It’s National School Lunch Week – Oct 14-18

October 14-18, 2019 is National School Lunch Week! The theme is “School Lunch: What’s on your Playlist?” Need ideas? Visit the School Nutrition Association website to find an excellent selection tools and resources to help promote and celebrate your school lunch program.

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**Program Operations Information**

**Important Dates**

*NOTE: Anytime a deadline falls on a weekend or a holiday the actual deadline is extended to the next business day.*

- Oct 14-18........National School Lunch Week
- Oct 15..............Deadline to submit FFVP Claim for Reimbursement (for Sep)
- Nov 10.............Deadline to submit NSLP/SBP/ASSP Claim for Reimbursement (for Oct)
- Nov 11..........Veteran’s Day observed (State offices closed)
- Nov 15...........1st Quarter FC1-A Report Due (Traditional Public Schools)
- Nov 15.............Deadline to complete Verification of F&R Applications
- Nov 15.............Deadline to submit FFVP Claim for Reimbursement (for Oct)
- Nov 18............Online Verification Report Opens & Online survey
- Nov 28-29........Thanksgiving Holidays (State offices closed)

**Updated School Meal Guidance**

The Food and Nutrition Service is issuing a suite of memoranda providing updated guidance for operators in the Child Nutrition Programs (CNPs), including the National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program for Children, Child and Adult Care Food Program, and Summer Food Service Program. These new memoranda do not include additional requirements; they are intended to help Program operators implement recent regulatory changes and provide clarification to existing policies and regulations.
SP 37-2019 Questions and Answers on the Final Rule Child Nutrition Programs: Flexibilities for Milk, Whole Grains, and Sodium Requirements

SP 38-2019 Meal Requirements under the National School Lunch Program and School Breakfast Program: Questions and Answers for Program Operators

SP 39-2019 Clarification on the Milk and Water Requirements in the School Meal Programs

SP 40-2019 Smoothies Offered in the Child Nutrition Programs

SP 41-2019 Salad Bars in the National School Lunch Program and School Breakfast Program

Please review these memoranda and if you have any questions, contact your Zone Consultant.

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**Nutrition Education & Program Promotion**

**2020 Farm to School Grant Request for Applications is Now Live!**

The Office of Community Food Systems is very excited to celebrate another Farm to School Month by announcing the official release of the fiscal year (FY) 2020 Farm to School Grant Program Request for Applications (RFA). Farm to school programs support local communities through a variety of activities, including taste tests, farm visits, local purchasing, food and agriculture education, and farmer and producer training.

USDA will award up to $10 million in competitive grants to eligible entities through the Farm to School Grant Program in FY 2020. Each grant helps implement farm to school programs that increase access to local food in eligible schools providing students with nutritious meals, while also supporting local producers. In FY 2019, USDA awarded a record 126 grants across the United States.

The RFA includes three tracks—Implementation, Planning, and a new State Agency track—to support a variety of projects and implementation stages. Each track provides funding for a specific range of activities:

Planning grant awards range from $20,000-$50,000. Planning grants help eligible entities build a strong foundation for their efforts rooted in best practices and are ideal for applicants just getting started on farm to school activities. Some activities may include collecting data, engaging stakeholders, identifying gaps in knowledge and resources, pinpointing and developing solutions for obstacles that hinder farm to school programming for a particular community, and more!
Implementation grant awards range from $50,000-$100,000. An implementation grant works well for eligible entities with prior farm to school experience, helping scale up or further develop existing farm to school initiatives. Some examples of activities in implementation grants include (but are not limited to) training and technical assistance, supply-chain development, evaluation activities, curriculum development, creation of promotional materials or campaigns, and formation of networks or coalitions.

State Agency grant awards range from $50,000-$100,000 to help State agencies seeking to improve access to local food served in eligible Child Nutrition Programs (CNP) by incorporating local procurement and agricultural education activities. Eligible State agencies include any State-level agency working to promote farm to CNP activities, such as State Departments of Education, Health, or Agriculture.

