

NUTRITION PROGRAMS
MEAL SITE COORDINATOR FOUNDATIONS
 SLIDE DECK PERSONALIZATION GUIDE

Assist Coordinators to understand specific processes and contacts related to meal site management

The PowerPoint presentation provided for Meal Site Coordinator training (Nutrition_MealSite_Coordinator_Master.pptx) contains the critical elements or Focus Areas coordinators must address in order to manage a successful meal site. There are several topics that have been written with information that applies statewide. In these slides, it is acceptable for AAA Nutrition Program staff to personalize the slide content so it refers to specific processes or contact information as appropriate for your area. This document identifies those slides for ease of use. Please feel free to modify slides as indicated.

We ask that you do not make other modifications as we are working to create a standardized statewide training curriculum. If you have ideas for slide or content modifications, please contact us at ICOA so we can discuss your ideas and possibly integrate them into the training.

- ✎ NOTE: Make sure text at the top of slides does not run into the icon on the right side of the slide. If it does, use **SHIFT+ENTER** (a “soft return” that makes a line break, instead of a new paragraph) to move the remaining text to a new line. Do not use ENTER which would create a new paragraph with a new bullet point.

SLIDE NUMBER	SLIDE TITLE	MODIFICATION RECOMMENDATION
SLIDES 8-13		Hide (do not delete) slides for other areas, keeping the initial statewide slide and the one for your area. With a slide selected > Slide Show tab > click Hide Slide option
SLIDE 17	What the Permit-License Requires	Replace “local Health District” with the name of your actual local Health District
SLIDE 18	When We Need the Permit-License	Replace the sub-bullet points with the process of your Health District, either on the date of issuance or by a consistent specified date each year

SLIDE 19	How to Apply for the Permit-License	Replace “local Health District” as above
SLIDE 20	Your Permit-License Toolkit	Replace “local Health District” as above. Replace hyperlink by, right-clicking the link > Edit Hyperlink, then paste the URL for your actual Health District’s application page.
SLIDE 21	Summing It Up	Replace “local Health District” as above
SLIDE 24	What Inspection Includes	Replace “local Health District” in last bullet point as above
SLIDE 25	When Inspection Occurs	If you know and it is consistent, add a bullet point related to whether your Health District consistently performs ANNUAL inspections
SLIDE 26	How to Work with Inspections	If you have specific policies for notifications related to or document retention related to Inspection Reports and/or Corrective Action Plans, modify the last bullet point as necessary
SLIDE 33	How to Apply for 501 (c)3 Status	If ALL meals sites in your area have this status, modify the first bullet point to say “All Area ## meal sites have this designation”
SLIDE 40	How to Prepare for the Exam	If you have a known local provider, insert reference to them after the ServSafe sub-bullet point, and be sure to mention during presentation
SLIDE 45	Your Food Protection Manager Certification Toolkit	Feel free to add the nam & URL of a certified local provider if there is one for your area. If there is more than one, please work with ICOA to create a formal branded document we can add to the general toolkit.

SLIDE 52	How to Complete Registration	Modify the last bullet point to indicate your specific submission requirement, such as “With invoice, before 10 th of month”
SLIDE 56	Summing It Up	Modify last bullet to reflect your submission requirements
SLIDE 60	When We Need Rosters & Sign-in Sheets	Modify the next to last bullet point to reflect your requirements for roster submission
SLIDE 63	How to Submit Documentation	Modify first bullet point per your requirements
SLIDE 88	How to Provide Nutrition Education	Replace the bullet points for “Dietician” and “AAA” with the title and/or name of the person/persons who provide education.
Slide 96	When Invoices Are Due	Modify first bullet point to reflect your submission requirements
SLIDE 99	Summing It Up	Modify fourth bullet to reflect your due date, if different than the 15 th
SLIDE 103	What Changes Can Be Made	Modify first bullet point to end with a specific contact, if appropriate, instead of “...to AAA”
SLIDE 104	How to Participate in NSIP	Replace “AAA” after “Provide accurate counts to...” “to reference a specific contact, if appropriate
SLIDE 114	How to Utilize Nutrition Guidance	Modify last bullet point to reference specific contacts, if appropriate
SLIDES 124-127		Replace “Dietician” with name of your Dietician, if desired.

SLIDE 125	What Menu Approval Requires	Replace the default blank menu template with an image of the one your Dietician provides, if desired. When replacing the image, right-click > Change image > From File > navigate to your file > double-click the file. This keeps the same size and formatting of the image.
Slide 128	When Menus Shoule Be Approved	Replace with an image of a completed menu using your Dietician's template as above
SLIDE 139	How Training Is Provided	Modify last bullet point to include your specific contact information
Slide 143	Sixty Second Summary	If you have a nice headshot of the person who will be presenting this training to Meal Site Coordinators, add it to the blank area on the right side of the slide.