

# Agenda

(The below serves as a place holder while we make our final edits to the agenda)

**Green:** NSLP **Blue:** CACFP **Orange:** Summer **Red:** USDA Foods **Purple:** All Programs **Gray:** CACFP/SFSP

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| <b>TUESDAY, MAY 9, 2023</b> |                  |  |
| 6:00 a.m. - 8:00 a.m.       | M 2 Lobby        | Registration open  |
| 8:00 a.m. - 9:30 a.m.       | Zlotnik Ballroom | <b><i>Pre-Conference Leadership Workshop</i></b><br><b><i>LEAD to Succeed, Part 1</i></b> Effective leaders know how to get through to their staff, peers, and colleagues to create a cohesive, healthy, and productive work environment. Leaders are able to understand and empathize with others to push toward a common goal. The School Nutrition Foundation’s LEAD to Succeed program has released a new Leadership Training Series and we look forward to having you join this interactive training session.<br>Presenter: Jocelyn Karbo (ESC 11)  |
| 8:00 a.m. – 9:30 a.m.       | Grand Salon ABC  | <b><i>Pre-Conference Workshop</i></b><br><b><i>Responding to the AR: Writing Policies and Procedures for Success, Part 1</i></b> Gain CACFP Success by Implementing Better Policies and Procedures – Policies and Procedures are the fundamental foundation of a successful CACFP Organization. During this workshop, attendees will learn the pitfalls of policies and procedures, receive a template to write better policies, and practice writing actual policies. Attendees will walk away with a step-by-step guide to train on improved CACFP management and administration for better organizational success.<br>Presenters: Tamika Figgs, MS (ESC 11), Carolyn Miller, CMP, CCNP (ESC 11) |
| 9:30 a.m. – 10:00 a.m.      | Prefunction      | Break  |
| 10:00 a.m. – 11:30 a.m.     | Zlotnik Ballroom | <b><i>Pre-Conference Leadership Workshop</i></b><br><b><i>LEAD to Succeed, Part 2</i></b>  |
|                             | Grand Salon ABC  | <b><i>Pre-Conference Workshop</i></b><br><b><i>Responding to the AR: Writing Policies and Procedures for Success, Part 2</i></b>   |
| 11:30 a.m. – 1:00 p.m.      |                  | Lunch on your own  |
| 1:00 p.m. – 3:00 p.m.       | Zlotnik Ballroom | General Session: TDA/USDA Welcome and Update   |
| 3:00 p.m. – 4:30 p.m.       | Zlotnik Ballroom | Farm Fresh Initiative Reception  |
| 4:30 p.m.                   |                  | Conference Adjourns  |
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| <b>WEDNESDAY, MAY 10, 2023</b> |                  |  |
| 6:00 a.m. – 8:00 a.m.          | M 2 Lobby        | Registration open  |
| 8:00 a.m. – 9:30 a.m.          | Zlotnik Ballroom | <b>Summer Round Tables (Best Practices for Successful Compliance)</b> A time to talk, listen, and network with others to discuss what tools, tips, and strategies can be used for successful compliance in your daily operations. Facilitator: Catherine Wright Steele (TDA)   |
|                                | Amphitheater 204 | <b>NSLP, ASCP, CACFP At-Risk Administrative &amp; Procurement Review Common Findings and Adequate AR Preparations</b> This session will share the common findings across NSLP, ASCP, and the CACFP At-Risk Administrative Review as well as provide suggestions and resources to prepare for an Administrative Review. Presenters: Sarah Carlson (TDA), Nicole Notarianni (TDA), Tomekia Holman (ESC 10)   |
|                                | Rom 105          | <b>The Rulemaking Process and How it Affects Current and Future SFSP Regulatory Updates</b> TDA will discuss the regulatory rulemaking process that led to the recent SFSP Final Rule. This presentation will include a deep dive into the Final Rule requirements and the history of how they ended up in regulation. TDA will also provide an overview of expected regulatory changes to arrive later this year, including the Program Integrity Final Rule, which was proposed in 2016. Presenter: David Dierksen (TDA) |
|                                | Room 106         | <b>CACFP &amp; SFSP Financials- Allowable Expenses, Financial Tracking</b> This session will cover the basics of allowable expenses and tracking requirements when utilizing federal child nutrition program funds. Presenter: Belia Montelongo (TDA), Chad Etzel (TDA)  |
|                                | Grand Salon ABC  | <b>CACFP: Creating a Business Plan (CACFP Management Plan)</b> This workshop will cover a brief overview of the CACFP Management Plan and how performance standards impact it. In addition, in this workshop we will explain the necessary components of the management plan and the importance of amending it and updating the plan with the state agency. Presenter: Tarrah Moreno (ESC 17)  |
|                                | Room 301         | <b>CE Responsibilities in Managing an FSMC Contract</b> This session will provide an overview of contract management responsibilities for Contracting Entities (CEs) utilizing a Food Service Management Company (FSMC). Presenter: Zyvan Lee (TDA)  |
|                                | Room 104         | <b>CACFP Meal Pattern and CACFP Meal Production Records</b> This session will provide an overview of the meal pattern and recordkeeping using production records.  |

