

CONNECTICUT STATE DEPARTMENT OF EDUCATION
BUREAU OF HEALTH AND NUTRITION SERVICES AND
CHILD/FAMILY/SCHOOL PARTNERSHIPS
25 INDUSTRIAL PARK ROAD
MIDDLETOWN, CONNECTICUT 06457-1543

OPERATIONAL MEMORANDUM

TO: Public School Sponsors of the National School Lunch Program (NSLP)
and School Breakfast Program (SBP)

FROM: Maureen Staggenborg, Director, Child Nutrition Programs

DATE: September 14, 2004

SUBJECT: **Operational Memorandum #21-04:**
1. Connecticut Receives Sixth Team Nutrition Grant
**2. New Grant Provides Technical Assistance Opportunities for
Public Schools**

1. Connecticut Receives Sixth Team Nutrition Grant

The Connecticut State Department of Education was selected to receive funding for a USDA Team Nutrition grant for the period of September 30, 2004 through September 30, 2006. The goal of Connecticut's 2004 Team Nutrition (TN) grant is to provide a technical assistance support system to enable child nutrition foodservice professionals in schools and child care programs to plan, prepare and serve nutritious meals that appeal to children. An overview of the grant is enclosed.

The grant includes two strategies to help school foodservice personnel plan and prepare healthy meals for children:

- a 12-hour course, *Creating Your Own Produce Bazaar: Focus on Fruits and Vegetables in School Nutrition Programs*, focusing on providing foodservice personnel with the knowledge, skills and resources needed to (1) prepare and serve a variety of quality fruits and vegetables, (2) integrate cafeteria and classroom (nutrition education), and (3) promote fruit and vegetable consumption to students. The course is planned to start in spring 2005. More information will be sent at a later date.
- local level hands-on technical assistance to help school districts with local efforts to prepare, serve and promote quality school meals, with a focus on increasing fruits and vegetables. Technical assistance will begin in late fall 2004.

2. New Grant Provides Technical Assistance Opportunities for Public Schools

Information is enclosed regarding the procedures for applying to (1) receive technical assistance, or (2) become a member of the Team Nutrition consulting team.

- *Creating Your Own Produce Bazaar: Focus on Fruits and Vegetables in School Nutrition Programs* (**white** flyer). This flyer provides a summary of an exciting new program to help schools bring more fruits and vegetables to children. The School Application Form is also enclosed. The application deadline is **October 29, 2004**.
- *Consultants Wanted for School Foodservice Technical Assistance Team* (**yellow** flyer). This flyer provides a summary of the requirements for becoming a Team Nutrition consultant and includes the application form for consultants (*School Foodservice Consultant Application Form*). Connecticut's Team Nutrition is seeking individuals with school foodservice and nutrition education expertise, who are interested in becoming a member of the Team Nutrition school consulting team. The application deadline is **October 29, 2004**.

Questions may be directed to Susan Fiore at (860) 807-2075 or Mary Ragno at (860) 807-2082.



Connecticut's 2004 Team Nutrition Grant
Connecticut State Department of Education
Bureau of Health and Nutrition Services and Child/Family/School Partnerships



Goal

The goal of Connecticut's 2004 Team Nutrition (TN) grant is to provide a technical assistance support system to enable child nutrition foodservice professionals in schools and child care programs to plan, prepare and serve nutritious meals that appeal to children. The two components include:

1. A technical assistance and training support system for school foodservice professionals in schools participating in the U.S. Department of Agriculture's (USDA) child nutrition programs; and
2. A technical assistance and training support system for early childhood staff and foodservice professionals in child care centers and family day care homes participating in USDA's Child and Adult Care Food Program (CACFP).

Grant Activities

Each grant component includes two strategies to help each target group plan and prepare healthy meals for children: 1) regional training (multiple sessions of a 12-hour course for school foodservice personnel and a 3-hour workshop for child care staff/foodservice personnel); and 2) local level hands-on technical assistance. The focus of the school foodservice component is increasing fruits and vegetables in school meals, using USDA's *Fruits and Vegetables Galore*. The focus of the child care component is planning healthy meals for children, using USDA's *Building Blocks for Fun and Healthy Meals*. Additional support resources will be included as appropriate.

