



Get Online with a Multifaceted, Multilingual, Professional
Development Program for School Nutrition Personnel

www.makingitcount.info

Lynne Ivers Thompson, MS

UMass Extension Nutrition Education Program

Marketing and Design Director

Principle Investigator for SMARTTs

Creative Director and Project Manager

Session Overview

Learn about:

- Professional training standards
- Changes in National School Lunch Program
- Making It Count (MIC) as a training tool
 - Project background
 - What makes us SMARTTs
 - Why use Making It Count



Session Overview

Experience:

MIC as a Professional Development Training Tool

- Watch
 - **Meal Pattern Requirements for Lunch (part 1)** – video
 - **Point of Service Meal Count System** – video
- Play
 - **Make the Portion Count** – interactive activity
 - **Key Word Match Game** – site-based activity
 - **How Do You Ring it UP?**– interactive activity



Session Overview

Use:

MIC for Professional Development to meet Professional Standards

- MIC online Teaching Tools
- What people are saying
- Questions



Key provision of the Healthy, Hunger-Free Kids Act of 2010.

Important step to ensure ALL of America's children receive safe, nutritious meals through efficient, cost effective programs.

USDA United States Department of Agriculture

Professional Standards for School Nutrition Program Employees

EFFECTIVE
JULY 1, 2015

<http://teamnutrition.usda.gov>

U.S. Department of Agriculture
Food and Nutrition Service
FNS-486
June 2015

USDA is an equal opportunity provider and employer.

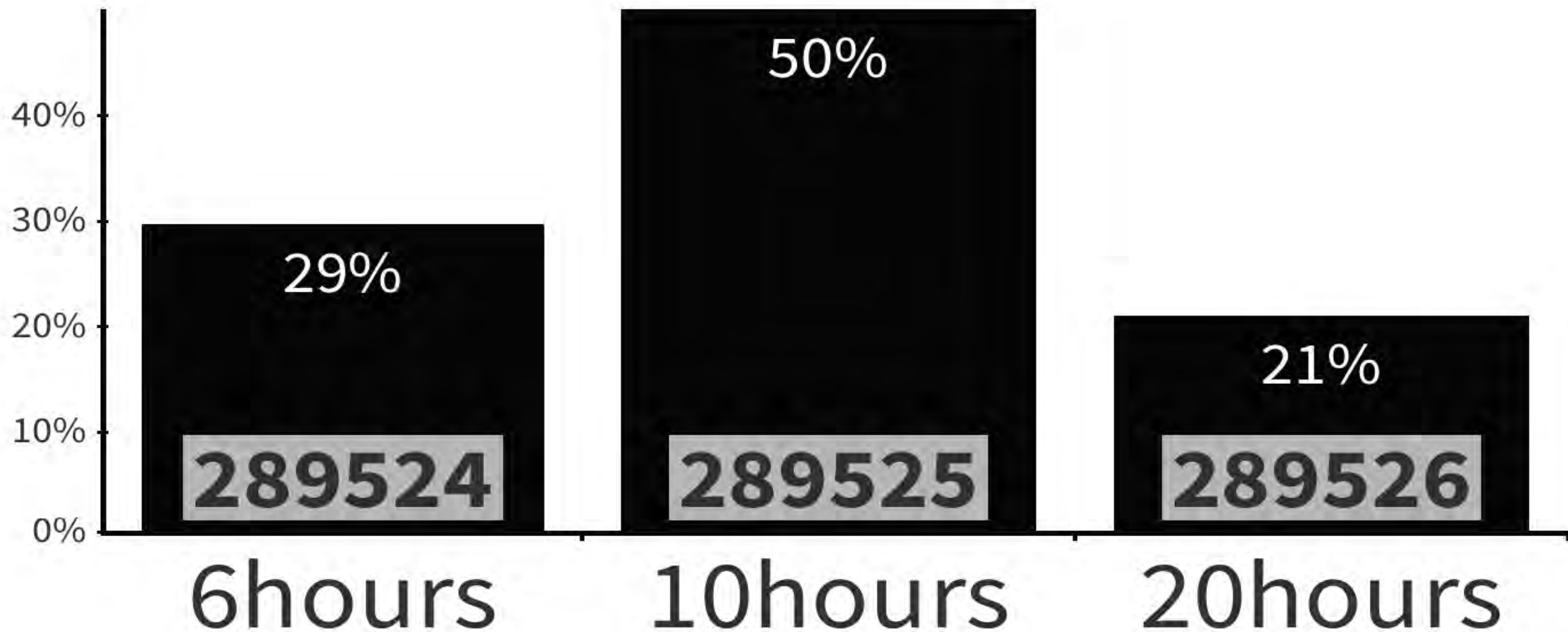
Professional Standards:

- **Enhance** the image of school nutrition professionals and their **influence** in the community
- **Build** skills and **empower** staff to lead efficiently operated school nutrition programs
- Final rule became effective - July 1, 2015.

Starting July 1, 2016, how many hours of professional training does the USDA require each year for new and current School Nutrition Managers

📱 Text a **CODE** to **22333**

🕶️ Answers to this poll are anonymous



What Qualifies as Training?

Training should apply to an employee's work duties. In many cases, your director and school district will help you find training. They may also assist in identifying training for your staff. Consider these options for job-specific training:

MIC

- ✓ ▶ Online courses
- ✓ ▶ Structured, on-the-job training
- ✓ ▶ In-service training
- ▶ Local school nutrition organization educational events
- ▶ State agency-sponsored training
- ✓ ▶ Training you conduct for staff
- ▶ Meetings sponsored by foodservice partners (vendors and commodity groups), including exhibits (as allowed by your State agency)
- ▶ College courses with job-specific content



USDA United States Department of Agriculture

Making It Count | Professional Standards

Professional Standards for School Nutrition Professionals

- [Home](#)
- [Find Training](#)
- [Advanced Search](#)
- [Professional Standards Information](#)
- [Calendar](#)
- [Contact Us](#)

Home » Operations (2000) » Cashier and Point of Service (POS) (2300) » Making It Count

- Nutrition
- Operations
- Administration
- Communications / Marketing
- Professional Standards Tracking Tool Information

Making It Count



Making It Count contains many different resources for school food service personnel to enhance their knowledge and hone their skills. The Web site is composed of videos, factsheets, and other resources and is divided into four sections:

- Understanding USDA Meal Patterns
- Special Dietary Needs
- What Counts as Reimbursable Meals
- Ways to Insure Access and Accountability

Website: [Making it Count](#)

Developer:

Massachusetts Department of Elementary and Secondary Education. University of Massachusetts, Amherst. UMass Extension.