A wide variety of entities are eligible to compete for funding through this grant opportunity. Schools and school districts, local agencies, Indian tribal organizations, small- to medium-sized agricultural producers or groups of small- to medium-sized agricultural producers, and non-profit organizations are eligible to apply for Planning and Implementation grants. State agencies may apply for a State Agency grant. Please see sections 3.0 through 3.4 of the RFA. A Frequently Asked Questions document will be available soon on the Farm to School Grant Applicant Resources Page (https://www.fns.usda.gov/cfs/resources-farm-school-grant-program-applicants)

The Grant RFA can be found online here. Complete applications must be submitted on www.Grants.gov, by 11:59pm ET on December 13, 2019.

Check out the OCFS resources for grant applicants and see a list of prior grantees’ project descriptions for proposal inspiration!

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**Alliance for a Healthier Generation – America’s Healthiest Schools**

Several North Carolina schools have made the Alliance for a Healthier Generation’s list of America’s Healthiest Schools for 2019. *Congratulations!* to these schools, and everyone involved in this wonderful achievement! The following list of schools in North Carolina made the Healthiest Schools list. You’ll find this list (and other states) posted on the [Alliance for a Healthier Generation](https://www.healthiergeneration.org) website.

<table>
<thead>
<tr>
<th>School</th>
<th>District</th>
<th>City</th>
<th>Award</th>
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<tbody>
<tr>
<td>Burton Elementary School</td>
<td>Durham Public School District</td>
<td>Durham</td>
<td>Bronze</td>
</tr>
<tr>
<td>Emma B. Trask Middle School</td>
<td>New Hanover County School District</td>
<td>Wilmington</td>
<td>Bronze</td>
</tr>
<tr>
<td>Hillside High School</td>
<td>Durham Public School District</td>
<td>Durham</td>
<td>Bronze</td>
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</tbody>
</table>
30 Fruit and Vegetable Fact Sheets Available

As you plan ahead for Fruits & Veggies – More Matters™ Month in September and Farm to School Month in October, fruit and vegetable fact sheets may be of assistance to you in providing nutrition education and promotional activities. Thirty fact sheets are now available on produce grown in North Carolina and served through School Nutrition Programs. New fact sheets were added, and the originals were updated with new reference links. These resources are designed to assist School Nutrition professionals and educators in encouraging children to eat and enjoy more fruits and vegetables. The fact sheets feature a full color photo of each fruit or vegetable and provide information divided into the following sections:

- **Grow** (type, origin and growing tips)
- **Choose** (varieties, availability and strategies for selection)
- **Store** (information on where and how to store)
- **Prepare** (how to wash and prepare)
- **Teach** (facts, trivia and educational activities)
- **Eat** (nutritional benefits) and Find (resources and links)

You can find all of the fact sheets [here](#). If you have questions about the fact sheets, please contact Tracey Bates at [tracey.bates@dpi.nc.gov](mailto:tracey.bates@dpi.nc.gov).

NC Child Hunger Hero Awards

The North Carolina Hunger Hero Awards presented by No Kid Hungry NC is an opportunity to nominate someone in your school community who has worked tirelessly to ensure kids have greater access to healthy food. Anyone working to fight child hunger in North Carolina can be nominated. The winners will be recognized at the NC Child Hunger Leaders Conference in February 2020.

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<thead>
<tr>
<th>School</th>
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<th>Award</th>
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<tbody>
<tr>
<td>Pine Valley Elementary School</td>
<td>New Hanover County School District</td>
<td>Wilmington</td>
<td>Bronze</td>
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<tr>
<td>Rockingham County Middle School</td>
<td>Rockingham County School District</td>
<td>Wentworth</td>
<td>Bronze</td>
</tr>
<tr>
<td>Underwood Elementary School</td>
<td>Wake County School District</td>
<td>Raleigh</td>
<td>Bronze</td>
</tr>
<tr>
<td>Weatherstone Elementary School</td>
<td>Wake County School District</td>
<td>Cary</td>
<td>Bronze</td>
</tr>
</tbody>
</table>
Nominate your Hero at:
https://docs.google.com/forms/d/e/1FAIpQLSd9bbj2ICFFhCEGwAs0WEFLfZXLKXNoojTsogx-whIMQ4SOA/viewform

For more details about this award visit the No Kid Hungry NC website.

