MEMORANDUM

TO: School Nutrition Program Directors
FROM: Kathleen C. Millett, Executive Director
       Office for Nutrition, Health and Safety Programs
DATE: October 7, 2014
RE: Hands on Technical Assistance for Six (6) Cents Certification Tool and Simplified Nutrient Assessment Tool

The Massachusetts Department of Elementary and Secondary Education (ESE), Office for Nutrition, Health and Safety Programs has scheduled seven workshops for the Six (6) Cents Certification Tool and Simplified Nutrient Assessment Tool for districts participating in the National School Lunch Program.

This opportunity is intended to assist sites in the completion of the Performance Based Funding assessment tool. Completion of this tool is a requirement of the Administrative Review that you are scheduled to participate in this school year.

Each session provides an opportunity for the individual responsible for completing the certification spreadsheet to receive technical assistance to complete this process. *Space is limited in each session.*

For those wishing to complete the certification without in-person technical assistance, you can locate the Certification Worksheets in the Document and Reference Library in the ESE Security Portal, [https://gateway.edu.state.ma.us/](https://gateway.edu.state.ma.us/). If you have questions while completing the worksheets, please call Linda Fischer at 781-338-6456 or by e-mail at lfischer@doe.mass.edu.

Workshop sessions will be held at the Department of Elementary and Secondary Education
75 Pleasant Street, Malden, MA 02148

Start time: 9:00 am

Wednesday, October 15, 2014       Friday, October 24, 2014
Wednesday, November 5, 2014       Thursday, November, 13, 2014
Wednesday, December 3, 2014       Tuesday, December 9, 2014
Wednesday, December 17, 2014
IMPORTANT REGISTRATION INFORMATION

Registration is required for all workshops sessions and space is limited. Please register as soon as possible, as registration for each session will close 5 business days prior to the session. Given the limited number of computers, please only register one person per site. One additional team member may accompany the registered participant to the training, but is not required to register. We will reserve availability on a first come first serve basis. Directions for can be found on the registration link.

Registration needs to be completed by using the following link:
http://www.doe.mass.edu/conference/?ConferenceID=5974

Please contact Marisol Montes at 781-338-6494 or by e-mail at mmontes@doe.mass.edu to assist with registration questions, or Linda Fischer at 781-338-6456 or by e-mail at lfischer@doe.mass.edu, if you have any questions related to completing the certification worksheets.

ADDITIONAL INFORMATION

➢ Please be prepared to input site level data during your training time. In order to make the time most effective, please being the following items on the day of your training:
  • All menus (breakfast and lunch) for each grade range (i.e. elementary menu, middle school menu and high school menu)
  • Completed production records (including portion sizes and number of planned servings for the week)
  • Nutrition facts labels for all menu items (including calories, saturated fat and sodium information).
  • Standardized recipes for all menu items offered during the selected week.
  • Calculator

For those of you who may have already started the data entry of your documentation, please bring any/all information you have on a flash drive. We will assist you in completing what you have started.

➢ Since we will be working with computers, food and beverages will not be allowed in these session.

➢ Temperature conditions are beyond our control. Please come prepared with a light sweater or jacket if necessary.

We look forward to seeing you at this important technical assistance session, as the Massachusetts Department of Elementary and Secondary Education, Office for Nutrition, Health and Safety Program strives to enhance the efficiency and quality Child Nutrition Programs across the Commonwealth.