Learning Objectives: [Nutrition \(1000\)](#) [Menu Planning \(1100\)](#) [Nutrition Requirements \(1110\)](#) [Special Diets \(1160\)](#) [Operations \(2000\)](#) [Serving Food \(2200\)](#) [Portion Sizes/Special Diets \(2210\)](#) [Offer vs Serve \(2220\)](#) [Maintaining Food Quality and Appearance \(2230\)](#) [Serving Lines \(2240\)](#) [Cashier and Point of Service \(POS\) \(2300\)](#) [Reimbursable Meals \(2310\)](#) [POS Financial Responsibility \(2320\)](#)

Language: English

Training format: Video Online training Print Materials

State Specific: Unlimited Access

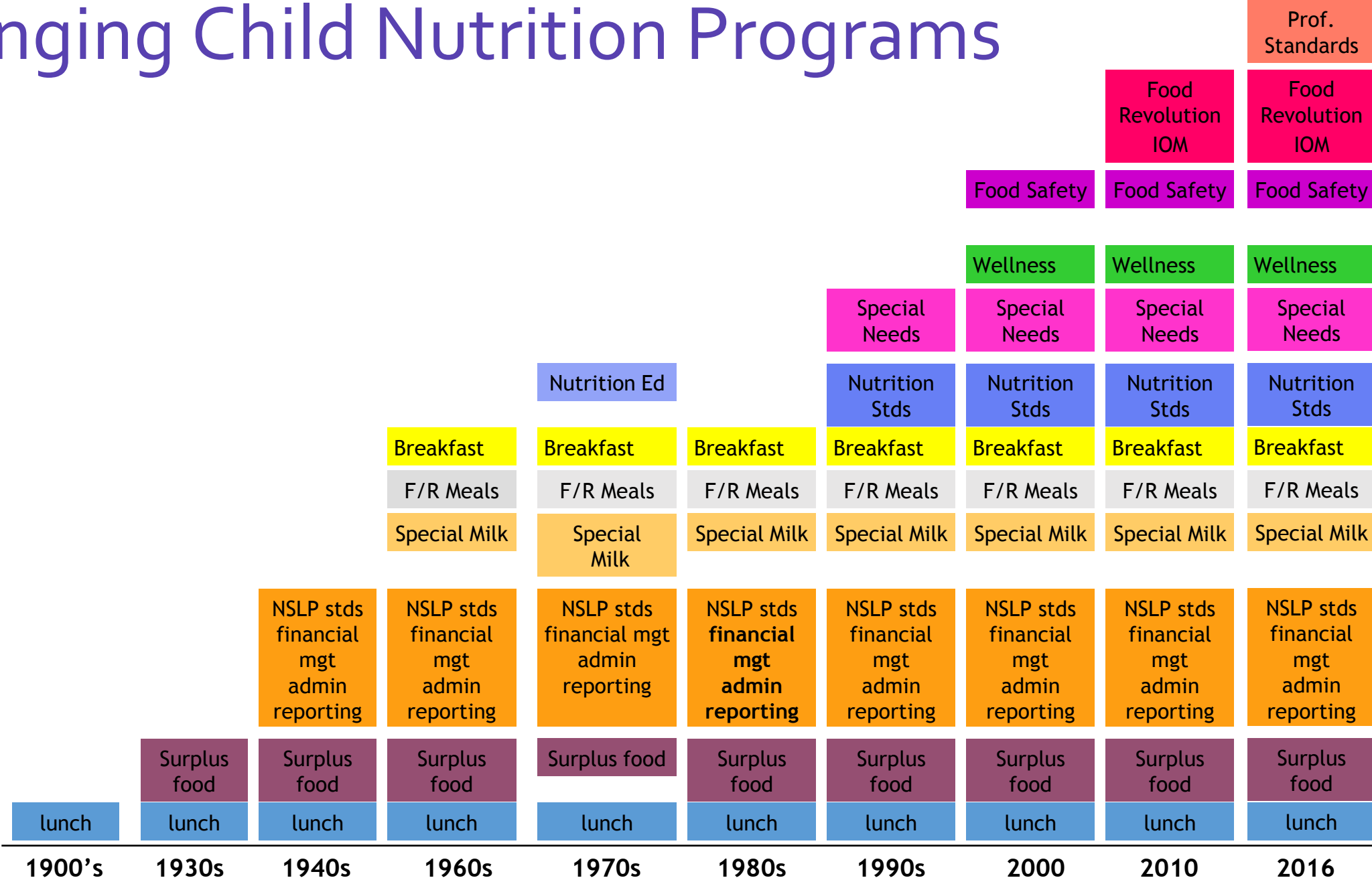
Publication Date: 2013

Price: Free

What's Changed in the SNP



Changing Child Nutrition Programs



Source: Bryan, 1936; Martin and Oakley, 2008; USDA



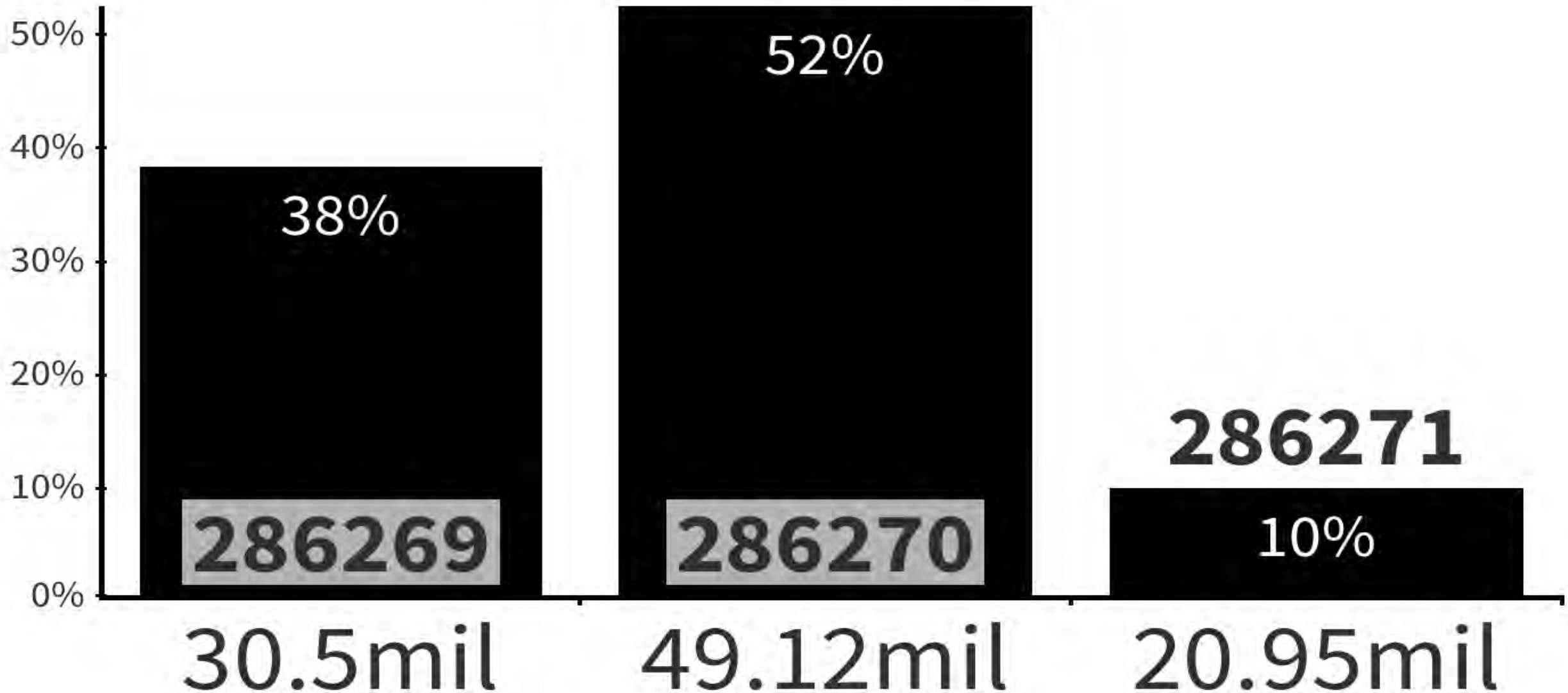
1969



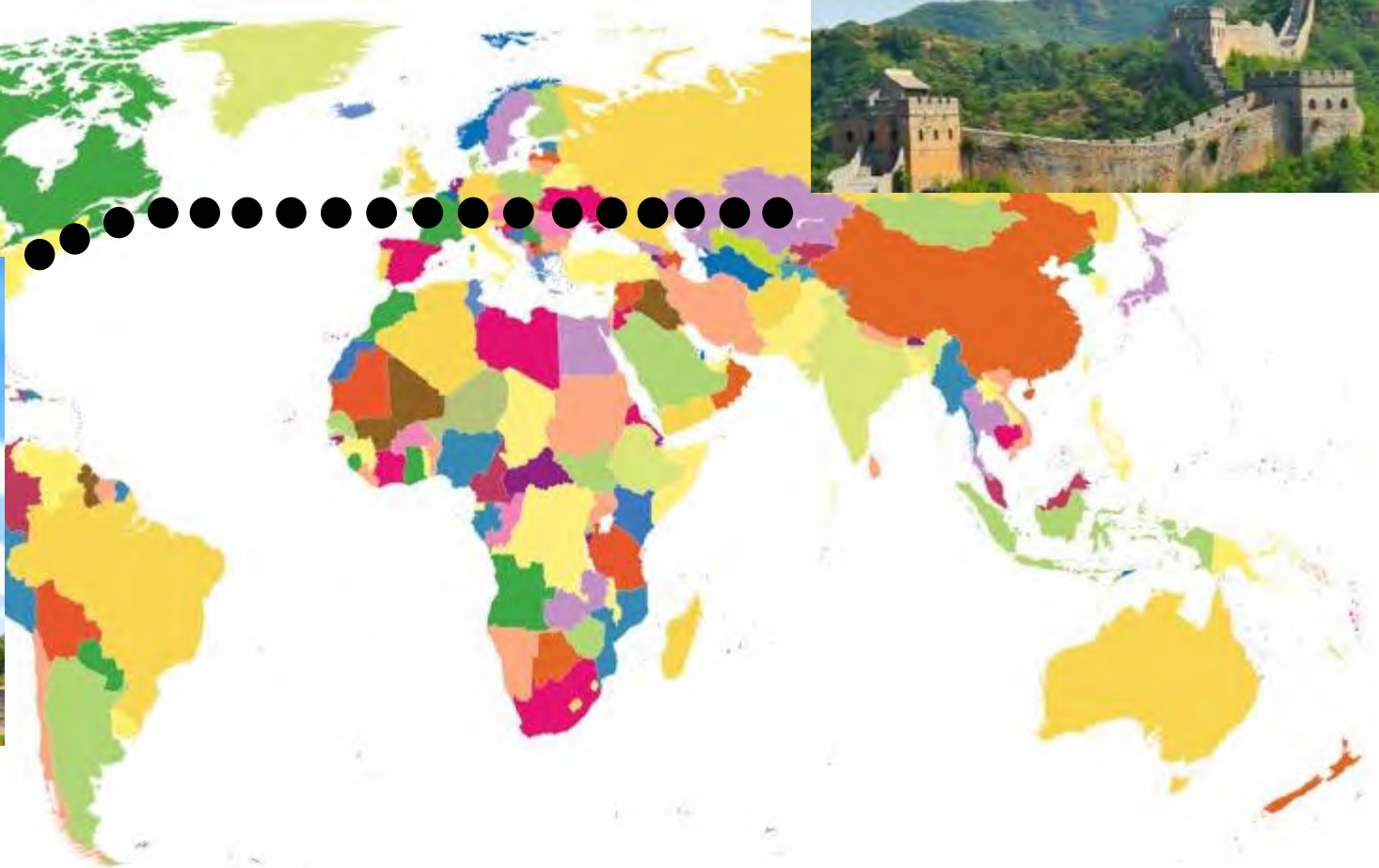
In 2015, how many school lunches were served each day in the U.S.?

📱 Text a **CODE** to **22333**

🕶️ Answers to this poll are anonymous



30,500,000 meals each day



7,220 miles of trays end to end

2005



Food and Nutrition Service

Access, Participation Eligibility and Certification (APEC) Study

FINDINGS:

Nationally, most programs had errors

- Administrative errors by school districts in processing applications
- Errors by cashiers in counting reimbursable meals

\$\$\$\$\$

USDA Administrative Review and Training (ART) Grant

ART Grant Goal:

Identify, review and **train** local educational agencies

