

NUTRITION PROGRAMS
MEAL SITE COORDINATOR FOUNDATIONS
PRESENTATION OUTLINE

This outline of the Meal Site Coordinator presentation can be used by facilitators as a guide when they are familiar with the presentation and its content, or by participants as a guide to know what general content is included in the presentation.

1. Nutrition Programs: Meal Site Coordinator Foundations

a. Welcome

Meal Site Coordinators will perform tasks required to manage and maintain a reliable, quality Nutrition Program that complies with all applicable regulations, standards, and expectations

b. Learner objectives

- i. Understand how nutrition programs are funded & structured
- ii. Identify Focus Areas important to Meal Site Coordinators
- iii. Identify Focus Area tasks for which Coordinators are responsible
- iv. List steps necessary to complete identified tasks
- v. Create a timeline for ensuring, on-time task completion
- vi. Identify methods for ensuring timely, effective communication with members of the Board
- vii. Plan methods for providing quality training for staff & volunteers

2. Getting Started: Nutrition Programs

- a. Nutrition Program Authority & Funding Flow
- b. OAA Nutrition Program Goals
- c. Program Participant Eligibility
- d. Idaho's 94 Congregate & Home-Delivered Meal Providers
 - i. Area I: 12 Meal Providers
 - ii. Area II: 13 Meal Providers
 - iii. Area III: 27 Meal Providers
 - iv. Area IV: 16 Meal Providers
 - v. Area V: 13 Meal Providers
 - vi. Area VI: 13 Meal Providers

3. Meal Site Coordinator Focus Areas

4. Focus Area 1: Health District Permit-License

- a. Why We Need a Permit-License
- b. What the Permit-License Requires
- c. When We Need the Permit-License
- d. How to Apply for the Permit-License
- e. Your Permit-License Toolkit
- f. Summing It Up: Health District Permit-License

5. Focus Area 2: Food Establishment Inspection

- a. Why We Need an Inspection
- b. What Inspection Includes
- c. When Inspection Occurs
- d. How to Work with Inspections
- e. Your Health Department Inspection Toolkit
- f. Summing It Up: Health Department Inspection

6. Focus Area 3: IRS 501 (c)3 Non-Profit Status

- a. Why We Need 501 (c)3 Status
- b. What 501 (c)3 Status Requires
- c. The Difference between For Profit & Nonprofit Organizations
Dr. Kenneth Acha, <https://youtu.be/Zw9j1g1wsq8> , duration 3:24
- d. How To Apply for 501 (c)3 Status
- e. How to Start a Non-Profit
Nonprofit Ally, <https://youtu.be/UaiKlOTRH2M>, duration 4:45
- f. Your 501 (c)3 Toolkit
- g. Summing It Up: 501 (c)3 Status

7. Focus Area 4: Accredited Food Protection Manager Certification

- a. Why Manager Certification is Necessary
- b. What Idaho Requires for Managers
- c. How to Prepare for the Exam
- d. Free Exam Prep Videos
Central District Health, Part 1 of 6,
<https://youtu.be/URgF2Er026cm>, duration 5:19
How to Register for the Exam
- e. How Certification Happens
- f. How Retakes Occur
- g. Your Food Protection Manager Certification Toolkit
- h. Summing It Up: Food Protection Manager Certification

8. Focus Area 5: Registration & Nutritional Health Survey

- a. Why Collect Registrations & Surveys
- b. What the Registration Form Does
- c. What the Nutritional Health Survey Does
- d. When We Need Registration
- e. How to Complete Registration
- f. Sample Registration Form
- g. Sample Nutritional Health Survey
- h. Your Registration & Nutritional Health Survey Toolkit
- i. Summing It Up: Registration & Nutritional Health Survey

9. Focus Area 6: Rosters & Sign-In Sheets

- a. Why We Need Rosters & Sign-In Sheets
- b. What Rosters & Sign-In Sheets Capture
- c. When We Need Rosters & Sign-in Sheets
- d. How to Complete Rosters & Sign-in Sheets
- e. Sample Roster
- f. How to Submit Documentation
- g. Your Roster & Sign-In Sheet Toolkit
- h. Summing It Up: Rosters & Sign-in Sheets

