [949245](#)

This class offers an overview of Food Production Record (FPR) skills including how to fill out a FPR, how to use meal documentation to support the FPR, and how to use the FPR to improve forecasting, communication, organization, and to demonstrate compliance.

Wednesday and Thursday

Target Audience: CN Directors, Supervisors, Managers, production staff

Session Descriptions (continued)

**Food Production
Records - *Spanish***
Thursday Morning
Session ID: [949268](#)

This class offers an overview of Food Production Record (FPR) skills including how to fill out a FPR, how to use meal documentation to support the FPR, and how to use the FPR to improve forecasting, communication, organization, and to demonstrate compliance.

Thursday morning only

Target Audience: CN Directors, Supervisors, Managers, production staff

Food Safety in Schools
Wednesday Morning
Session ID: [949258](#)
Wednesday Afternoon
Session ID: [949259](#)

This course explores why food safety is important and gives guidance on how food service personnel can assure the preparation and service of safe foods. Learn about the HACCP system and how it can prevent food handling problems before they happen by controlling possible hazards that can contaminate food as it flows through a facility.

Wednesday only

Target Audience: All

**Food Safety in Schools
– *Spanish***
Wednesday Morning
Session ID: [949282](#)

This course explores why food safety is important and gives guidance on how food service personnel can assure the preparation and service of safe foods. Learn about the HACCP system and how it can prevent food handling problems before they happen by controlling possible hazards that can contaminate food as it flows through a facility.

Wednesday morning only

Target Audience: All

**Fundamentals of USDA
Foods with WBSCM**
Wednesday Morning
Session ID: [949250](#)
Wednesday Afternoon
Session ID: [949251](#)

This course will cover the fundamentals of USDA Foods as well as the basic knowledge required to begin the transition to USDA's Web Based Supply Chain Management System (WBSCM).

Wednesday only

Target Audience: All

**Kitchen Math & the Food
Buying Guide -**
Thursday Morning
Session ID: [949287](#)
Thursday Afternoon
Session ID: [949288](#)

This class provides participants with practice solving math problems involving operations, fractions, and decimals. Learn to identify units of measurement and solve for equivalent measures. Participants will apply math skills to calculate serving sizes, the number of servings needed and to adjust recipes.

Thursday only

Target Audience: All

**Kitchen Math & the Food
Buying Guide - *Spanish***
Wednesday Afternoon
Session ID: [949284](#)

This class provides participants with practice solving math problems involving operations, fractions, and decimals. Learn to identify units of measurement and solve for equivalent measures. Participants will apply math skills to calculate serving sizes, the number of servings needed and to adjust recipes.

Wednesday afternoon only

Target Audience: All

Session Descriptions (*Continued*)

Making Cents of Food Costs

Thursday Morning

Session ID: [949291](#)

Thursday Afternoon

Session ID: [949294](#)

This session is designed to assist Child Nutrition administrators, directors, supervisors, and menu planners with the important task of controlling food costs. Tips for forecasting, decreasing waste and a la carte pricing will be covered.

Thursday only

Target Audience: CN Directors, Business Managers, Managers

Marketing & Customer Service

Thursday Morning

Session ID: [949296](#)

This session focuses on making the customer the center of all activities by developing strategies based on needs and expectations of students, parents, and other stakeholders. Learn unique methods for marketing, promoting the program, and showcasing special features.

Thursday morning only

Target Audience: School Nutrition Managers

Recognizing Reimbursable Meals

Wednesday Morning

Session ID: [949252](#)

Wednesday Afternoon

Session ID: [949253](#)

Thursday Morning

Session ID: [949276](#)

Thursday Afternoon

Session ID: [949277](#)

This session will cover a series of topics – learning and implementing the meal patterns for the National School Lunch and School Breakfast Program, identifying reimbursable meals for all age/grade groups, and understanding Offer vs. Serve.