Allowing States to take charge of **reducing** errors.



Massachusetts Department of
ELEMENTARY & SECONDARY
EDUCATION

Coordinated Review Effort

2009

What Makes Us SMARTTs

School Meals Accountability and Responsibility Training Tools (SMARTTs)

SMARTTs Goal

Massachusetts SMARTTs will **enhance** the administration and quality of school meals by **improving** school nutrition personnel practices thus **minimizing errors**.

What makes us SMARTTs

Train district and school-based personnel

- Online instructional modules with videos and interactive activities
- Factsheets and resources
- Training/facilitator tips for supervisors and managers
- Accommodate multilingual work force



MIC Pilot - 2012



- 10 MA School Districts
- 211 total participants
- 164 completed pre- and post-tests

Findings

Overall knowledge of the requirements of the National School Lunch Program increased significantly

Why Making It Count

Lunch

M I C MAKING IT COUNT
Smart! Needs Accountability & Reimbursable Training Tool

SMARTT! Making It Count! Master! Resources English

REGISTRATION LUNCH AFTER-SCHOOL SNACK ACCOUNTABILITY ACCESS

Lunch

Through videos and interactive activities, you will get an overview of the National School Lunch Program, focusing on USDA Meal Pattern Requirements and Dietary Specifications. You will also learn how to better identify a Reimbursable Lunch, Special Dietary Needs explains the procedures involved in accommodating students with certain medical conditions.

See additional resources.