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|                       |          | Presenters: Lori Muzquiz (ESC 14), Dianet Lopez (ESC 13), Members from the Community Operations Team  |
|                       | Room 101 | <b>TEFAP Operational Best Practices &amp; the Reach and Resiliency Grant</b> Join us for an insightful overview of the TEFAP Reach and Resiliency Grant. As we navigate through the journey of the training project to improve TEFAP training resources to help expand TEFAP's reach into remote, rural, Tribal, and/or low-income areas that are underserved by the program. Participants will learn about CE best practices, training priorities shared amongst CE stakeholders, and shared challenges in mobile distribution.<br>Presenter: Jason Hunter (TDA) |
| 8:00 a.m. – 8:45 a.m. | Room 203 | <b>Business Skills – Writing Policies and Procedures for Success, Topic 1</b> Need help with writing policies and procedures? This 45-minute session will allow you to create your claim policy and procedure.<br>Presenter: Tamika Figgs, MS (ESC 11), Carolyn Miller, CMP, CCNP (ESC 11)  |
|                       | Salon DE | <b>BOps Capital Projects</b> Capital projects can be challenging for the school nutrition program. This session will provide a general overview of how to submit a capital expenditure request ensuring that your documentation and process is submitted correctly.<br>Presenter: Anwar Sophy (TDA)   |
| 8:00 a.m. – 9:00 a.m. | Room 103 | <b>USDA Foods/NSLP: RA 001 Entitlement</b> This session is the first of a three-part series focusing on maximizing USDA Foods. Participants will be able to identify entitlement foods available, understand eligibility and calculation methods, and learn strategies that maximize entitlement dollars.<br>Presenter: Sarah Martin (TDA)  |
| 8:45 a.m. - 9:00 a.m. |          | <b>Mini Break</b>   |
| 9:00a.m. – 9: 45 a.m. | Room 203 | <b>Promoting Texas Agriculture in CACFP Farm Fresh</b> Purchasing local food to service in your CACFP operation can help increase meal participation, parent, and community engagement, and support your local economy. This session will cover the benefits of local purchasing and provide motivation, resources, and guidance on how to begin or increase your operation's commitment to Texas Agriculture.<br>Presenter: Michael Mosley (TDA)   |
|                       | Salon DE | <b>NSLP Special Diets</b> Learn how to manage special diets in your NSLP menu with talking points for staff, recipe ideas, and a process outline. TDA dietitians will review specific dietary modifications and special diet resources to help you seamlessly provide a safe and nutritious meal!   |

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|                         |                  | Presenter: Jennifer Lengyel, MS, RDN, LD (TDA)   |
| 9:45 a.m. – 10:00 a.m.  |                  | <i>Mini Break</i>  |
| 9:30 a.m. – 10:00 a.m.  | Prefunction      | <i>Morning Break</i>   |
| 10:00 a.m. - 11:30 a.m. | Zlotnik Ballroom | <b><i>NSLP Round Tables (Best Practices for Successful Compliance)</i></b> A time to talk, listen, and network with others to discuss what tools, tips, and strategies can be used for successful compliance in your daily operations. Facilitator: Catherine Wright Steele (TDA)  |
|                         | Amphitheater 204 | <b><i>CACFP, SFSP, and CACFP At-Risk Administrative &amp; Procurement Review Common Findings and Adequate AR Preparations</i></b> This session will share the common findings across CACFP, SFSP, and the CACFP At-Risk Administrative Review as well as provide suggestions and resources to prepare for an Administrative Review. Presenters: Janeen Carter (TDA), Iyke Nwanji (TDA), Raven Jackson (TDA)  |
|                         | Room 106         | <b><i>CACFP &amp; SFSP Procurement- Bids, Plans, RFPs, Quotes</i></b> This session will cover the basics of federal procurement methods, procurement procedures, and examples. Presenters: Belia Montelongo (TDA), Chad Etzel (TDA)  |
|                         | Grand Salon ABC  | <b><i>CACFP Program Application Process (Initial and Renewal) &amp; Best Practices</i></b> This workshop will cover application assistance from the Education Service Centers (ESCs), overview of the application eligibility assessment for new CEs, overview of form guidance for renewing CEs, timelines related to the process, and best practices & common errors. Presenter: June Bryant (TDA)   |
|                         | Salon DE         | <b><i>NSLP: Resource Management Summary (RMS), Comprehensive RMS Review, and Meal Pricing Procedures</i></b> This session will explain the four areas of the Resource Management Summary (RMS) 700 section of the Administrative Review and when a Comprehensive Review is required. Attendees will also learn about tools used to calculate student and adult meal prices, paid lunch equity, and charge policy requirements. Presenters: Nancy K. Britton (TDA), Carly Shock (ESC 3) |
|                         | Room 103         | <b><i>NSLP and SBP Nutritional Standards Next Year and Beyond</i></b> This session will provide an overview of the evolving nutritional standards for the meal pattern and the rationale behind the changes, including sodium limits. Participants will review what to expect in SY 2023-2024 and changes likely to come in future years. Presenters: Rachel Baierlein (TDA), Julia Lehle, RD, LD (ESC 13), Melinda Nguyen, MS, RDN, LD (TDA)  |
|                         | Room 104         | <b><i>SFSP Meal Pattern and SFSP Production Records</i></b> This session will provide an overview of the meal patterns   |