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**2020 NC Jr. Chef Competition**

The North Carolina Jr. Chef Competition (NCJCC) seeks student created and tested recipes for school meals. The NCJCC hopes to inspire the next generation of culinary professionals, stimulate interest in locally produced agriculture, and encourage healthy eating habits. The NCJCC will recognize students for their ability to work as members of a team to demonstrate valuable skills in recipe development, food preparation, marketing, public presentation, organization, and local food systems.

Teams of 2-4 high school students (grades 10-12) currently enrolled in North Carolina Career and Technical Education Food, Nutrition, and Culinary Arts courses can participate in the NCJCC. The NCJCC consists of two parts: 1) a recipe contest and 2) cook-off. Student teams must **develop a recipe** that meets the guidelines to submit for the NCJCC recipe contest. During the NCJCC cook-off, finalist teams must **prepare, cook and plate their recipe** and **present (2) plates of their prepared recipe** to judges.

**Important Dates:**

**November 15, 2019**
Teams interested in participating in the NCJCC must submit an Intent to Compete.

**December 6, 2019**
Teams must submit a Photo of their Recipe along with a completed Application, Recipe, Photo of the Dish, and Parental Permission and release forms for each team member.

**December 18, 2019**
Teams will be notified if they have been selected as a finalist.

**February 6-7, 2020**
Eight finalist teams will participate in a cook-off at Johnson & Wales University in Charlotte. The winning team will be announced during the NC FCCLA Culinary Arts Awards Ceremony immediately following.
**Sign Up Now for the 2019 NC Crunch**

Celebrate Fruits & Veggies Month by signing up now for the 2019 NC Crunch so that you can receive the planning guide and be ready to crunch. The NC Crunch, from the Farm to School Coalition of NC and the NC Farm to Preschool Network, offers kids and adults in schools and early care and education sites across the state the opportunity to taste and learn about NC produce. This year’s NC Crunch is scheduled for October 23 but you can plan to participate any time during the month of October that works for you in celebration of Farm to School Month. Even though this event will take place in October, it is never too early to plan ahead for produce orders and educational activities and to reach out to local partners who can help. Over 313,000 kids and adults crunched NC produce for the 2018 NC Crunch. Help us beat the 2019 goal of 500,000 participants to make it a crunch heard ‘round the state!

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**Respond to the 2019 USDA Farm to School Census through 11/4**

USDA las launched the 2019 Farm to School Census. School Food Authorities (SFAs) have the opportunity to share about their farm to school activities with the census through November 4. The Farm to School Census examines SFAs’ activities in regard to local food purchasing, school gardens, and agricultural education and demonstrates the innovative efforts of SFAs to provide healthy food and nutrition education to children, while supporting American agriculture and strengthening local communities. By responding to the census, you can help inform USDA decisions regarding the Farm to School Grant Program, training and technical assistance strategies, and resource development.

- Review the Facts about the 2019 USDA Farm to School Census sheet.
- Look out for email communications from Abt Associates with more info about and a unique link to respond to the 2019 Census. USDA has contracted with Abt Associates to conduct the census.
- Utilize the 2019 Census Preparation Worksheet to collect data about your SFA’s farm to school activities in preparing a response to the census.
- Contact Abt Associates for questions or assistance regarding the 2019 Census at farmtoschool@abtassoc.com or 855-452-5794 (from 9 am to 9 pm ET).
- Visit https://farmtoschoolcensus.fns.usda.gov to explore 2015 Farm to School Census data at the SFA, State agency, or national level.
Summer Nutrition

Summer Food Service Program – Year-End Reporting Requirements

Through its rule-making authority, the Food and Nutrition Service (FNS) promulgated new rules effective last year on July 31, 2018, affecting the Summer Food Service Program. One of the areas addressed by the rules was the continued requirement of maintenance of a nonprofit food service. FNS expects Summer Food Service Program (SFSP) sponsors to maintain documentation to support operation of a nonprofit food service to ensure the integrity of the Program. Sponsors are to adequately manage resources throughout the summer to ensure that a well-run, quality summer meal service does not result in a significant amount of unused reimbursement.