1 Meal Pattern Requ... 08:24

2 Make the Food Cou... 08:24

3 Meal Pattern Requ... 06:02

4 Make the Portion Co... 08:24

5 Dietary Specificatio... 10:34

6 Making a Healthier ... 08:24

7 Identify a Reimburs... 08:51

8 Making It Count as ... 08:24

9 Identify a Reimburs... 09:54

10 Special Dietary Nea... 12:18

Experience Making It Count as a Professional Development Training Tool

Catherine Wickham MS, RDN, CD-N

UMass Department of Nutrition

Doctoral Candidate

SMARTTs Program Assistant

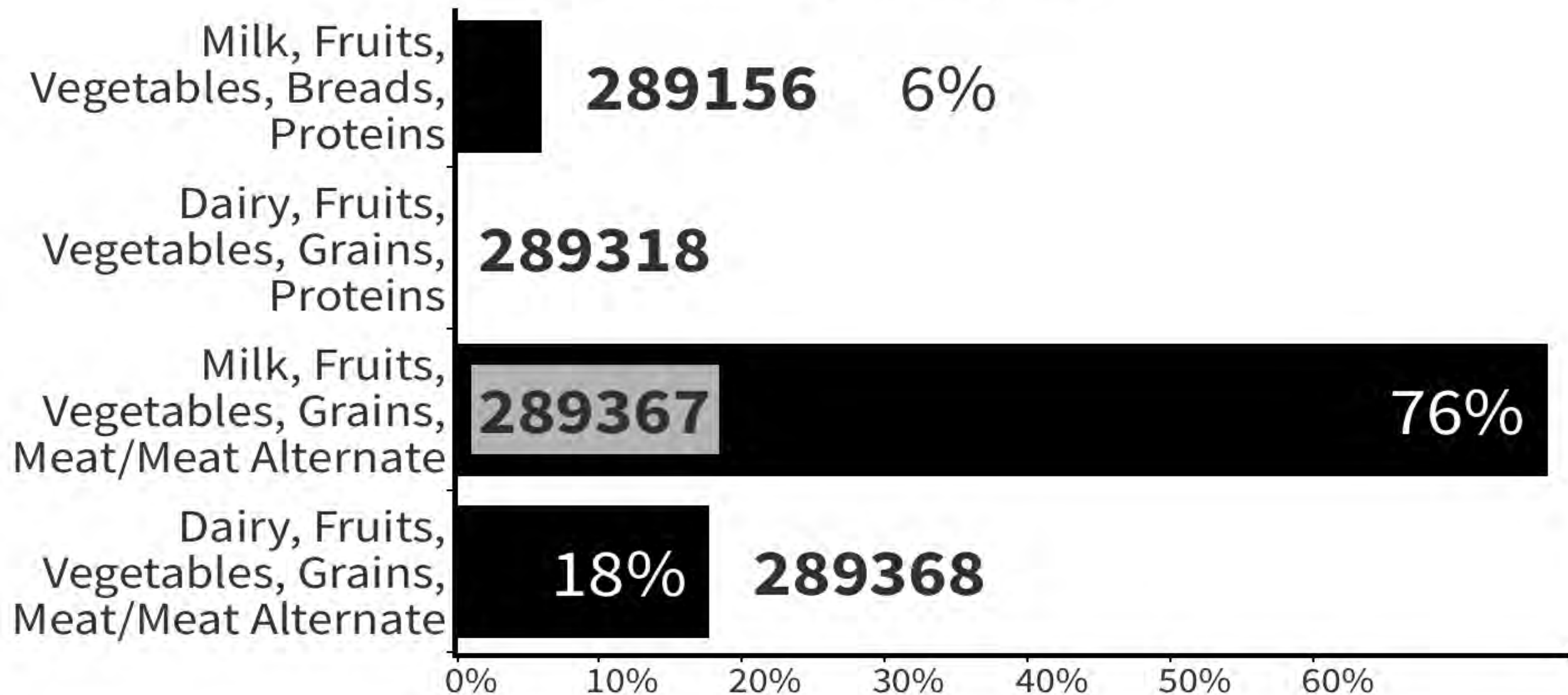
1986



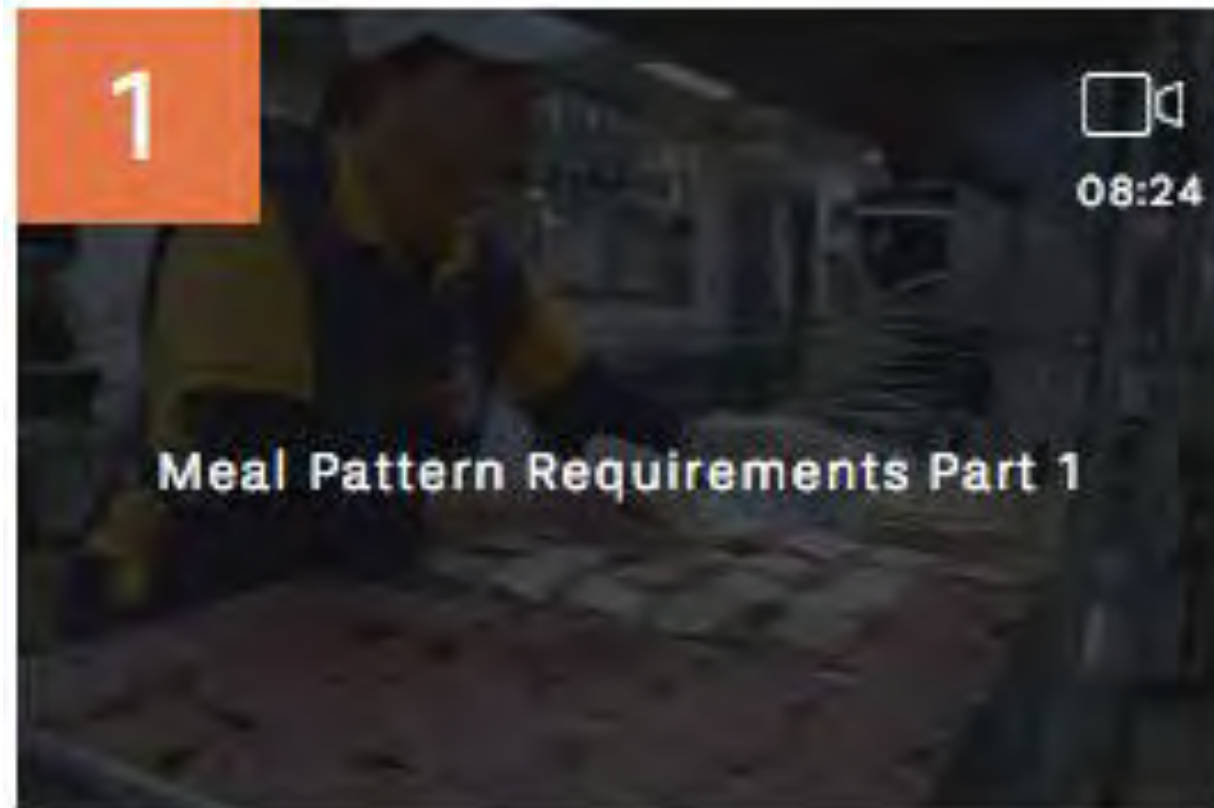
What are the National School Lunch Program Food Components?

📱 Text a **CODE** to **22333**

🔒 Answers to this poll are anonymous



Video



Interactive Activity

NAVIGATION ▾

Make the Portion Count / Activity

0%

1 oz (2 Tbsp) Peanut Butter

Two 1/2 oz Swedish Meatballs

4 oz Grilled Chicken

1 1/2 oz Turkey and 1/2 oz Low-fat Cheese

Drag the correct **MINIMUM** portion of meat/meat alternates onto the student's tray.