10. Focus Area 7: Donations & Donation Box Placement

- a. Why Follow Donation Guidance
- b. What Correct Donation Acceptance means
- c. Which Image(s) Follow Guidelines?
Discuss and review each of the images. Click to see a full-screen view of each image
- d. When Donations Are Accepted
- e. How to Ensure Proper Donation Processes
- f. Your Donations Toolkit
- g. Summing It Up: Donations & Donation Box Placement

11. Focus Area 8: Donation Tracking Sheet

- a. Why Complete Donation Tracking Sheets
- b. What Should Be Tracked
- c. When to Count Donations
- d. How to Complete Donation Tracking Sheets
- e. Daily Tracking Sheet
- f. Monthly Tracking Sheet
- g. Your Donation Tracking Sheet Toolkit
- h. Summing It Up: Donation Tracking

12.Focus Area 9: Nutrition Education

- a. Why Provide Nutrition Education
- b. What Nutrition Education Includes
- c. When to Provide Nutrition Education
- d. How Education Can Be Presented
- e. How to Provide Nutrition Education
- f. USDA SNAP Education Materials Website (hidden)
() <https://snaped.fns.usda.gov/nutrition-education/nutrition-education-materials>
- g. ChooseMyPlate.gov Food Identification, Use & Nutritional Value Sample
- h. Your Nutrition Education Toolkit
- i. Summing It Up: Nutrition Education

13.Focus Area 10: Invoicing for Reimbursement

- a. Why Submit Invoices
- b. What Invoicing Involves
- c. When Invoices Are Due
- d. How Invoices Are Completed
- e. Your Invoicing Toolkit
- f. Summing It Up: Invoicing for Reimbursement

14. Focus Area 11: Nutrition Services Incentive Program (NSIP) Funds

- a. Why NSIP is Important
- b. What NSIP Funding Requires
- c. What Changes Can Be Made
- d. How to Participate in NSIP
- e. Your NSIP Resources Toolkit
- f. Summing It Up: NSIP Program

15.Focus Area 12: Nutrition Guidance

- a. Why Provide Nutrition Guidance
- b. What Nutrition Guidance Includes
- c. What Commodity Donated Food Guidance (GU.NU.03.01) Includes
- d. What Eligibility Guidance (GU.NU.02) Includes
- e. What HDM Guidance (TG.NU.01) Includes
- f. What Meal Frequency Waiver Guidance Includes
- g. How to Utilize Nutrition Guidance
- h. Your Nutrition Guidance Toolkit
- i. Summing It Up: Nutrition Guidance

16.Focus Area 13: Role of Idaho Non-Profit Board of Directors

- a. Why Consider the role of the Board
- b. What Needs to Be Known About the Role of the Board
- c. How to Interact with the Board
- d. Your Non-Profit Board Toolkit
- e. Summing It Up: The Role of the Board

17.Focus Area 14: Menu Approval

- a. Why Approve Menus
- b. What Menu Approval Requires
- c. When Menus Should Be Approved
- d. How Menus Are Approved
- e. Your Menu Approval Toolkit
- f. Summing It Up: Menu Approval

18.Focus Area 15: Training Staff & Volunteers

- a. Why Train Staff & Volunteers
- b. What Training Will Occur In the Near Future
- c. When Training Should Occur
- d. How Training Is Provided
- e. Your Staff & Volunteer Training Toolkit
- f. Summing It Up: Training Staff & Volunteers

19.Closing: Finishing Up

- a. Sixty Second Summary
- b. Congratulations! & Training Evaluation

The following are hidden slides at end of presentation, linked to as part of donation box placement scenarios

How Does This Comply or Not Comply with Donation Box Placement Guidance...?

- a. Image #1
- b. Image #2
- c. Image #3
- d. Image #4
- e. Image #5