To this end, the Summer Nutrition Programs of the North Carolina Department of Public Instruction ask sponsors to complete a Year-End Report documenting the amounts claimed for reimbursement and the actual costs involved in the operation of the program. To make your reporting easier this year, we have developed an electronic form. Please select this link to access the form and submit your results no later than Friday, October 25, 2019.

If a sponsor has unused reimbursement, this remaining amount must be kept in a nonprofit food service account, as required of all Child Nutrition Programs. These funds must benefit the operation of another Child Nutrition Program operated by the sponsor or SFSP operations operated by the sponsor the following program year.

If you have any questions or need assistance, please contact Victoria Homick at victoria.homick@dpi.nc.gov or via telephone: 919.807.3552.

2019 SummerPalooza! Summits

You are invited to join Summer Nutrition Program sponsors and supporters from across North Carolina for the 2019 SummerPalooza! Summits. The SummerPalooza! Summits are day-long celebrations and planning events developed to increase participation in and expand awareness of North Carolina’s Summer Nutrition Programs for children. This year's theme "The Next Level" represents a focus on incorporating technology and innovative strategies to create more sustainable and successful summer programs.

This year, the SummerPalooza! Summit speakers will include a diverse group of NC Summer Nutrition sponsors, sites, and community partners sharing their experiences and best practices in session like:

- Award-Winning Sponsor Spotlights
- Social Media Strategies
- Serving Year-Round Meals for Kids
- Strategies to "Tech It to the Next Level"
The NCDPI Summer Nutrition and No Kid Hungry Staff are also excited to share with you

- 2019 Participation Results
- Activities for Summer Sites
- Next Steps for Sponsorship in 2020
- 2019 Summer Nutrition Champions

and **Two Big Announcements about New Opportunities Coming in Summer 2020!**

These free events will be held this fall across the state as follows:

**October 22, 2019**  Greenville  Eastern Area Health Education Center

**October 24, 2019**  Greensboro  GTCC Conference Center

**October 29, 2019**  Asheville  The Crest Center

*Space is limited, so reserve your spot today!*

**CLICK HERE TO REGISTER!**

Please contact McCamy Holloway at mccamy.holloway@dpi.nc.gov or 919-807-3568 for more information.

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**Continuing Education**

**Golden Key Achievement Award Guidance for 2019-20 is updated!**

The Golden Key Achievement Award program is a set of criteria designed to recognize the great accomplishments in a single school. The purpose of the award is to promote benchmarks of excellence across North Carolina and to honor School Nutrition programs maintaining high standards. Participation in this award fosters ongoing professional development and improvement in the school nutrition environment.

Schools qualifying for a plaque may be eligible to compete for award recognition at the State level. Each School Food Authority may submit their one best notebook entry meeting the plaque requirement to the State Agency to compete for first, second, and third-place awards. State level winners will be announced at the annual School Nutrition Association of North Carolina (SNA-NC) conference.

Refer to the website below for 2019-20 guidance and information:

[https://childnutrition.ncpublicschools.gov/information-resources/awards-grants-opportunities/golden-key-achievement-award](https://childnutrition.ncpublicschools.gov/information-resources/awards-grants-opportunities/golden-key-achievement-award)
Entries for state-wide awards consideration must be received in the NC Department of Public Instruction School Nutrition Section by April 30. (Note: As with other deadlines, any time a due date/deadline falls on a weekend or a holiday, the deadline automatically extends to the next business day.)