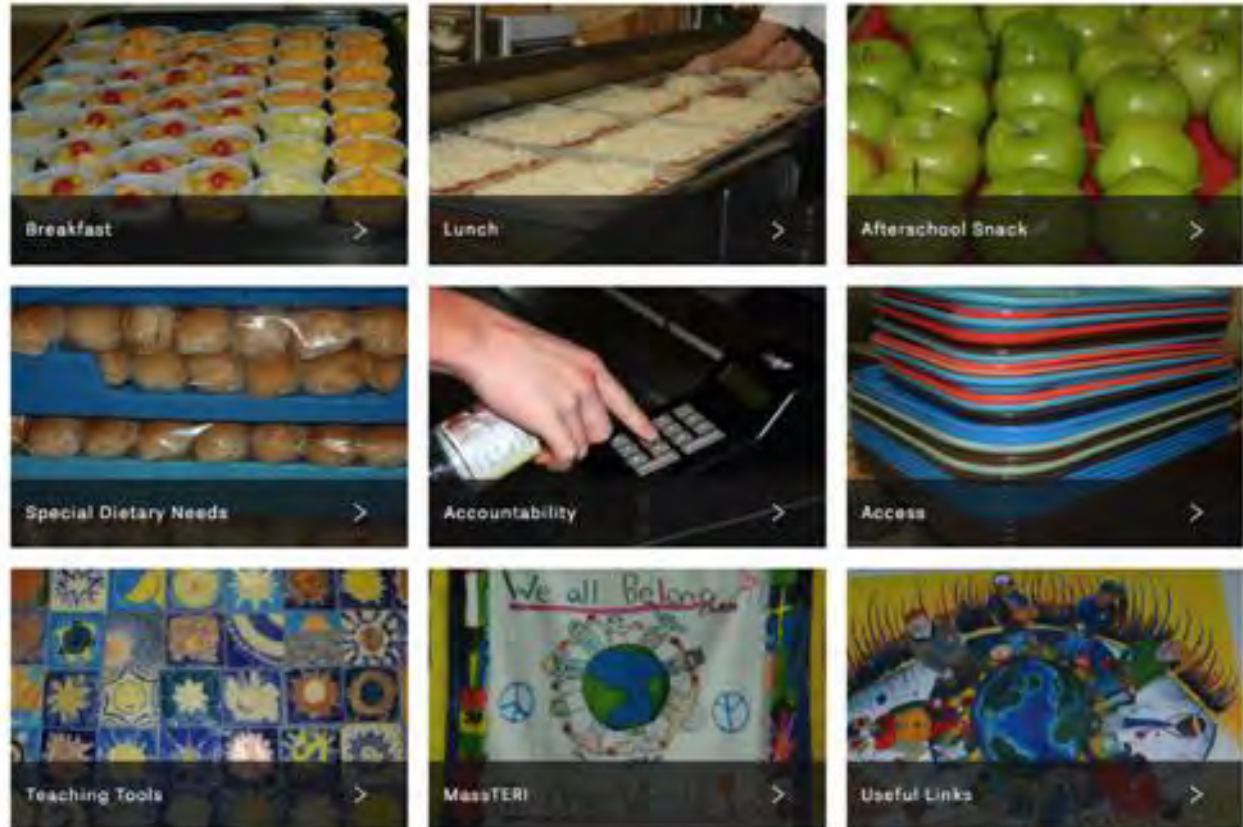
Grades K - 5

Grades 6 - 8

Grades 9 - 12

Resources

- Supporting Materials
- Teaching Tools



Supporting Materials: Meal Pattern Requirements - Lunch

MAKING IT COUNT		Vegetables Component	
LUNCH			
Grades K-5	$\frac{1}{2}$ cup daily minimum	3$\frac{1}{2}$ cups	weekly
Grades K-8	$\frac{1}{2}$ cup daily minimum	3$\frac{1}{2}$ cups	weekly
Grades 6-8	$\frac{1}{2}$ cup daily minimum	3$\frac{1}{2}$ cups	weekly
Grades 9-12	1 cup daily minimum	5 cups	weekly

Fruits

- K-5 ([pdf/doc](#))
- K-6 ([pdf/doc](#))
- K-8 ([pdf/doc](#))
- 9-12 ([pdf/doc](#))
- K-12 ([pdf/doc](#))

Vegetables

- K-5 ([pdf/doc](#))
- K-6 ([pdf/doc](#))
- K-8 ([pdf/doc](#))
- 9-12 ([pdf/doc](#))
- K-12 ([pdf/doc](#))

Vegetable Subgroups ([pdf/doc](#))

Meat/Meat Alternates

- K-5 ([pdf/doc](#))
- K-6 ([pdf/doc](#))
- K-8 ([pdf/doc](#))
- 9-12 ([pdf/doc](#))
- K-12 ([pdf/doc](#))

Grains

- K-5 ([pdf/doc](#))
- K-6 ([pdf/doc](#))
- K-8 ([pdf/doc](#))
- 9-12 ([pdf/doc](#))
- K-12 ([pdf/doc](#))

Whole Grain Ounce Equivalency (Grains A-I) ([pdf/doc](#))
Whole Grain Resource for the NSLP and SBP ([pdf/doc](#))

Milk

- K-5 ([pdf/doc](#))
- K-6 ([pdf/doc](#))
- K-8 ([pdf/doc](#))
- 9-12 ([pdf/doc](#))
- K-12 ([pdf/doc](#))

Dietary Specification by Calories, Fat, and Sodium

- K-5 ([pdf/doc](#))
- K-8 ([pdf/doc](#))
- 6-8 ([pdf/doc](#))
- 9-12 ([pdf/doc](#))
- K-12 ([pdf/doc](#))

Review Questions - Dietary Specifications ([pdf/doc](#))

Reimbursable Lunch - Daily and Weekly Requirements

- K-5 ([pdf/doc](#))
- K-8 ([pdf/doc](#))
- 6-8 ([pdf/doc](#))
- 9-12 ([pdf/doc](#))
- K-12 ([pdf/doc](#))

Resources: *Teaching Tools*

- Facilitators Guide (pdf/doc) ←
- Tracking Sheet (pdf/doc)
- Review Questions(pdf/doc)
- Certificate of Completion (pdf/doc)

- Site-Based Activities (pdf/doc)
 - Key Word Kickoff (pdf/doc)
 - Key Word Match Game (pdf/doc)
 - Vegetable Subgroups (pdf/doc)
 - Reimbursable Lunch: Daily/Weekly Minimum Requirements (pdf/doc)
 - Understanding Offer Versus Serve (pdf/doc)

- Handouts
 - Vegetable Checklist (pdf/doc)
 - Offer Versus Serve Checklist (pdf/doc)
 - Lunch Menu Worksheet (pdf/doc)



Vegetable Checklist



Smarter Lunchrooms

VEGETABLE CHECKLIST

Check the box that best represents what you are doing for the following.

ACCESS TO VEGETABLES	Doing NOW	Plan TO DO	Goals/Ideas
At least two types of vegetables are available daily			
At least one vegetable option is available in all foodservice areas			
Daily vegetable options are available in at least two different locations on each service line			
Daily vegetable options are easily seen by students of average height for your school			
A daily vegetable option is bundled into grab and go meals available to students			
A default vegetable choice is established by pre-plating a vegetable on some of the trays			
SALAD BAR and SERVING	Doing NOW	Plan TO DO	Goals/Ideas
Individual salads or salad bar is available to all students			
The salad bar is highly visible and located in a high traffic area			
Self-serve salad bar utensils are at the appropriate portion size or larger for all vegetables offered			
Self-serve salad bar utensils are smaller for croutons, dressing and other non-produce items			
QUALITY and MENU SIGNAGE	Doing NOW	Plan TO DO	Goals/Ideas
Vegetables are not wilted, browning, or otherwise damaged			
Available vegetable options have been given creative or descriptive names			
All vegetables have name-cards or produce IDs and these are displayed next to each vegetable option daily			
All vegetable names are written and legible on menu boards			
All names are included on the published monthly school lunch menu			

Adapted from the Smarter Lunchroom Movement Lunchroom Self-assessment Score Card



This project, School Meals Accountability and Responsibility Training Tools (SMARTTs) has been funded in part with federal funds from the U.S. Department of Agriculture, Food and Nutrition Services, under this Cooperative Agreement. The contents of this publication do not necessarily reflect the view or policies of the U.S. Department of Agriculture, nor does mention of trade names, commercial products, or organizations imply endorsement of the U.S. Government. May 2016

This institution is an equal opportunity provider.