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|                         |          | utilized in the SFSP program and proper record keeping utilizing production records.<br>Presenters: Anjelica Terry (ESC), Members from the Community Operations Team  |
|                         | Room 101 | <b>USDA Foods (Household) AR- How to Adequately Prepare</b> This session will help CEs/RAs understand how TDA conducts a review, what to expect during the review, and how to prepare for a review. The CE/RA will also learn what resources are available to assist in the preparation for the review.<br>Presenter: Cristina Rodriguez (TDA)  |
| 10:00 a.m. – 10:45 a.m. | Room 203 | <b>CACFP Site Monitoring Form (H1606)</b> Effective site monitoring is essential to determine if sites are operating in compliance with all CACFP program requirements. This session will walk through developing a 5-step process for effective site monitoring integrating the CACFP-Child Care Center Review (Form H1606).<br>Presenter: Jennifer DeHoog, RD (ESC 10)  |
|                         | Room 301 | <b>Civil Rights for All Programs</b> An Administrative Review ensures that civil rights requirements are fulfilled at each level of program administration. This course will provide an overview of civil rights requirements for training, public notification and communications, program accessibility, and complaints.<br>Presenter: Wanda Armstrong (ESC 8)  |
| 10:00 a.m. – 11:00 a.m. | Room 105 | <b>USDA Foods/NSLP: RA 002 FDP Menu Planning</b> This session is the second of a three-part series focusing on menu planning to maximize USDA Foods entitlement through cycle menus.<br>Presenter: Sarah Martin (TDA)   |
| 10:45 a.m. – 11:00 a.m. |          | <b>Mini break</b>   |
| 11:00 a.m. – 11:45 a.m. | Room 203 | <b>Utilizing Consultants as a Vendor</b> This session will discuss policies utilizing a consultant as a vendor and the resources your Education Service Center provides for technical assistance and training.<br>Presenter: Adriana Diaz (TDA)   |
|                         | Room 301 | <b>NSLP Texas ELMS - Overview of Direct Certification/Direct Verification</b> Join fellow participants in learning more about the Texas ELMS software system. Identify process steps and available system enhancements used to directly certify students for free or reduced-price school meals. Explore the Direct Verification specialized process available to streamline the verification of applications during October and November each year.<br>Presenter: Nancy Barlow (ESC 4) |
| 11:30 a.m. – 1:00 p.m.  |          | Lunch on your own   |

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| 1:00 p.m. – 2:30 p.m. | Zlotnik Ballroom | <b>CACFP Round Tables (Best Practices for Successful Compliance)</b> A time to talk, listen, and network with others to discuss what tools, tips, and strategies can be used for successful compliance in your daily operations. Facilitator: Catherine Wright Steele (TDA)  |
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|                       | Room 106         | <b>SFSP Meal Pattern and SFSP Production Records</b> This session will provide an overview of the meal patterns utilized in the SFSP program and proper record keeping utilizing production records. Presenters: Anjelica Terry (ESC), Members from the Community Operations Team  |
|                       | Room 203         | <b>CACFP: Creating a Business Plan (CACFP Management Plan)</b> This workshop will cover a brief overview of the CACFP Management Plan and how performance standards impact it. In addition, in this workshop we will explain the necessary components of the management plan and the importance of amending it and updating the plan with the state agency. Presenter: Tarrah Moreno (ESC 17)            |
|                       | Grand Salon ABC  | <b>The Who, What and How of Cooperative Procurement</b> Review CE and Cooperative roles and responsibilities when entering into a cooperative buying agreement. Presenter: Mary Gomez-Kokkinos (TDA), Elizabeth Frankel (TDA)  |
|                       | Salon DE         | <b>NSLP RCCIs, Private Schools &amp; Charter Schools Special Challenges</b> Come listen as our panel of Child Nutrition Directors from Residential Child Care Institutions (RCCIs), Private Schools and Charter Schools from the state, share their best practices when facing challenges around eligibility, special dietary needs, procurement and staffing. Presenter: Beverly Shaw (ESC 13)          |
|                       | Room 104         | <b>Fundamentals of Food Production</b> The Fundamentals of Food Production covers all aspects of food preparation and meal service. Key fundamentals include: meal pattern, required records, compliance, and best practices. By adhering to these fundamentals, school food service providers can offer nutritious and appealing meals to students.   |