School Foodservice Component

Training: A 12-hour course will provide school foodservice personnel with the knowledge, skills and resources needed to (1) prepare and serve a variety of quality fruits and vegetables, (2) integrate cafeteria and classroom (nutrition education), and (3) promote fruit and vegetable consumption to students. Attendees will participate in hands-on food preparation activities that demonstrate techniques for preparing and serving healthy and appealing fruit and vegetables.

Technical Assistance: Technical assistance and support will be available to help school districts with local efforts to prepare, serve and promote quality meals. Assistance will be provided locally based on the individual needs of the school district. Examples include:

- Menu planning ideas for healthier school meals;
- Facilitating incorporation of Connecticut Grown produce in school menus (farm to school);
- Providing ideas for marketing and merchandising healthy school meals;
- Providing ideas for serving line set ups that encourage and promote increased fruit and vegetable consumption;
- Techniques for quality preparation of fruits and vegetables;
- Setting up a salad bar;
- Providing nutrition education materials and resources for specific promotions;
- Training for foodservice staff on healthy food production techniques;
- Coordinating cafeteria and classroom (nutrition education);
- Providing nutrition education resources and materials; and
- Providing websites and other resources as needed.

Connecticut's 2004 Team Nutrition Grant

Early Childhood Component

Training: A 3-hour workshop will be developed using USDA's *Building Blocks for Fun and Healthy Meals* and other appropriate resources to teach CACFP personnel to plan, prepare and serve healthy meals. The workshop content will focus on providing CACFP personnel with the knowledge, skills and resources needed to plan, prepare and serve nutritious quality meals that appeal to young children, focusing on increasing whole grains, fruits and vegetables. Workshop content will include CACFP meal requirements, serving high quality meals and snacks, menu planning tips (with sample menus), and nutrition education ideas and tips (coordinating menus and nutrition education activities).

Technical Assistance: Technical assistance will be available to help child care centers and family day care home sponsors with local efforts to prepare, serve and promote quality meals. Assistance will be provided locally based on the individual needs of the CACFP sponsor. Examples include:

- Menu planning ideas for healthy CACFP meals;
- Strategies to increase variety in CACFP menus;
- Developing and using standardized recipes;
- Training on healthy culinary techniques for foodservice personnel;
- Techniques for quality preparation of fruits and vegetables;
- Training for teachers on coordinating nutrition education and preschool menus;
- Providing Captain 5 A Day nutrition education workshops (Connecticut Department of Public Health);
- Providing families with appropriate nutrition messages (e.g., USDA's *Nibbles for Health*);
- Training for foodservice staff on implementing the Dietary Guidelines in CACFP menus;
- Developing nutrition policies for CACFP programs; and
- Providing nutrition education materials and resources.

Partners

- Connecticut Agriculture in the Classroom
- Connecticut Department of Agriculture (Connecticut Grown Program)
- Connecticut Department of Environment Protection (Food, Land and People Program)
- Connecticut Department of Public Health
 - Connecticut 5 A Day for Better Health Program
 - Connecticut Food Stamp Nutrition Education Program
- Connecticut School Food Service Association
- Eastern Connecticut Regional Education Service Center (EASTCONN)
- The Hartford Food System

Grant Period

Connecticut Team Nutrition is funded by the U.S. Department of Agriculture for the period of September 30, 2004 through September 30, 2006.

Additional Information

For additional information on Connecticut Team Nutrition or other nutrition education activities, please contact:

Susan S. Fiore, M.S., R.D., Team Nutrition Project Director
Connecticut State Department of Education
Bureau of Health and Nutrition Services and Child/Family/School Partnerships
25 Industrial Park Road • Middletown, CT 06547
Phone: (860) 807-2075 • E-mail: susan.fiore@po.state.ct.us

New
Opportunity
for
Schools!

Creating Your Own Produce Bazaar

Focus on Fruits and Vegetables in School Nutrition Programs



Introducing an exciting new program from Connecticut Team Nutrition to help schools bring more fruits and vegetables to children.

Connecticut Team Nutrition

The Connecticut State Department of Education received a 2004 Team Nutrition (TN) grant from the U.S. Department of Agriculture (USDA) for a training support system to help child nutrition foodservice professionals prepare and promote quality meals. The grant period is September 30, 2004 to September 30, 2006.