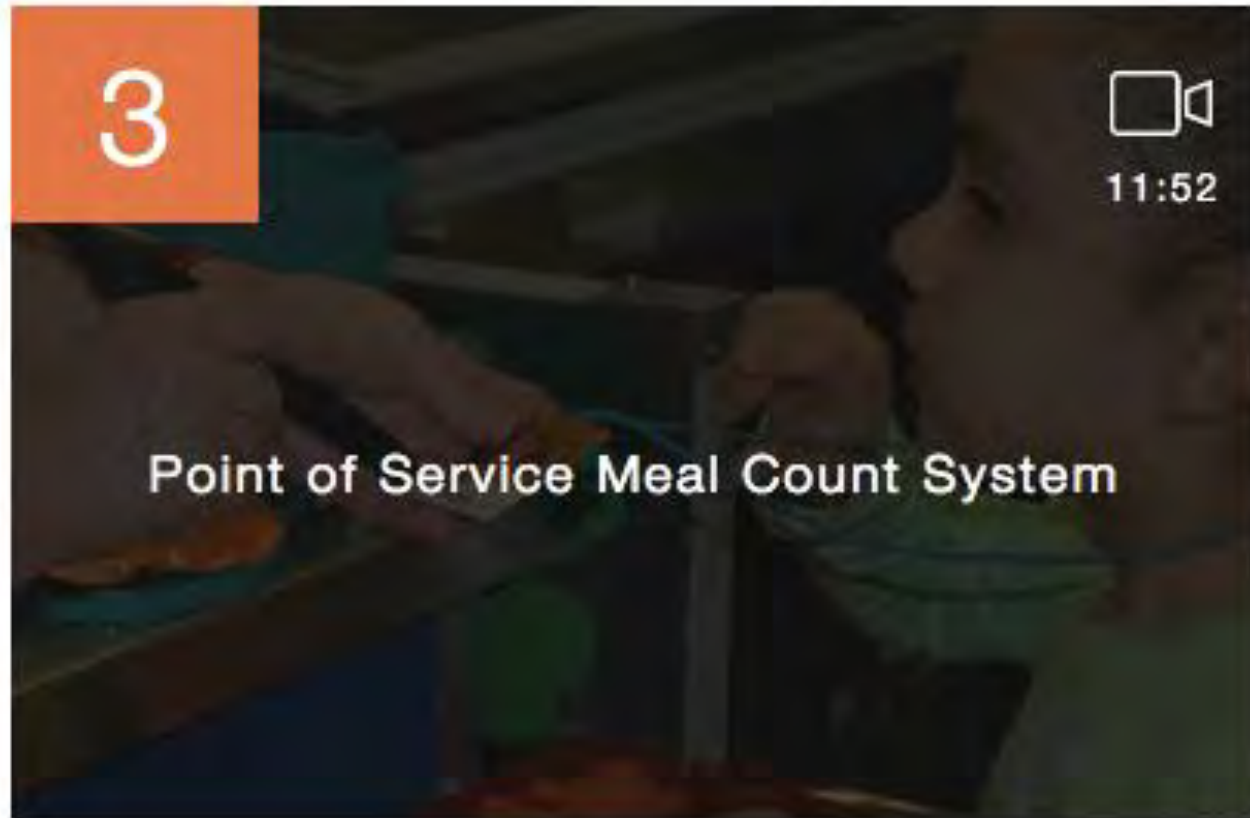


Site-based Activity – Key Word Match Game

Lunch requires that you offer all five of these: fruits, vegetables, meat/meat alternates, grains, and milk.

What are Food Components?

Point of Service

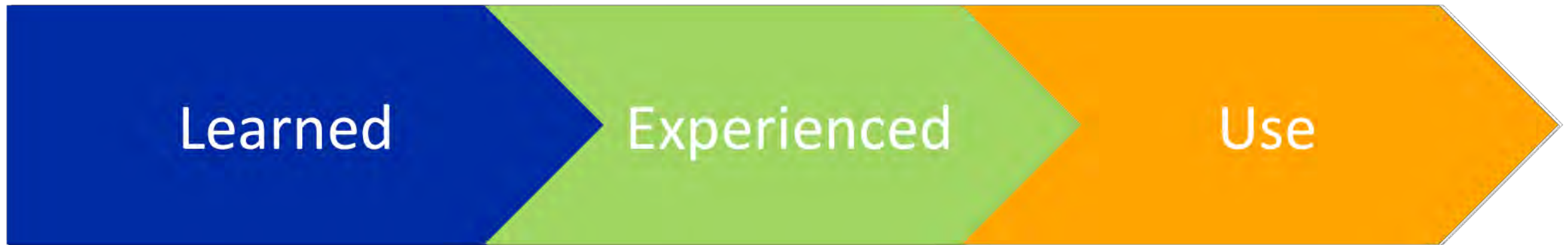


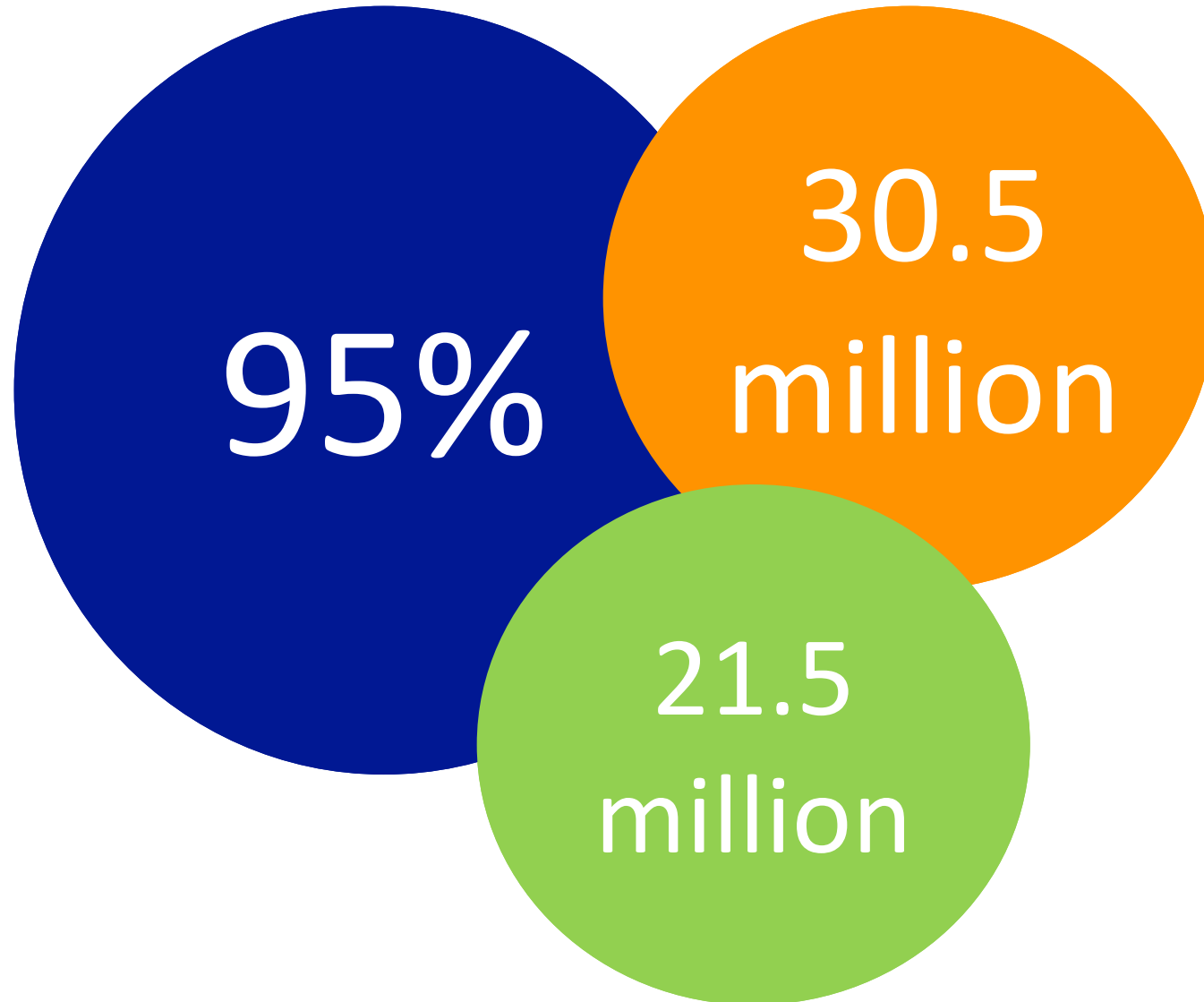
How Do You Ring It Up?

How Do You Ring It Up? | Activity

The screenshot shows a digital interface for a classroom activity. On the left, there is a tray of food items: cucumber slices, strawberries, low-fat milk, corn, and a burrito. Below the tray, a list titled 'Tray includes' lists the items: Burrito, Corn, Cucumber Slices, Strawberries, and Low-fat Milk. In the center is a digital keypad with a display screen at the top. The keypad has two columns of buttons labeled 'Class Codes' and 'Class Picture'. Below these are two rows of buttons labeled 'Reimbursable Meal' and 'Non-Reimbursable Meal'. The keypad also features a numeric keypad (0-9), a 'Q' button, 'Clear', 'Total', 'Back', and 'ENTER' buttons. On the right side of the interface, there is a callout box with a downward arrow icon and the text: 'Look at this **ADULT** meal and click the correct key or keys to ring it up.'