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|                       |          | Presenter: Lori Livingston (TDA), Jocelyn Karbo (ESC 11)   |
| 1:00 p.m. – 1:45 p.m. | Room 105 | <b>Summer Marketing &amp; Outreach</b> Need help marketing effectively in your community? Learn how you can utilize TDA’s no cost summer resources to enhance your outreach efforts locally and on social media platforms. Marketing can help you reach new participants and build buzz around any program you offer. Learn simple outreach and digital marketing strategies that can help build your facility’s voice. Learn creative ways to leverage other offerings to create a culture of trust and awareness in your community.<br>Presenter: Kristin Chaumont (TDA) |
|                       | Room 103 | <b>NSLP Local School Wellness Policy &amp; Triennial Assessment</b> This session provides an overview of the local school wellness policy requirements and distinction between the Wellness Policy and the Plan. Attendees will learn to use a simple assessment tool to measure their own wellness plan.<br>Presenter: Brooke Stroud (TASB)   |
|                       | Room 101 | <b>USDA Foods CSFP &amp; TEFAP Reconciliation Process</b> Review inventory reports (FNS 153 & 155) and how to provide accurate data using these reports.<br>Presenter: Jannelly Villarreal (TDA)   |
| 1:00 p.m. – 2:00 p.m. | Room 301 | <b>USDA Foods/NSLP: RA 003 FDP Forecasting</b> This session is the third of a three-part series focusing on forecasting to maximize USDA entitlement dollars. Participants will be able to identify steps in forecasting, conduct a needs analysis, calculate inventory, and strategies.<br>Presenter: Sarah Martin (TDA)  |
| 1:45 p.m. – 2:00 p.m. |          | <b>Mini Break</b>  |
| 2:00 p.m. – 2:45 p.m. | Room 105 | <b>Summer Site Monitoring Guide</b> Summer Site Monitoring - is a summary of all the monitoring things Summer Sites must do (1) to make sure their site(s) are running smoothly and (2) to stay in compliance. The monitoring session will need a summary of Food Safety, perhaps a checklist, to share with participants.<br>Presenter: Brenda Tyler (ESC 15), Kevin Stork (TDA)  |
|                       | Room 103 | <b>Is CEP Right for Me? NSLP: Considering Community Eligibility Provision (CEP)</b> The Community Eligibility Provision option provides contracting entities (CEs) with an alternative to the standard requirements for determining eligibility and claiming reimbursement for the National School Lunch Program (NSLP) and School Breakfast Program (SBP). For districts considering the Community Eligibility Provision (CEP), this session will briefly cover the benefits and will explain the processes   |

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|                       |                  | to determine if partial or districtwide CEP is the best route to attain those benefits.<br>Presenter: Carmen O'Canas Lerma (ESC 1)  |
|                       | Room 101         | <b>USDA Foods (Household) - Marketing &amp; Outreach</b><br>Marketing can help you reach new participants and build buzz around any program you offer. Learn simple outreach and digital marketing strategies that can help build your facility's voice. Learn creative ways to leverage other offerings to create a culture of trust and awareness in your community.<br>Presenter: Lorena Cantu (TDA)   |
| 2:45 p.m. – 3:00 p.m. |                  | Mini Break  |
| 2:30 p.m. – 3:00 p.m. | Prefunction      | Break   |
| 3:00 p.m. – 4:30 p.m. | Zlotnik Ballroom | <b>Food Bank/USDA Foods Round Tables (Best Practices for Successful Compliance)</b> A time to talk, listen, and network with others to discuss what tools, tips, and strategies can be used for successful compliance in your daily operations.<br>Facilitator: Trish LeClar (TDA)  |
|                       | Amphitheater 204 | <b>CACFP, SFSP, and CACFP At-Risk Administrative &amp; Procurement Review Common Findings and Adequate AR Preparations</b> This session will share the common findings across CACFP, SFSP, and the CACFP At-Risk Administrative Review as well as provide suggestions and resources to prepare for an Administrative Review.<br>Presenter: Janeen Carter (TDA), Lyke Nwanji (TDA), Raven Jackson (TDA)  |
|                       | Room 105         | <b>Shared Best Practices on Meal Services during Natural Disasters</b> Join fellow participants to discuss how to be better prepared for natural disaster response in your community. TDA and Contract Entities from across the Food Programs have collaborated to bring best practices, preparedness planning, and tips for identifying opportunities and options when distributing commodities and meals during a natural disaster.<br>Presenter: Keith Underwood (TDA), Jason Hunter (TDA)                                 |
|                       | Room 106         | <b>The Rulemaking Process and How it Affects Current and Future SFSP Regulatory Updates</b> TDA will discuss the regulatory rulemaking process that led to the recent SFSP Final Rule. This presentation will include a deep dive into the Final Rule requirements and the history of how they ended up in regulation. TDA will also provide an overview of expected regulatory changes to arrive later this year, including the Program Integrity Final Rule, which was proposed in 2016.<br>Presenter: David Dierksen (TDA) |



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|                       | Room 203        | <p><b>CACFP Program Application Process (Initial and Renewal) &amp; Best Practices</b> This workshop will cover application assistance from the Education Service Centers (ESCs), overview of the application eligibility assessment for new CEs, overview of form guidance for renewing CEs, timelines related to the process, and best practices &amp; common errors.<br/>         Presenter: June Bryant (TDA)</p>  |
|                       | Grand Salon ABC | <p><b>Excess Net Cash Resource and How to Complete and Submit the Spend Down Plan</b> This session will provide definitions, the criteria of what is needed to complete an excess net cash resources spend down plan, a “how to calculate” sample, and allocated time to fill in the blank form example to take back and use as a resource for the day when you might need to submit to TDA for approval.<br/>         Presenter: Nancy K. Britton (TDA)</p>   |
| 3:00 p.m. – 3:45 p.m. | Salon DE        | <p><b>NSLP: Seamless Summer Option</b> An overview of the Seamless Summer Option (SSO) program requirements and what to expect if you are operating SSO this summer and completed an Administrative Review this program year.<br/>         Presenter: Lori Livingston (TDA)</p>  |
|                       | Room 301        | <p><b>Improving Communication Between Business Officials and CN Staff</b><br/>         Presenter: Beverly Shaw (ESC 13), Dee Dee Ortega, B.S. M.Ed. (ESC 16)</p>   |
|                       | Room 103        | <p><b>I'm CEP, Now What? NSLP: Implementing Community Eligibility Provision (CEP)</b> The Community Eligibility Provision option provides contracting entities (CEs) with an alternative to the standard requirements for determining eligibility and claiming reimbursement for the National School Lunch Program (NSLP) and School Breakfast Program (SBP). This session will explore required processes to implement the Community Eligibility Provision (CEP) and maintain eligibility during a 4-year cycle. Participants will identify operational procedures to manage and expand site eligibility data. Participants will explore TX-UNPS action steps required by the CE and how TX-UNPS uses the CEP report to determine claiming percentages and year-to-year adjustments.<br/>         Presenter: Carmen O'Canas Lerma (ESC 1)</p> |
|                       | Room 104        | <p><b>NSLP AR Reminder Binder</b> The AR Reminder Binder is a helpful tool that can be used for AR preparations. This session will discuss where to locate the AR Reminder Binder and provide an overview of the information it contains.</p>  |

