Attachment B

SCNP Memo #2023-2024-83

May 23, 2024



Team Nutrition Readiness and Retention Training Program Culinary Training Sub-Grant Requirements

Overview

School divisions currently participating in the Team Nutrition Readiness and Retention Training Program (Program) are eligible to apply for funding to implement hands-on culinary training for cafeteria managers. For more information about the Program, please refer to [SNP Memo No. 2022-2023-35](https://www.doe.virginia.gov/home/showpublisheddocument/39734/638067385229100000). Training must focus on scratch cooking, locally procured foods, and student inspired menu offerings that meet current USDA school meal patterns. All training must be implemented by April 30, 2025, and divisions must invoice the VDOE-SCNP by May 15, 2025.

The training must meet the following requirements:

* Hands-on, in-person, culinary-focused training workshop designed for cafeteria managers;
* Focus on scratch cooking, locally procured (Virginia) foods, student inspired menu offerings, and meeting current USDA National School Lunch Program and School Breakfast Program meal patterns;
* Delivered by a training provider with a background and experience in school nutrition programs (for example, a chef/culinary expert, school nutrition director, etc.);

The training may focus on a variety of culinary topics, including, but not limited to, the following:

* Knife skills;
* Scratch/speed-scratch preparation techniques;
* Kitchen management and efficiency;
* Production records;
* Using small and large equipment to prepare scratch recipes;
* Utilization of locally sourced foods in recipes; and
* Involving students in menu and recipe development and creating student inspired meals.

Deliverables

* Four progress reports that include the following details:
  + A summary of progress with the training, including identification of a training provider, preparation for the training, adherence to your budget and timeline, completion of any training, evaluation, etc.;
  + Number of cafeteria managers enrolled in the training;
  + Number of cafeteria managers who completed the training;
  + Any changes to your submitted timeline;
  + Any changes to your submitted budget;
  + Challenges you have experienced related to the training;
  + Successes you have experienced related to the training;
  + Activities planned for next quarter; and
  + Any additional information about your progress.
* Progress reports are due on the following dates:
  + October 15, 2025: Report covers July 1 – September 30, 2025.
  + January 15, 2025: Report covers October 1 – December 31, 2025.
  + April 15, 2025: Report covers January 1 – March 31, 2025.
  + May 15, 2025: Report covers April 1 – April 30, 2025.
* Minimum of one in-person culinary training workshop for cafeteria managers implemented by April 30, 2025.
* Invoice submitted to the VDOE via email to [Katelynn.Stansfield@doe.virginia.gov](mailto:Katelynn.Stansfield@doe.virginia.gov) on or before May 15, 2025.