Professional Development





How YOU Can Use MIC for Professional Development to Meet Professional Standards

Sally Teixeira, BA

MA Department of
Elementary and Secondary Education

Educational Specialist

1984



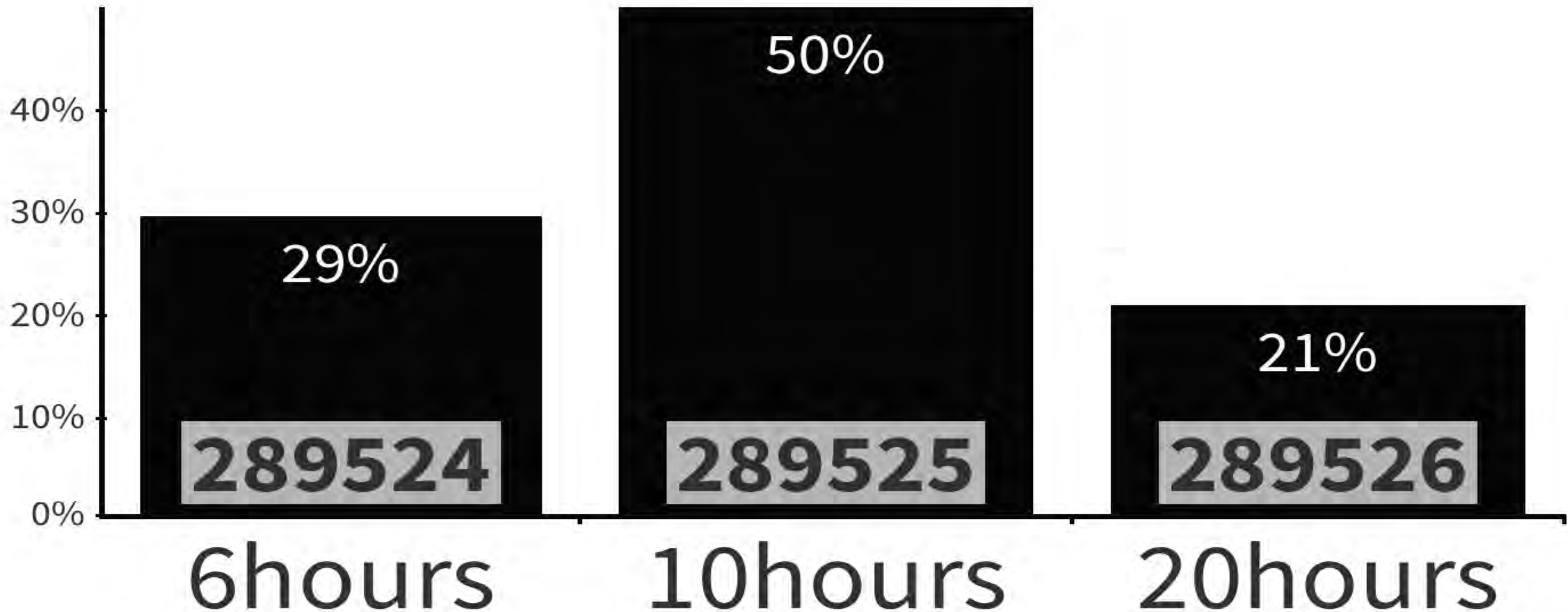
Minimum Training Standards for School Nutrition Program Employees

- Continuing education/annual training standards apply to all employees
- The number of Training Hours varies for the four staffing levels

Starting July 1, 2016, how many hours of professional training does the USDA require each year for new and current School Nutrition Managers

📱 Text a **CODE** to **22333**

🕶️ Answers to this poll are anonymous



Staffing Level	SY 15-16		SY 16-17 & Beyond
DIRECTOR	8	→	12
MANAGER	6	→	10
ALL OTHER STAFF	4	→	6
PART-TIME STAFF <i>(working less than 20 hours per week)</i>	4	→	4

USDA Requirements for Professional Standards

- Length of Training
 - Minimum of 15 minutes
 - Can be obtained online or in-person
- Must be job specific
- Follow key training topics which align with key area learning codes
- Must be documented

4 Key Areas - Learning Codes

- Key Area 1 – Nutrition (1000)
- Key Area 2 – Operations (2000)
- Key Area 3 – Administration (3000)
- Key Area 4 – Communication & Marketing (4000)

Learning Codes



[Home](#)
[Advanced Search](#)
[Professional Standards Information](#)
[Calendar](#)
[Contact Us](#)

2000) » Cashier and Point of Service (POS) (2300) » Making It Count

[Marketing](#)
[Standards Tracking Tool](#)

Making It Count



Making It Count contains many different resources for school food service personnel to enhance their knowledge and hone their skills. The Web site is composed of videos, factsheets, and other resources and is divided into four sections:

- Understanding USDA Meal Patterns
- Special Dietary Needs
- What Counts as Reimbursable Meals
- Ways to Insure Access and Accountability

Website: [Making it Count](#)

Developer:

Massachusetts Department of Elementary and Secondary Education. University of Massachusetts, Amherst. UMass Extension.

Learning Objectives: Nutrition (1000) Menu Planning (1100) Nutrition Requirements (1110) Special Diets (1160) Operations (2000) Serving Food (2200) Portion Sizes/Special Diets (2210) Offer vs Serve (2220) Maintaining Food Quality and Appearance (2230) Serving Lines (2240) Cashier and Point of Service (POS) (2300) Reimbursable Meals (2310) POS Financial Responsibility (2320)

Language: English

Training format: Video Online training Print Materials

State Specific: Unlimited Access

Publication Date: 2013

Price: Free

MIC Teaching Tools



Teaching Tool Resources

- Facilitators Guide (pdf/doc)
- Tracking Sheet (pdf/doc)
- Review Questions(pdf/doc)
- Certificate of Completion (pdf/doc)


- Site-Based Activities (pdf/doc)
 - Key Word Kickoff (pdf/doc)
 - Key Word Match Game (pdf/doc)
 - Vegetable Subgroups (pdf/doc)
 - Reimbursable Lunch: Daily/Weekly Minimum Requirements (pdf/doc)
 - Understanding Offer Versus Serve (pdf/doc)

- Handouts
 - Vegetable Checklist (pdf/doc)
 - Offer Versus Serve Checklist (pdf/doc)
 - Lunch Menu Worksheet (pdf/doc)



Training Tracking Sheet

- Planning tool for trainings
- Group or self-directed
- Learning codes
- Tracking time