The overall goal of the TN grant's school foodservice component is to enable staff to plan, prepare and serve more fruits and vegetables in ways that appeal to children. This component includes (1) a 12-hour course for school foodservice staff starting in spring 2005, and (2) on-site and local training for school nutrition programs beginning in late fall 2004. These activities will use USDA's *Fruits & Vegetables Galore**, 5 A Day materials, and other resources.

*Fruits & Vegetables Galore: Helping Kids Eat More. USDA, 2004. www.fns.usda.gov/tn/Resources/fv_galore.html

Training Options Available

Training is available to help school nutrition programs with local efforts to prepare, serve and promote fruit and vegetable consumption as part of a quality meal. Selected schools will receive hands-on assistance from Team Nutrition consultants. The consultants will customize each program based on the individual needs of the school.

Examples of the types of assistance provided might include:

- Menu planning ideas for healthy school meals;
- Strategies to increase fruits and vegetables in school meals;
- Techniques for quality preparation of fruits and vegetables;
- Training for foodservice staff on healthy food production techniques;
- Incorporating Connecticut Grown produce in school menus;
- Ideas for marketing and merchandising fruits and vegetables in school meals;
- Ideas for serving line set ups that promote increased fruit and vegetable consumption;
- Setting up a salad bar;
- Coordinating cafeteria and classroom learning (nutrition education);
- Learning about nutrition education resources, materials and websites; and
- Other assistance, as identified by local needs.

Who Can Apply?

School foodservice directors, supervisors and managers responsible for managing school nutrition programs in public schools.

How Many Schools Can Participate?

Since grant funds are limited, it is not possible to offer this opportunity to all of Connecticut's schools. However, all schools are invited to apply, and every effort will be made to accommodate as many requests as possible.



Connecticut Team Nutrition
Connecticut State Department of Education
Bureau of Health and Nutrition Services and Child/School/Family Partnerships



Cost

This service is provided at no cost to those applicants who are selected.

Application Criteria

In the event that applications exceed available resources, the following priority criteria will be used to evaluate each application. Schools that do not meet all criteria are still encouraged to apply.

Priority will be given to schools that:

- Participate in all school meal programs (breakfast, lunch, after-school snack, and seamless Summer Food Service Program)
- Demonstrate need in key areas and limited resources for meeting these needs.
- Are enrolled as a USDA Team Nutrition school. For information on enrolling in USDA's Team Nutrition program, see www.fns.usda.gov/tn/Join/index.htm. The TN School Enrollment Form is at www.fns.usda.gov/tn/Join/enrollmentform.pdf.
- Have the on-site cafeteria manager and staff certified by the School Nutrition Association (SNA), formerly known as the American School Food Service Association (ASFSA).
- Optional: A letter of support from the school principal regarding your participation in the technical assistance program will strengthen your application. It is strongly recommended, but not required.

Time Frame

Technical assistance will begin in late fall 2004 and will continue through August 2006. Time of year, time of day and the number of site visits will be determined based on individual needs.

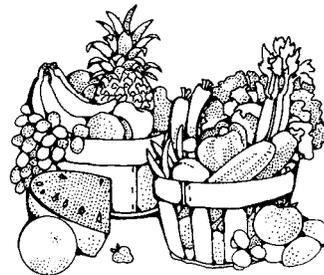
Application Procedure

Interested schools must complete all information on the attached **School Application Form**. The completed application form must be **postmarked by Friday, October 29, 2004**.
Mail to:

Susan S. Fiore, M.S., R.D.
Team Nutrition Director
Connecticut State Department of Education
25 Industrial Park Road
Middletown, CT 06457
FAX: (860) 807-2127

Questions

Questions may be directed to Susan Fiore at (860) 807-2075 or Mary Ragno at (860) 807-2082. Email: susan.fiore@po.state.ct.us or mary.ragno@po.state.ct.us.



The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, age, or disability. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternate means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.



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Connecticut State Department of Education
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School Application Form



School districts may apply for multiple sites, but must complete one form for each school. Complete all information and mail to be **postmarked by Friday, October 29, 2004** to: Susan S. Fiore, M.S., R.D., Team Nutrition Director, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457. FAX: (860) 807-2127.