**School Nutrition Leadership Academy**

The North Carolina Department of Public Instruction School Nutrition Administrator Leadership Academy’s goal is to grow self-confident and high achieving School Nutrition Administrators in a nurturing teaching environment which encourages collaboration and continuous professional development. The Leadership Academy is designed to provide on-going continuing education in areas critical to the administration and operation of high-quality School Nutrition Programs. The courses and workshops include subject areas such as:

- Food Production and Operations Management
- Food Safety
- Leadership Development
- Marketing
- New Administrator Orientation
- Nutrition
- Procurement
- Program Accountability
- Resource/Financial Management
- Summer Nutrition

Courses are planned for a variety of topics each year and will be offered on a rotating schedule with many subject areas being explored in greater depth in subsequent workshops. We are excited about sharing our School Nutrition Leadership Academy learning opportunities! Explore our 2019-20 course offerings at the links below.

https://learn.mckimmoncenter.ncsu.edu/search/publicCourseAdvancedSearch.do?method=doPaginatedSearch&showInternal=false&csplIndex=true&isPageDisplayed=true&courseSearch.programAreaStringArray=54369&courseSearch.filterString=availforreg

and

https://childnutrition.ncpublicschools.gov/continuing-education/sn-leadership-acad

Contact Susan Thompson, MS RDN LDN SNS at susan.thompson@dpi.nc.gov or 919-218-4090 for more information.

**PROCUREMENT: 2019-2020 Courses Open for Registration**

- **Procurement University for School Nutrition Programs: Understanding and Applying Sound Procurement Practices**
  This popular course will be repeated on January 29-31, 2020. Procuring goods and services for
the School Nutrition program is a detailed, complex and precise process. Possessing a strong understanding of the procurement regulations and procedures is key to an accountable and successful procurement system, while offering the confidence of getting the highest quality products and services at the best prices. This course will provide instruction and afford the participant a learning experience for understanding Federal and state procurement process and regulations guiding the School Food Authority’s (SFA’s) procurement activities. This course provides 18 contact hours of professional development credit for learning code 2400 Purchasing/Procurement.

Space is limited and pre-registration using the link below will close when the class has reached maximum capacity.

https://learn.mckimmoncenter.ncsu.edu/search/publicCourseSearchDetails.do?method=load&courseld=7284776

• **Procurement University II: Administering Sound Procurement Practices for School Nutrition Programs**

This is a continuation of the Procurement University for School Nutrition Programs: Understanding and Applying Sound Procurement Practices. The content will enhance participants’ understanding and application of the Federal procurement practices and purchasing regulations guiding School Food Authorities (SFAs) in the School Nutrition procurement environment. Participants will also receive guidance on SFA-specific procurement and solicitation concerns during guided roundtable discussions and problem solving with peer School Nutrition Professionals. **Successful completion of Procurement University for School Nutrition Programs: Understanding and Applying Sound Procurement Practices is a prerequisite for this course.** This course provides 6 contact hours of professional development credit for learning code 2400 Purchasing/Procurement.

It will be offered on **November 14, 2019 in Raleigh** and **March 12, 2020 in Hickory**. The link below provides additional details about the course and registration:

https://learn.mckimmoncenter.ncsu.edu/search/publicCourseSearchDetails.do?method=load&courseld=8822541

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**Lead Like it Matters Course is Returning this Year!**

School Nutrition will offer two sessions of **Lead Like It Matters: A Leadership Development Course for School Nutrition Administrators**. This 3-day course was developed for and with the NC Department of Public Instruction School Nutrition Division with a goal of providing School Nutrition Administrators the experiences and skills education to create a strong School Nutrition leadership community. This investment in our schools and our leaders is important and value added. It is designed to provide
School Nutrition Administrators a heightened self-awareness about leadership styles, emotional intelligence, and work relationships. It will guide participants through a process to clarify group dynamics, valuable communication skills, and using effective tools for successful decision making, efficient meetings, and highly functional teams. The program, intended to be the beginning of building a strong foundation on which to build future leadership development, is rich, engaging, and fun!

The course will be facilitated by George and Roxi Bahar Hewertson and will provide 21 hours of continuing education credit for professional development in the Learning Code 4140 Communication Skills. Roxi is the President and CEO of Highland Consulting Group, Inc. and has a passion for teaching, coaching, and creating dynamic learning opportunities making a positive and lasting difference in the workplace. She received her master’s degree from Cornell's School of Industrial and Labor Relations. Her book, "Lead Like It Matters: Because it Does," was published by McGraw-Hill in October 2014. Roxi works directly with individuals and teams as an independent leadership consultant and executive coach. She served many years as Director of Administration for Administration, Facilities and Finance at Cornell University and has worked with public school systems in New York and North Carolina. She has over 30 years’ experience in leading people and has been helping leaders and their teams create healthy workplace cultures.

