

**Checks should be made payable to:
Treasurer State of Maine**

Please return your registration form
and payment to:

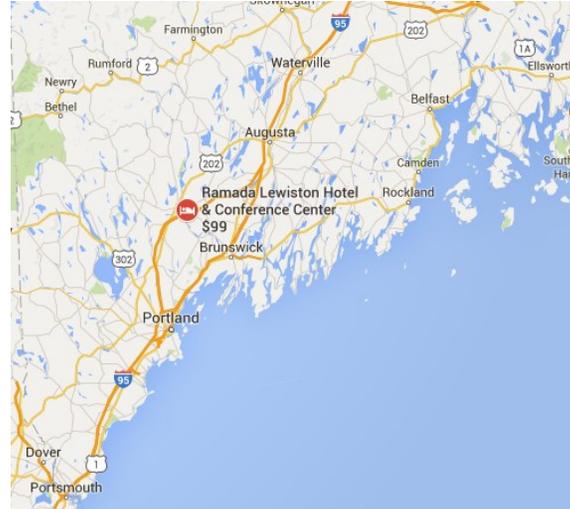
ATTN: Alissa Mank
Maine Department of Education
23 State House Station
Augusta, ME 04333

If you would like to send a purchase order
or pay at the training you can fax this
completed form to:
(207)-624-6841

For questions please email:
alissa.m.mank@maine.gov
Or call (207) 624-6842

**If you have special needs or food
allergies, please inform us here:**

Ramada Conference Center



**490 Pleasant St.
Lewiston, Maine 04240**

**Contact the Ramada Conference Center
for special housing rates:**

(207) 784-2331 Press #1

Maine Department of Education Group Rate

Back to Basics:

*An Orientation to School
Nutrition Programs*

August 23 & 24, 2016



The Maine Department of Education and USDA are equal
opportunity providers and employers.

August 23, 2016

8:00am Registration

Coffee

8:30am Welcome

Topics to be covered:

An Overview of School Nutrition

Breakfast & Lunch Meal Pattern

Offer Versus Serve

Accommodating Special Dietary Needs

Menu Planning Activities

Production Records

Food Safety & Sanitation

Meal or No Meal?

*** Lunch will be provided ***



Child Nutrition
Maine Department of Education

August 24, 2016

7:30am Registration

Breakfast Provided

8:00am Welcome

Topics to be covered:

Determining Student Eligibility

Navigating NEO

Accountability of Meals

The Business of School Lunch

Procurement

Smart Snacks Competitive Foods

Annual Program Requirements

Customer Service

*** Lunch will be provided ***

If you are new to School Nutrition or would like a basic refresher course, this training is for you!

REGISTRATION FORM

One Registration Form Per Participant

RSU/District:

Participant's Name & Title

- Check here if you are a new Director/Single Unit Manager (call Alissa Mank @624-6842 for your discounted registration fee)

Billing Address:

Contact Number:

Email Address:

Please check all that apply:

Day One-

- I will be Staying for Lunch on Day One

Day Two-

- I will be Staying for Breakfast on Day Two
 I will be Staying for Lunch on Day Two

\$45 per day or \$75 for both days

Please complete and return this registration form by August 15, 2016 with your registration fee

Please see other side for payment instructions.