1. Applicant Information

Name _____ Position/Title _____

School District/School _____ Sponsor Number _____

Work Address _____ Town _____ State _____ Zip _____

() - () -
Phone – Work (including area code) FAX (including area code) E-mail Address

2. School Information

Name of School Requesting Technical Assistance: _____

Grade Levels: _____ Enrollment: _____

Number of Food Service Personnel: _____ Number of Food Service Personnel Certified by SNA*: _____

3. Is the School On-Site Manager Certified by SNA*? yes no

* SNA, School Nutrition Association, formerly the American School Food Service Association (ASFSA).

4. Is school enrolled in USDA's Team Nutrition** yes no

** For information on enrolling in Team Nutrition, see www.fns.usda.gov/tn/Join/index.htm.

5. Does the school participate in:

- School Breakfast Program yes no
- National School Lunch Program yes no
- After-School Snack Program yes no
- Seamless Summer Food Service Program yes no



School Application Form

6. Technical Assistance Needs

From the list below, choose the four greatest needs for technical assistance in your school. **Rank each of these four in order of priority, from greatest (1) to least (4).**

Area of Need for Technical Assistance	Rank
Menu planning ideas for healthier school meals	
Strategies to increase fruits and vegetables in school meals	
Techniques for quality preparation of fruits and vegetables	
Training for foodservice staff on healthy food production techniques	
Incorporating Connecticut Grown produce in school menus	
Ideas for marketing and merchandising fruits and vegetables in school meals	
Ideas for serving line set ups that promote increased fruit and vegetable consumption	
Setting up a salad bar	
Coordinating cafeteria and classroom learning (nutrition education)	
Learning about nutrition education resources, materials and websites	
Other (Specify):	

7. For each area of need identified in question #6, briefly describe why your school would like training in these areas, and what are the expected benefits to your school and program. (An additional page may be attached if needed).

Applicant's Name	Title	Signature	Date
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Principal's Name*	Title	Signature	Date
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**Recommended: In addition to the principals' signature, a letter of support from the school principal regarding your participation in the technical assistance program is strongly recommended, but not required. See "Application Criteria" on page 2 of the technical assistance announcement.*





Consultants Wanted for School Foodservice Technical Assistance Team



Connecticut Team Nutrition is seeking individuals with school foodservice and nutrition education expertise, who are interested in becoming a member of the Team Nutrition school consulting team. Consultants will help in the promotion and training of "Creating Your Own Produce Bazaar: Focus on Fruits and Vegetables in School Nutrition Programs."

Connecticut Team Nutrition

The Connecticut State Department of Education received a 2004 Team Nutrition (TN) grant from the U.S. Department of Agriculture (USDA) for a training and technical assistance support system to help child nutrition foodservice professionals prepare and promote quality meals. The grant period is September 30, 2004 to September 30, 2006.

The overall goal of Connecticut's 2004 TN grant is to enable child nutrition foodservice professionals in schools and child care programs to plan, prepare and serve nutritious meals that appeal to children. The focus of the school foodservice component is increasing fruits and vegetables in school meals, using USDA's *Fruits & Vegetables Galore* and other resources. The school foodservice component includes (1) a 12-hour course for school foodservice personnel starting in spring 2005, and (2) technical assistance for school nutrition programs beginning in late fall 2004.

Consultant Activities

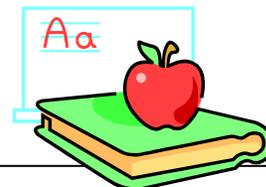
Connecticut Team Nutrition is seeking individuals who can:

1. Provide technical assistance to help school nutrition programs with local efforts to prepare, serve and promote quality meals, with a focus on increasing fruits and vegetables. Selected consultants will visit participating schools and provide hands-on assistance customized to meet individual needs.

2. Teach the 12-hour course for school foodservice personnel. Course content will focus on providing foodservice personnel with the knowledge, skills and resources needed to (1) prepare and serve a variety of quality fruits and vegetables, (2) integrate cafeteria and classroom (nutrition education), and (3) promote fruit and vegetable consumption to students. Attendees will participate in hands-on food preparation activities that demonstrate techniques for preparing and serving healthy and appealing fruit and vegetables. Topics will include:

- Purchasing, preparing and serving quality fruits and vegetables;
- Increasing variety of fruits and vegetables in school meals;
- Menu and recipe ideas for success;
- Promoting fruit and vegetable consumption (student taste tests, customer service, themes, promotions and merchandising, working with the media);
- Nutrition education strategies (coordinating school nutrition programs with classroom activities, strategies for working with teachers, resources for nutrition information and materials);
- Integration of cafeteria and classroom using USDA's Agriculture in the Classroom web resources; and
- Marketing the use of Connecticut Grown foods in school meals.