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|                               |                  | Presenter: Mark Allen (ESC 4)  |
|                               | Room 101         | <b>Meet the Training &amp; Development Team</b> You are invited to come meet and visit with the Training & Development Team. Learn about what we do and the materials we work on to serve all Contracting Entities in the state of Texas!<br>Team: Adriana Diaz, Beth Foulds, Keith Underwood, Kevin Stork, Lori Livingston, Margaret Millan, Rony Reyes Torres, William Hale  |
| 3:45 p.m. – 4:00 p.m.         |                  | <b>Mini Break</b>  |
| 4:00 p.m. – 4:45 p.m.         | Room 301         | <b>Promoting Texas Agriculture in NSLP Farm Fresh</b><br>Purchasing local food to service in your NSLP operation can help increase meal participation, parent, and community engagement, and support your local economy. This session will cover the benefits of local purchasing and provide motivation, resources, and guidance on how to begin or increase your operation’s commitment to Texas Agriculture.<br>Presenter: Michael Mosley (TDA) |
|                               | Room 103         | <b>Business Skills – Writing Policies and Procedures for Success, Topic 2</b> Need help with writing policies and procedures? This 45-minute session will allow you to create your training policy and procedure.<br>Presenter: Tamika Figgs, MS (ESC 11), Carolyn Miller, CMP, CCNP (ESC 11)  |
|                               | Room 104         | <b>Food Safety for All Programs</b> This session will delve into all things sites need to think about and to train their staff on for keeping the food safe for participants.<br>Presenter: Kevin Stork (TDA), Brenda Tyler (ESC 15)   |
| 4:30 p.m. – 4:45 p.m.         |                  | Conference Adjourns  |
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| <b>THURSDAY, MAY 11, 2023</b> |                  |  |
| 7:00 a.m. - 8:00 a.m.         | M 2 Lobby        | Registration Opens   |
| 8:00 a.m. - 9:30 a.m.         | Zlotnik Ballroom | <b>The Who, What and How of Cooperative Procurement</b><br>Review CE and Cooperative roles and responsibilities when entering into a cooperative buying agreement.<br>Presenter: Mary Gomez-Kokkinos (TDA), Elizabeth Frankel (TDA)  |
|                               | Room 106         | <b>CACFP &amp; SFSP Financials - Allowable Expenses, Financial Tracking</b> This session will cover the basics of allowable expenses and tracking requirements when utilizing federal child nutrition program funds.<br>Presenter: Belia Montelongo (TDA), Chad Etzel (TDA)  |
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|                       |                 | findings across CACFP, SFSP, and the CACFP At-Risk Administrative Review as well as provide suggestions and resources to prepare for an Administrative Review.<br>Presenters: Janeen Carter (TDA), Iyke Nwanji (TDA), Raven Jackson (TDA)  |
|                       | Grand Salon ABC | <b>NSLP Round Tables (Best Practices for Employee Hiring, Staffing, Training, Retention)</b> This round table time will be geared towards sharing best practices and suggestions for one of the greatest assets of your program – your staff! TDA is pleased to have members of the Central Texas School Food Service Director Association (CTSFSDA) facilitate this session. Listen, learn, and share tips, ideas, and solutions for hiring, staffing, training, and retention. |
|                       | Room 103        | <b>Fundamentals of Food Production</b> The Fundamentals of Food Production covers all aspects of food preparation and meal service. Key fundamentals include: meal pattern, required records, compliance, and best practices. By adhering to these fundamentals, school food service providers can offer nutritious and appealing meals to students.<br>Presenter: Lori Livingston (TDA), Jocelyn Karbo (11)   |
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| 8:00 a.m. – 8:45 a.m. | Room 105        | <b>Civil Rights for All Programs</b> An Administrative Review ensures that civil rights requirements are fulfilled at each level of program administration. This course will provide an overview of civil rights requirements for training, public notification and communications, program accessibility, and complaints.<br>Presenter: Wanda Armstrong (ESC 8)   |
|                       | Room 203        | <b>CACFP Adult Day Care - Healthy &amp; Nutritious Meals</b> The goal of the CACFP is to improve and maintain the health and nutritional status of children and adults, promote development of good eating habits, and integrate nutrition food service with organized child and adult day care services. Learn more about how to apply these concepts in an adult day care setting.<br>Presenter: Kristina Bednorz MDS, RDN, LD, CCNP (ESC 2)                                   |
|                       | Salon DE        | <b>NSLP Required Reporting: Verification and CEP Reports</b><br>This session will review the annual verification and CEP   |

