

Dear Food Service Directors and Chief Business Officials:

Note: You may disregard this notice if you have completed the School Nutrition Program (SNP) online training and have a Certificate of Completion.

The 2016–17 Annual Mandatory Training for School Nutrition Program (SNP) sponsors is now open. The updated training includes nine modules on topics such as eligibility, verification, menu planning, food safety, meal counting and claiming, civil rights, resource management, administrative review, procurement, and school wellness policies. Each module includes the credited hours and topics for the professional standards requirements. Each sponsor must read the modules, take the quizzes, and complete a training survey. In three to five business days, you will receive a certificate of completion by e-mail.

All sponsors are required to complete the training by **Friday, April 14, 2017**. Failure to complete the training by the deadline may result in the California Department of Education withholding your agency's meal reimbursement payment. We will closely monitor completion of this training. The annual training can count towards your professional standards training requirement. Specific crediting information is located at the end of each module.

To access the training:

1. Visit the Instructure San Jose State University (SJSU) Canvas Portal Web page at https://sjsu.instructure.com/login?canvas_login=1.
2. Your login ID is the e-mail address for the person listed as the food service director contact in the Child Nutrition Information and Payment System.
3. Type in **spring** for the password.
4. Select **Courses** on the Canvas home page.
5. Select the **2016–17 SNP Online Training**.

For detailed instructions, visit the SJSU California Professional Nutrition Education and Training (Cal-Pro-NET) Center Training Opportunities Web page at <http://www.calpronet-sj.org/courses.htm>.

If you have any questions regarding this subject, please contact Linda Sweeney, Cal-Pro-NET Center Coordinator, by phone at 408-924-3125 or by e-mail at linda.sweeney@sjsu.edu or Lisa Melhouse, Nutrition Education Consultant, by phone at 916-323-2488 or by e-mail at lmelhouse@cde.ca.gov.

Thank you.

Nutrition Services Division

California Department of Education

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