Wednesday and Thursday

Target Audience: Cashiers, Serving Line Staff, CN Directors, and Managers

Recognizing Reimbursable Meals -

Spanish

Thursday Afternoon

Session ID: [949269](#)

This session will cover a series of topics – learning and implementing the meal patterns for the National School Lunch and School Breakfast Program, identifying reimbursable meals for all age/grade groups, and understanding Offer vs. Serve.

Thursday afternoon only

Target Audience: Cashiers, Serving Line Staff, CN Directors, and Managers

Smart Snacks and Local Wellness Policy

Wednesday Morning

Session ID: [949254](#)

Wednesday Afternoon

Session ID: [949255](#)

An overview of resources available to Child Nutrition Programs for Smart Snacks and the Local Wellness Policy will be covered during this session. Triennial Assessment resources for the Local Wellness Policy will also be addressed.

Wednesday only

Target Audience: CN Directors, Business Managers, Managers

Working Safe, Food Safety & Health Inspections

Thursday Morning

Session ID: [949270](#)

Thursday Afternoon

Session ID: [949271](#)

A safe working environment is critical to the integrity of a school nutrition program. Safe working practices, along with a basic overview of HACCP principles will be covered. A Health Inspector will also provide information regarding health inspections in schools.

Thursday only

Target Audience: All

Registration

- Each participant will need their individual Region 17 ESCWorks username and password to register. ESCWorks accounts from other regions will not be accepted.
- **If you already have an existing ESCWorks account in the Region 17 system, please DO NOT create a new account.** We will be happy to assist you in locating the existing account. Creating multiple ESCWorks accounts will cause difficulty in obtaining certificates and managing credit hours.

Registration for existing ESCWorks accounts:

1. Go to www.esc17.net.
2. Click on “Workshops” (the fifth option across the top menu).
3. Click on the yellow “Sign In” button on the left and enter your ESCWorks username and password.
4. Once you have logged in, use the search box to view each session you would like to attend. You can search by keywords in the class name or by Session ID.
5. Once classes appear in the search results, click on the Session ID to view class details and register.
6. To register for the class, click on the blue “Register” button.
7. You may register for multiple classes before completing your checkout. When you have added all the sessions you want to attend to your cart, click on the shopping cart icon (top right) or select “Checkout”.
8. Review your Shopping Cart and click “Check out”.
9. Verify your organization information, click the “I certify” box, and click “Continue”. Click **“Complete Checkout.”**
10. You are now viewing the confirmation screen. Your registration has been successfully completed.
11. A confirmation will be automatically emailed to you. Please keep a printed copy to bring with you and give a copy to your Child Nutrition Director. Each participant will receive a final conference itinerary upon check-in.
12. If you do not receive a confirmation email within 24 hours, please contact Sandra Ramos to confirm that your registration was received.
13. Participants may cancel their registration by clicking on “Registration History” from the left-side menu. Then click “Cancel Registration” for the classes you no longer want to attend.

Creating a new ESCWorks account:

1. Go to www.esc17.net.
2. Click on “Workshops” (the fifth option across the top menu).
3. Click on “New Users” from the blue menu on the left side.
4. Complete all information and click “Save Record.”
5. Follow the instructions above to register for Summer Workshop.

For assistance, contact Sandra Ramos (sramos@esc17.net, 806-281-5707).



Contacts



Region 17 ESC

Tricia Hays thays@esc17.net (806) 281-5835	Katherine Artho kartho@esc17.net (806) 281-5809	Tarrah Moreno tamoreno@esc17.net (806) 281-5811	Sandra Ramos sramos@esc17.net (806) 281-5707
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Region 18 ESC

Dina Madera dmadera@esc18.net (432) 567-3285	Christi Warlick-Burdsal cwarlick@esc18.net (432) 567-3271	Kimberli Burrows kburrows@esc18.net (432) 567-3233
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In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1.mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2.fax:

(833) 256-1665 or (202) 690-7442; or

3.email:

program.intake@usda.gov



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COMMISSIONER SID MILLER

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Food and Nutrition Division
Child Nutrition Program Summer Workshop

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www.SquareMeals.org