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|                        |             | reporting requirements and why submitting this information is important.<br>Presenter: Nancy Barlow (ESC 4)  |
|                        | Room 101    | <b>USDA Foods CSFP &amp; TEFAP Reconciliation Process</b><br>Process Review inventory reports (FNS 153 & 155) and how to provide accurate data using these reports.<br>Presenter: Jannelly Villarreal (TDA)  |
| 8:00 a.m. – 9:00 a.m.  | Room 301    | <b>USDA Foods/NSLP: RA 001 Entitlement</b> This session is the first of a three-part series focusing on maximizing USDA Foods. Participants will be able to identify entitlement foods available, understand eligibility and calculation methods, and learn strategies that maximize entitlement dollars.<br>Presenter: Sarah Martin (TDA)   |
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|                        | Room 203    | <b>CACFP Meal Pattern – Grains</b> The child and adult meal patterns aim to provide a variety of options for participants to consume nutritious meals and snacks, featuring grains. This course will feature ounce equivalents for grains in the CACFP.<br>Presenter: Rony Reyes Torres (TDA)  |
|                        | Salon DE    | <b>NSLP Local School Wellness Policy &amp; Triennial Assessment</b> This session provides an overview of the local school wellness policy requirements and distinction between the Wellness Policy and the Plan. Attendees will learn to use a simple assessment tool to measure their own wellness plan.<br>Presenter: Brooke Stroud (TASB)   |
|                        | Room 101    | <b>WBSCM Training for TEFAP</b> This workshop covers a brief in-depth overview of the report functionality within the Web-based Supply Chain Management (WBSCM) application. Participants will gain a greater understanding of the report functionality as we demonstrate how to customize reports, save reports, and view the net dollar value (savings) of a report.<br>Presenter: Tracy Whitehead (TDA)   |
| 9:45 a.m. – 10:00 a.m. |             | Mini Break   |
| 9:30 a.m. – 10:00 a.m. | Prefunction | Break  |

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| 10:00 a.m. – 11:30 a.m. | Zlotnik Ballroom | <b>NSLP Financial Coding (Revenues, Expenses, Budgets) and Financial Reporting Requirements</b><br>Presenter: Scott Wilkerson (ESC 16), Giovanna Hamby (TDA)  |
|                         | Amphitheater 204 | <b>NSLP, ASCP, CACFP At-Risk Administrative &amp; Procurement Review Common Findings and Adequate AR Preparations</b> This session will share the common findings across NSLP, ASCP, and the CACFP At-Risk Administrative Review as well as provide suggestions and resources to prepare for an Administrative Review.<br>Presenters: Sarah Carlson (TDA), Nicole Notarianni (TDA), Tomekia Holman (ESC 10)   |
|                         | Room 106         | <b>CACFP &amp; SFSP Procurement - Bids, Plans, RFPs, Quotes</b><br>This session will cover the basics of federal procurement methods, procurement procedures, and examples.<br>Presenters: Belia Montelongo (TDA), Chad Etzel (TDA)   |
|                         | Grand Salon ABC  | <b>CACFP &amp; SFSP Round Tables (Best Practices for Employee Hiring, Staffing, Training, Retention)</b> This round table time will be geared towards sharing best practices and suggestions for one of the greatest assets of your program – your staff! TDA is pleased to have members of the Central Texas School Food Service Director Association (CTSFSDA) facilitate this session. Listen, learn, and share tips, ideas, and solutions for hiring, staffing, training, and retention.      |
|                         | Room 104         | <b>NSLP Menu - Cycle Menus, Food/Plate Costs</b> This session is designed to provide Child Nutrition administrators, including directors, supervisors, dietitians and menu planners, with tools to help manage food costs. In our current time with changing business models, it is more important than ever to understand how small changes can make big impacts to the bottom line. Learn how a cycle menu can drive an efficient foodservice operation.<br>Presenter: Elisha Bury, RD, LD (11) |
|                         | Room 101         | <b>Food Bank and Partnerships Working Together</b> Join us for a panel discussion on utilizing USDA foods warehouse programs, and how to get the most for your NSLP program. Panelist will include USDA warehouse operators and school Food and nutrition directors.<br>Presenter: Melanie McGuire (San Antonio Food Bank)  |
| 10:00 a.m. – 10:45 a.m. | Room 105         | <b>Food Safety for All Programs</b> This session will delve into all things sites need to think about and to train their staff on for keeping the food safe for participants.<br>Presenter: Kevin Stork (TDA), Brenda Tyler (ESC 15)  |
|                         | Room 203         | <b>Utilizing Consultants as a Vendor</b> This session will discuss policies utilizing a consultant as a vendor and the  |

