



Food and
Nutrition
Service

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Park Office
Center

MEMO CODE: SP 08-2016

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SUBJECT: Team Up for School Nutrition Success State Expansion

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

In FY15, USDA introduced the *Team Up for School Nutrition Success (Team Up)* initiative that serves to enhance schools' meals programs by providing tailored technical assistance to school nutrition professionals that seek to maintain a healthy environment and strong student meal program participation. Based on the lessons learned and overwhelming feedback from the seven FNS regional *Team Up* workshops, the Food and Nutrition Service (FNS) deemed it essential to expand the initiative. In 2016, *Team Up* will continue to expand this effort to ensure that all schools are able to get the support they may need. The next expansion phase will empower State agencies, nationwide, to facilitate their own *Team Up* workshop in order to provide tailored training and technical assistance for many more school nutrition professionals. The goal of the expansion is to bring customized *Team Up* trainings to all states and territories.

This memorandum provides important information regarding further expansion efforts for the *Team Up* initiative, and presents two options from which each State agency (SA) can choose to implement *Team Up* in 2016 in their state. SAs are encouraged to review the two options described in this memorandum, and select the option that will best suit their capacity to facilitate *Team Up* trainings for their state's school food authorities (SFAs). We are requesting that each SA attending the November 17th training arrive having an idea of their preferred option, as well as the tentative 2016 date to implement a *Team Up* training in their State, if possible.

State Agency *Team Up* Train-the-Trainer Training

On November 17, 2015, the Institute of Child Nutrition (ICN), in collaboration with FNS, will train SA representatives on how to conduct a *Team Up* workshop in their state or territory. After the training, SA staff will have the skills and knowledge needed to effectively conduct *Team Up* trainings that meet the needs of their state.

Team Up Consultants

In preparation for the expansion of *Team Up*, ICN, in collaboration with FNS, trained approximately 40 consultants to assist SAs in conducting *Team Up* workshops. In the future, SAs and local educational agencies will have the opportunity to hire these consultant trainers to facilitate workshops in states and in districts. Consultants may assist SAs in three different capacities:

- Coordinator of Logistics – Consultants assist SAs with coordinating and handling workshop logistics and planning.
- *Team Up* Model and Mentor Trainer – Consultants conduct the training on the *Team Up* model, as well as the mentor training session.
- Lead Facilitator – Serve as a lead facilitator to facilitate panel presentations, Q&A sessions, and break-out sessions for each of the three topic areas chosen.

Options to Expand *Team Up* into States and Territories in 2016

FNS and ICN are working collaboratively with SAs to identify suitable dates to conduct their *Team Up* workshop. Both FNS and ICN will continue to provide guidance and support as the initiative moves into states.

USDA is providing two (2) options to support SAs preparing to host a *Team Up* workshop. For both options, SAs will be responsible for coordinating and financing all logistics of a *Team Up* workshop. The logistics include, but are not limited to, identifying meeting locations, ensuring availability of the required technology, registration, making arrangements for participants' lunches (if offering meals), and identifying and communicating with participants.

In Option 1, ICN will provide the Lead Mentors/Facilitators. In Option 2, SAs are responsible for **all** aspects of coordinating and conducting the workshop. The significant difference between the two options is that in Option 1, ICN will provide the Lead Mentors/Facilitators (along with managing their travel reimbursements) to facilitate the *Team Up* workshop; whereby, in Option 2, SAs may choose to provide their own or hire trained consultants to serve as the Lead Mentors/ Facilitators. For example, in Option 2, SAs can use their own SFA mentors from the State to result in a 1:3 ratio for breakout sessions (1 mentor works with 2-3 participants).

For both options, ICN will provide guidance to SA staff in coordinating a *Team Up* workshop for the state. SAs will receive a detailed checklist for coordinating the workshop, along with a list of potential consultants that were trained by ICN. ICN will also print and ship the customized workbook for all attendees.

Please note, in order for a *Team Up* workshop to successfully take place, a minimum lead time of 8 weeks is recommended for Options 1 or 2. This timeframe allows for adequate planning time for SAs and SFAs, which may include recruiting SFAs as mentors and participants, booking a venue for the training, and finalizing travel arrangements.

Funding State *Team Up* Trainings

SAs have several options for covering the logistical costs of the State *Team Up* trainings, as well as other possible costs (e.g., hiring consultants under Option 2). These include the general State Administrative Expense (SAE) funds and Healthy, Hunger-Free Kids Act (HHFKA) Section 201 funds, as these program funds may be used for training and technical assistance focus areas covered in *Team Up* (see memos SP60-2014 and SP65-2014). In appropriate circumstances, SAs can use grant funds such as Team Nutrition Training Grants or Professional Standards Training Grants, if *Team Up* is within the scope of the SA's grant. Any SAs with funding issues or questions should contact their FNS Regional Office.

Next Steps

We are requesting that SAs attending the November 17th training arrive having an idea of their preferred option, and the tentative 2016 date to implement a *Team Up* training in their State, if possible. The training will also provide the opportunity to discuss questions, concerns, and points of clarification from SAs to allow them to make final decisions.

FNS will continue to collaborate with allied organizations and partners to support *Team Up* and State agencies' implementation of these workshops. As always, we will continue to work with the Regions and SAs and keep SAs updated on our plans, as we value our continued collaboration. We appreciate the support of State agencies as we continue to expand *Team Up* and reach more SFAs across the nation with training and tailored technical assistance.

Providing the *Team Up* learning experience in states in 2016, SAs can provide SFAs across the Nation the opportunity to make positive strides in fostering healthy school environments, enhance financial stability, and encourage student meal program participation.

State agencies should direct any questions concerning this guidance to the appropriate FNS Regional Office.

Original Signed

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