George is the Vice President of Highland Consulting Group, Inc. and has a unique talent for working with teams. He was Chief Engineer in the Royal Air Force, leading teams into and out of very difficult situations on the ground and in the air. George built and operated Highland Lodge Retreat Center in upstate New York (NY), hosting and facilitating groups and teams in the NY area for over 15 years. He loves to facilitate learning and to work one-on-one with participants.

Workshop space is limited, and registration is currently restricted to one administrator per School Food Authority (SFA). Please use the link below to learn more about the course and register. If the class does not fill to capacity, registered participants will be notified of the opportunity to register additional colleagues from their SFA.

https://learn.mckimmoncenter.ncsu.edu/search/publicCourseSearchDetails.do?method=load&courseId=7278099

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<th>October 15-17, 2019</th>
<th>March 31 – April 2, 2020</th>
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<tr>
<td>Guilford Technical Community College Conference Center</td>
<td>Riverfront Convention Center</td>
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<tr>
<td>Colfax, NC</td>
<td>New Bern, NC</td>
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<tr>
<td>Register by October 7</td>
<td>Register by March 23</td>
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North Carolina State University McKimmon Center will confirm your registration by email. If you have questions about the workshop, please contact Susan Thompson at susan.thompson@dpi.nc.gov.
Current School Nutrition Leadership Academy Opportunities

The NC School Nutrition Leadership Academy offers a variety of professional development activities for School Nutrition Administrators. Be sure to keep the School Nutrition Administrator contact information updated in the School Nutrition Technology System as this is the information used to send email notifications. When logging in and registering for a course offered through NCSU McKimmon Center, please check your student profile for accurate email address, especially if you have moved to a new School Food Authority (SFA). This student profile email is used to confirm your enrollment and provide important course details.

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Course/Workshop Title</th>
<th>SN Academy Classification</th>
<th>Location</th>
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<tbody>
<tr>
<td>Oct 15-17</td>
<td>Lead Like it Matters: A Leadership Development Program for School Nutrition Professionals</td>
<td>Leadership</td>
<td>Colfax</td>
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<td>(register by Oct 7)</td>
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<tr>
<td>Oct 21-23</td>
<td>Safe Plates for Food Managers: A Certified Food Protection Manager Course and Examination</td>
<td>Food Safety – Level 1</td>
<td>Gaston</td>
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<td>(register by Oct 11)</td>
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<tr>
<td>Nov 7</td>
<td>Boot Camp for School Nutrition Administrators in Charter Schools: How to Effectively Manage the Risks and Navigate the Regulatory Waters of the Federal School Nutrition Programs</td>
<td>Orientation</td>
<td>Colfax</td>
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<tr>
<td>(register by Oct 30)</td>
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<tr>
<td>(register by Nov 6)</td>
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<tr>
<td>Jan 29-31, 2020</td>
<td>Procurement University for School Nutrition Programs: Understanding and Applying Sound Procurement Practices</td>
<td>Procurement</td>
<td>Colfax</td>
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<tr>
<td>(register by Jan 21)</td>
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<td>(register by Mar 4)</td>
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### Food Production and Operations Management: K-12 Culinary Fundamentals for School Nutrition Administrators

**Level 2**

**Mebane**

**Mar 17-18, 2020**

*(register by Mar 9)*

**Mar 19, 2020**

*(Save the date, registration coming soon)*

**Mar 31-Apr 2, 2020**

*(register by Mar 23)*

### Lead Like it Matters: A Leadership Development Program for School Nutrition Professionals

**Leadership**

**New Bern**

**Mar 31-Apr 2, 2020**

*(register by Mar 23)*

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### Vacancy Announcements

**Agency/SFA:** Asheville City Schools  
**Position:** Child Nutrition Director  
USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

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