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|                         |          | resources your Education Service Center provides for technical assistance and training.<br>Presenter: Adriana Diaz (TDA)  |
|                         | Salon DE | <b>Business Skills – Writing Policies and Procedures for Success, Topic 1</b> Need help with writing policies and procedures? This 45-minute session will allow you to create your claim policy and procedure.<br>Presenter: Tamika Figgs, MS (ESC 11), Carolyn Miller, CMP, CCNP (ESC 11)  |
|                         | Room 103 | <b>CACFP Site Monitoring Form (H1606)</b> Effective site monitoring is essential to determine if sites are operating in compliance with all CACFP program requirements. This session will walk through developing a 5-step process for effective site monitoring integrating the CACFP-Child Care Center Review (Form H1606).<br>Presenter: Jennifer DeHoog, RD (ESC 10)          |
| 10:00 a.m. – 11:00 a.m. | Room 301 | <b>USDA Foods/NSLP: RA 002 FDP Menu Planning</b> This session is the second of a three-part series focusing on menu planning to maximize USDA Foods entitlement through cycle menus.<br>Presenter: Sarah Martin (TDA)   |
| 10:45a.m. – 11:00 a.m.  |          | <i>Mini Break</i>   |
| 11:00 a.m.- 11:45 a.m.  | Room 105 | <b>Summer Site Monitoring Guide</b> Summer Site Monitoring - is a summary of all the monitoring things Summer Sites must do (1) to make sure their site(s) are running smoothly and (2) to stay in compliance. The monitoring session will need a summary of Food Safety, perhaps a checklist, to share with participants.<br>Presenter: Brenda Tyler (ESC 15), Kevin Stork (TDA) |
|                         | Room 203 | <b>NSLP AR Reminder Binder</b> The AR Reminder Binder is a helpful tool that can be used for AR preparations. This session will discuss where to locate the AR Reminder Binder and provide an overview of the information it contains.<br>Presenter: Mark Allen (ESC 4)   |
|                         | Salon DE | <b>BOps Capital Projects</b> Capital projects can be challenging for the school nutrition program. This session will provide a general overview of how to submit a capital expenditure request ensuring that your documentation and process is submitted correctly.<br>Presenter: Anwar Sophy (TDA)   |
|                         | Room 103 | <b>Business Skills - Writing Policies and Procedures for Success, Topic 2</b> Need help with writing policies and procedures? This 45-minute session will allow you to create your training policy and procedure.<br>Presenter: Tamika Figgs, MS (ESC 11), Carolyn Miller, CMP, CCNP (ESC 11)   |

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| 11:30 a.m. – 1:00 p.m. |                  | Lunch on your own   |
| 1:00 p.m. – 2:30 p.m.  | Zlotnik Ballroom | <b>Emotional Intelligence - Growth Mindset</b><br>Presenter: Laura Benavidez (TDA)  |
|                        | Amphitheater 204 | <b>CACFP Meal Pattern and CACFP Meal Production Records</b> This session will provide an overview of the meal pattern and recordkeeping using production records.<br>Presenters: Lori Muzquiz (ESC 14), Dianet Lopez (ESC 13), Members from the Community Operations Team   |
|                        | Room 105         | <b>SFSP Meal Pattern and SFSP Production Records</b> This session will provide an overview of the meal patterns utilized in the SFSP program and proper record keeping utilizing production records.<br>Presenters: Anjelica Terry (ESC), Members from the Community Operations Team  |
|                        | Room 106         | <b>NSLP Menu - Cycle Menus, Food/Plate Costs</b> This session is designed to provide Child Nutrition administrators, including directors, supervisors, dietitians and menu planners, with tools to help manage food costs. In our current time with changing business models, it is more important than ever to understand how small changes can make big impacts to the bottom line. Learn how a cycle menu can drive an efficient foodservice operation.<br>Presenter: Elisha Bury, RD, LD (11) |
|                        | Grand Salon ABC  | <b>Open to ALL: Child Nutrition Educational Games</b><br>Presenter: Beth Foulds (TDA), Keith Underwood (TDA)  |
|                        | Room 301         | <b>NSLP and SBP Nutritional Standards Next Year and Beyond</b> This session will provide an overview of the evolving nutritional standards for the meal pattern and the rationale behind the changes, including sodium limits. Participants will review what to expect in SY 2023-2024 and changes likely to come in future years.<br>Presenters: Rachel Baierlein (TDA), Julia Lehle, RD, LD (ESC 13), Melinda Nguyen, MS, RDN, LD (TDA)   |
|                        | Room 103         | <b>CE Responsibilities in Managing the FSMC Contract</b> This session will provide an overview of contract management responsibilities for Contracting Entities (CEs) utilizing a Food Service Management Company (FSMC).<br>Presenter: Zyvan Lee (TDA)   |
|                        | Room 104         | <b>NSLP: Resource Management Summary (RMS), Comprehensive RMS Review, and Meal Pricing Procedures</b> This session will explain the four areas of the Resource Management Summary (RMS) 700 section of the Administrative Review and when a Comprehensive Review is required. Attendees will also learn about tools used to calculate student and adult meal prices, paid lunch equity, and charge policy requirements.<br>Presenter: Nancy K. Britton (TDA), Carly Shock (ESC 3)                 |