Individuals may apply for one or both of these activities.



Connecticut Team Nutrition

Connecticut State Department of Education, Bureau of Health and Nutrition Services and Child/School/Family Partnerships



Application Criteria

Applicants must have extensive experience in one or more of the following areas of school foodservice and/or nutrition education:

- Menu planning for healthy school meals, including strategies to increase fruits and vegetables;
- Healthy production techniques, including quality preparation of fruits and vegetables;
- Incorporating Connecticut Grown produce in school menus;
- Marketing and merchandising healthy school meals, including promoting increased fruit and vegetable consumption;
- Setting up a salad bar;
- Coordinating cafeteria and classroom (nutrition education); and
- Nutrition education resources, materials and websites.

Individuals submitting an application to teach must provide a 5-10 minute presentation as part of the selection process. Note: Some technical assistance activities will also require teaching skills, as they will include staff workshops.

Consultant Requirements

Selected **course instructors** must:

- attend a train-the-trainer session before teaching the course;
- coordinate set up of course locations;
- teach course(s); and
- complete all required course materials.

Selected **technical assistance consultants** must:

- coordinate and conduct technical assistance/training in assigned schools; and
- complete and maintain all required paperwork (e.g., school assessment form, action planning form, consultant activity summary form, evaluation materials, etc.).

Time Frame and Hours

Technical assistant consultants: Technical assistance is expected to start in late fall 2004 and continue through August 2006. Consultants must be available to assist schools during the day, but can work as many or few hours as wanted.

Course Instructors: Ten 12-hour courses are planned from spring 2005 through spring 2006. It is preferred that course instructors teach multiple sessions of the course during this period. The course is expected to take place during four afternoon sessions of 3 hours each.

Compensation

Technical assistance consultants will be paid \$30 per hour. Course instructors will be paid \$1,000 per course. Mileage will be reimbursed at the state rate. Training, materials and resources will be provided to all selected consultants.

Application Procedure

Submit the attached **School Foodservice Consultants Application Form** and a current resume by **October 29, 2004** to:

Susan S. Fiore, M.S., R.D.
Team Nutrition Director
Connecticut State Department of Education
25 Industrial Park Road,
Middletown, CT 06457

Questions

Questions may be directed to Susan Fiore at (860) 807-2075 or Mary Ragno at (860) 807-2082. E-mail: susan.fiore@po.state.ct.us or mary.ragno@po.state.ct.us.

9-9-04

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Connecticut Team Nutrition

Connecticut State Department of Education, Bureau of Health and Nutrition Services and Child/School/Family Partnerships



School Foodservice Consultant Application Form

Complete all information and return by **October 29, 2004** to: Susan S. Fiore, M.S., R.D., Team Nutrition Director, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457.

1. Applicant Information

Name _____ Position/Title _____

Home Address _____ Town _____ State _____ Zip _____

() - () -
Home Phone (including area code) Home FAX (including area code) Home E-mail Address

Work Address _____ Town _____ State _____ Zip _____

() - () -
Work Phone (including area code) Work FAX (including area code) Work E-mail Address

2. I am applying to (check all that apply):

- Teach the 12-hour course for school foodservice personnel
- Provide technical assistance for school foodservice personnel

3. Areas of Expertise (Check all that apply):

- Healthy menu planning
- Healthy production techniques, including quality preparation of fruits and vegetables, salad bars, etc.
- Marketing and merchandising healthy school meals
- Promoting increased fruit and vegetable consumption
- Incorporating Connecticut Grown produce in school menus
- Nutrition education, including coordinating cafeteria and classroom
- Other (Specify): _____
- Other (Specify): _____



4. For each area of expertise checked in #3, describe any training you have taken and any previous training, teaching or consulting services you have provided to others. (Additional pages may be attached as necessary.)

5. Work Experience Related to Areas of Expertise (Additional pages may be attached as necessary.)

Position	Employer	Dates	Job Responsibilities
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6. Attach copy of your resume to this application. Successful applicants will be required to submit references.

Applicant's Signature

Date



Connecticut Team Nutrition
Connecticut State Department of Education
Bureau of Health and Nutrition Services and Child/School/Family Partnerships



**School Consultant
Application Form**