 MAKING IT COUNT <small>School Meals Accountability & Responsibility Training Tools</small>		Training Tracking Sheet	
		LUNCH	
Name of Participant & School: (For groups attach sign-in sheet) <i>Education Session - SNA Annual National Conference</i>		www.makingitcount.info	
Supervisor Name & District: <i>San Antonio, Texas</i>			
Supervisor Notes: Group Pre-Training Plans <i>SNA Unscrambling Offer Versus Serve - 60 minutes - watch videos & do activities</i>		Supervisor Notes: Self-study Training Plans	
Videos/Activities/Other (check all to be completed) <small>For group trainings add the time spent for site-based group activities.</small>	Creditable Minutes	Learning Codes	Date Completed
<input type="checkbox"/> Meal Pattern Requirements Part 1 VIDEO (8 mins, 24 secs.)	10	1110	
<input type="checkbox"/> Make the Food Count as the Right Component ACTIVITY	5	1110	
<input type="checkbox"/> Group Activity #1 - Key Word Kickoff or Key Word Match Game		1110	
<input type="checkbox"/> Group Activity #2 - Vegetable Components and Subgroups		1110	
<input type="checkbox"/> Meal Pattern Requirements Part 2 VIDEO (6 mins, 2 secs.)	5	1110	
<input type="checkbox"/> Making the Portion Count ACTIVITY	5	1110	
<input type="checkbox"/> Group Activity #3 - Reimbursable lunch: Daily/weekly Minimum Requirements		1110	
<input type="checkbox"/> Dietary Specifications VIDEO (10 mins, 34 secs.)	10	1100	
<input type="checkbox"/> Making Healthier Food Choices ACTIVITY	5	1300	
<input checked="" type="checkbox"/> Identify a Reimbursable Lunch Part 1 VIDEO (8 mins, 52 secs.)	10	2310	
<input checked="" type="checkbox"/> Making it Count as an Offer Versus Serve Reimbursable Meal ACTIVITY	5	2310	
<input type="checkbox"/> Identify a Reimbursable Lunch Part 2 VIDEO (10 mins, 39 secs.)	10	2310	
<input checked="" type="checkbox"/> Group Activity #4 - Understanding Offer Versus Serve		2310	
<input type="checkbox"/> Review Questions (Lunch)	15	1110	
<input checked="" type="checkbox"/> Group Processing/discussion		1110	
<input type="checkbox"/> Demo: _____			
<input type="checkbox"/> Q & A - Individual Discussion/Wrap-up Meeting with Supervisor		1100	
<input checked="" type="checkbox"/> Other: <i>SNA session: Unscrambling Offer vs. Serve</i>	1 CEU	2220	July 11, 2016
Total Creditable Minutes:			Certificate awarded on:
Supervisor Notes: Follow-up instructions			



This project, School Meals Accountability and Responsibility Training Tools (SMARTTs) has been funded in part with federal funds from the U.S. Department of Agriculture, Food and Nutrition Services, under the Cooperative Agreement. The contents of this publication do not necessarily reflect the view or policies of the U.S. Department of Agriculture, nor does mention of trade names, commercial products, or organizations imply endorsement of the U.S. Government, May 2016.

This institution is an equal opportunity provider.



Certificate of Completion

Certificate of Completion

to



for participation in
School Meals Accountability and Responsibility Training Tools
MAKING IT COUNT: Lunch

Time credited _____ School Nutrition Director/Supervisor _____ Date _____

This project, **School Meals Accountability and Responsibility Training Tools (SMARTTs)** has been funded in part with federal funds from the U.S. Department of Agriculture, Food and Nutrition Services, under this Cooperative Agreement. The contents of this publication do not necessarily reflect the view or policies of the U.S. Department of Agriculture, nor does mention of trade names, commercial products, or organizations imply endorsement of the U.S. Government. May 2016

This institution is an equal opportunity provider.



How MA is Using www.makingitcount.info

Promoted by State Agency as:

- A convenient, easy to use Tool
 - ✦ As part of Administrative Review Corrective Action Plans (CAP)
 - ✦ Credits towards the Professional Standards requirements

Utilized by Schools because:

- Addresses different types of Child Nutrition Programs
- Group based and individual learning
- Includes multicultural components
- Online (24/7)

What people are saying about MIC

"I found this course extremely helpful especially since I could do it at my own pace and go back to an item or refer to my handout in conjunction with the video."



"It felt like you were doing something with the class hands on. Great! better understanding"



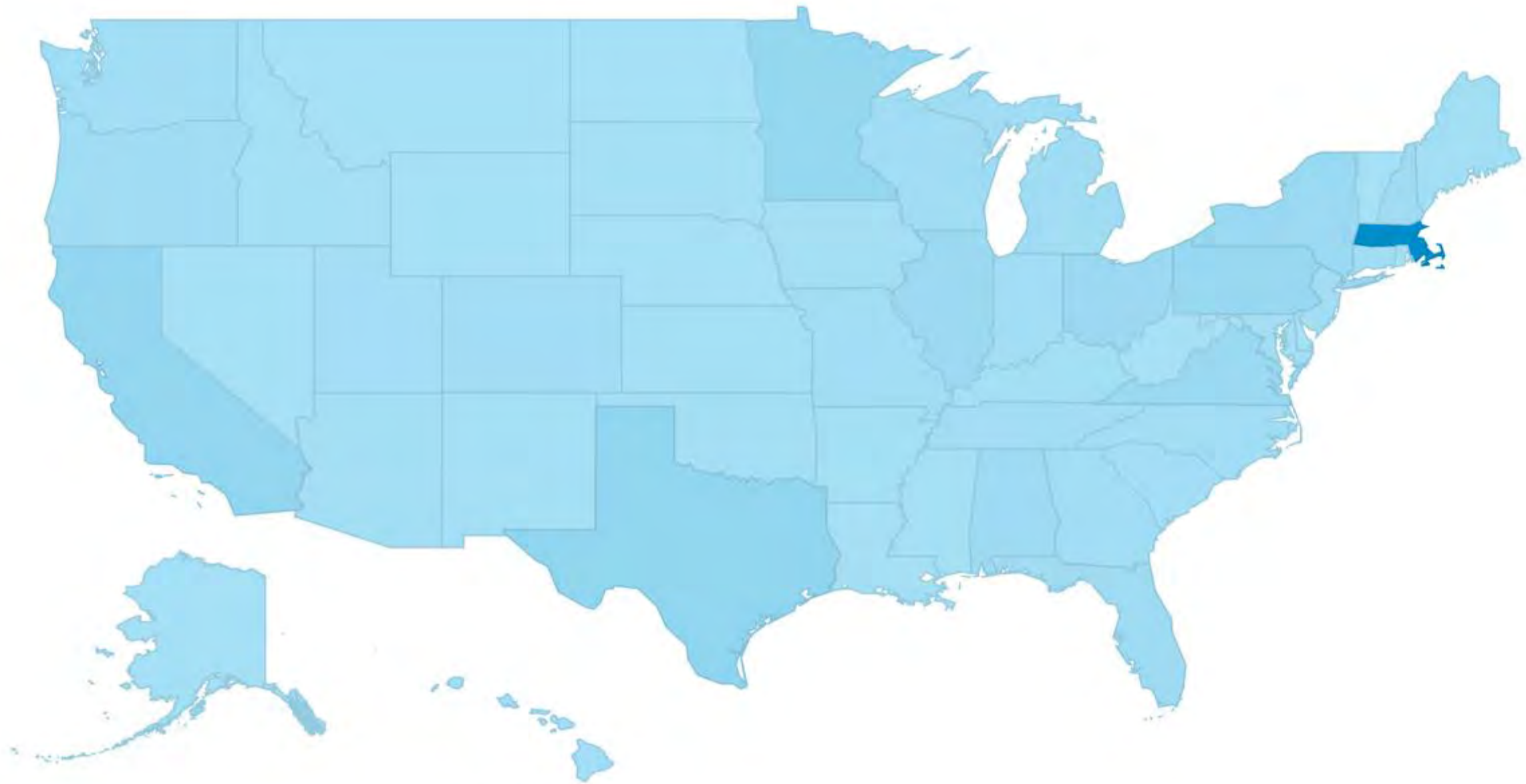
What people are saying about MIC



“it helps to see how if we follow guide lines and read labels we all can be proud to give a child a nutritional and healthy meal”

“They made it a fun way to learn how to put the meals together.”





2



3,283

Acknowledgements





Non discrimination 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, disability, age, 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: http://www.ascr.usda.gov/complaint_filing_cust.html, 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 Ave., SW
Washington, D.C. 20150-9410
(2) fax: (202) 690-7442; or

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

This institution is an equal opportunity provider.



Contact Information

Lisa S. L. Jackson, MS, RD, LDN

Massachusetts Department of Elementary and Secondary Education,
Office for Food and Nutrition Programs

SMARTTs Coordinator

Phone: 781-338-6840

Email: nutrition@doe.mass.edu