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|                       | Room 101         | <b>USDA Foods (Household) AR - How to Adequately Prepare</b> This session will help CEs/RAs understand how TDA conducts a review, what to expect during the review, and how to prepare for a review. The CE/RA will also learn what resources are available to assist in the preparation for the review.<br>Presenter: Cristina Rodriguez (TDA)  |
| 1:00 p.m. – 1:45 p.m. | Room 203         | <b>CACFP Special Diets</b> Learn how to manage special diets in your CACFP menu with talking points for staff, recipe ideas, and a process outline. TDA dietitians will review specific dietary modifications and special diet resources to help you seamlessly provide a safe and nutritious meal!<br>Presenter: Esmeralda Medrano, MS, RDN, LD (TDA)   |
| 1:00 p.m. – 2:00 p.m. | Salon DE         | <b>USDA Foods/NSLP: RA 003 FDP Forecasting</b> This session is the third of a three-part series focusing on forecasting to maximize USDA entitlement dollars. Participants will be able to identify steps in forecasting, conduct a needs analysis, calculate inventory, and strategies.<br>Presenter: Sarah Martin (TDA)  |
| 1:45 p.m. – 2:00 p.m. |                  | <b>Mini Break</b>  |
| 2:00 p.m. – 2:45 p.m. | Room 203         | <b>CACFP Meal Pattern - Grains</b> The child and adult meal patterns aim to provide a variety of options for participants to consume nutritious meals and snacks, featuring grains. This course will feature ounce equivalents for grains in the CACFP.<br>Presenter: Rony Reyes Torres (TDA)  |
| 2:45 p.m. – 3:00 p.m. |                  | <b>Mini Break</b>  |
| 2:30 p.m. – 3:00 p.m. | Prefunction      | Break  |
| 3:00 p.m. – 3:45 p.m. | Amphitheater 204 | <b>Meet the School Operations Leadership Team</b> You are invited to come meet and visit with the Community Operations Leadership Team. The section's Director, Assistant Directors, and Senior Review Specialists will be available for questions and answers during this time.<br>Team: Nicole Notarianni (TDA), Sarah Carlson (TDA), Mary Gomez-Kokkinos (TDA)  |
|                       | Room 105         | <b>SFSP: Turnip the Beet!</b> Come learn about Turnip the Beet, USDA's award program for outstanding summer meal program sponsors across the nation. In this session we will review the application process and share resources such as menu ideas and best practices from Texas's previous awardees to help you run an award-winning summer meals program!<br>Presenter: Esmeralda Medrano, MS, RDN, LD (TDA) |
|                       | Room 106         | <b>Summer Menu - Planning, Appeal, Scratch Cooking, Innovative Recipes, Cycle Menus</b> [Discussion and Sharing Session] Are you tired of the same menus or cold summer  |



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|                 |  | <p>lunches? Do you have tips to share? Come experience some culinary techniques to inspire innovation with summer feeding and brainstorm ideas to take back to your own summer sites.</p> <p>Presenter: Jennifer Angell (ESC 12)</p>   |
| Room 203        |  | <p><b>NSLP: HART Program</b> TDA’s Health Ambassadors for a Ready Texas (HART) program empowers exceptional high school students who are passionate about food, nutrition, health, and agriculture to promote healthy school meals among their peers. Learn how HART ambassadors through their unique creativity can be leveraged to make positive impacts to child nutrition programs innovation and elevate your child nutrition programs.</p> <p>Presenter: Ryan Horsak (TDA)</p> |
| Grand Salon ABC |  | <p><b>Meet the Community Operations Leadership Team</b> You are invited to come meet and visit with the Community Operations Leadership Team. The section’s Director, Assistant Directors, and Senior Review Specialists will be available for questions and answers during this time.</p> <p>Team: Annette McBride (TDA), Celeste Phillips (TDA), Maricruz Torres (TDA)</p>   |
| Salon DE        |  | <p><b>NSLP: FFVP Pear-fection</b> FFVP Pear-fection recognizes schools that exceed requirements in the Fresh Fruit and Vegetable Program (FFVP) to successfully introduce elementary school children to a variety of produce. Learn about the benefits of Pear-fection and how your FFVP schools can earn TDA recognition.</p> <p>Presenter: Megan Steele (TDA)</p>  |
| Room 301        |  | <p><b>Business Skills - Writing Policies and Procedures for Success, Topic 1</b> Need help with writing policies and procedures? This 45-minute session will allow you to create your claim policy and procedure.</p> <p>Presenter: Tamika Figgs, MS (ESC 11), Carolyn Miller, CMP, CCNP (ESC 11)</p>  |
| Room 103        |  | <p><b>NSLP – Special Diets</b> Learn how to manage special diets in your NSLP menu with talking points for staff, recipe ideas, and a process outline. TDA dietitians will review specific dietary modifications and special diet resources to help you seamlessly provide a safe and nutritious meal!</p> <p>Presenter: Jennifer Lengyel, MS, RDN, LD (TDA)</p>   |
| Room 104        |  | <p><b>Rage with the Machine: Transitioning From CACFP Paperwork to Digital Options</b> In a world where “the cloud” reigns supreme, find out why paper is where we draw the line! From environmental concerns to data recall and simplicity, there are plenty of reasons to move your programs toward a digital future – but where do you</p>  |

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|                       |                  | <p>begin? This session will cover the requirements for digital recordkeeping as well as resources you can use to get started. The session will include a discussion portion, so we urge any contracting entities who are currently using digital platforms in their programs to attend and share their best practices.</p> <p>Presenter: Samantha Beard (ESC 20) &amp; Dee Dee Ortega, B.S. M.Ed. (ESC 16)</p>         |
|                       | Room 101         | <p><b>USDA Foods (Household) - Marketing &amp; Outreach</b></p> <p>Marketing can help you reach new participants and build buzz around any program you offer. Learn simple outreach and digital marketing strategies that can help build your facility's voice. Learn creative ways to leverage other offerings to create a culture of trust and awareness in your community.</p> <p>Presenter: Lorena Cantu (TDA)</p> |
| 3:45 p.m. – 5:00 p.m. | Zlotnik Ballroom | Closing Session  |
| 5:00 p.m.             |                  | Conference Adjourns  |