

Feeding Westchester Member Agency Workshop Schedule

**All information is subject to change*

**Feeding Westchester*

<u>Workshop Title</u>	<u>Date</u>	<u>Year</u>	<u>Time</u>	<u>Location</u>
Member Agency Basics	Sep 1 st	2017	9AM- 10AM	*FW
Member Agency Basics	Jan 8 th	2018	2PM- 3PM	*FW

<u>Workshop Title</u>	<u>Date</u>	<u>Year</u>	<u>Time</u>	<u>Location</u>
Ordering & PWW	Sep 18 th	2017	9AM- 10AM	*FW
Ordering & PWW	March 5 th	2018	2PM- 3PM	*FW

<u>Workshop Title</u>	<u>Date</u>	<u>Year</u>	<u>Time</u>	<u>Location</u>
Statistics & Suspension	Nov 6 th	2017	9AM- 10AM	*FW
Statistics & Suspension	May 7 th	2018	2PM- 3PM	*FW

<u>Workshop Title</u>	<u>Date</u>	<u>Year</u>	<u>Time</u>	<u>Location</u>
Nutritious Tips for Soup Kitchens	Oct 6 th	2017	9AM-10AM	*FW
Nutritious Tips for Soup Kitchens	March 2 nd	2018	2PM-3PM	*FW

<u>Workshop Title</u>	<u>Date</u>	<u>Year</u>	<u>Time</u>	<u>Location</u>
Client Choice: Tips, Tricks & Trades	Oct 27 th	2017	9AM-10AM	*FW
Client Choice: Tips, Tricks & Trades	March 30 th	2018	2PM-3PM	*FW

<u>Workshop Title</u>	<u>Date</u>	<u>Year</u>	<u>Time</u>	<u>Location</u>
Food Safety 101	Nov 3 rd	2017	2PM-3PM	*FW
Food Safety 101	Feb 2 nd	2018	9AM-10AM	*FW
Food Safety 101	Apr 6 th	2018	2PM-3PM	*FW

<u>Workshop Title</u>	<u>Date</u>	<u>Year</u>	<u>Time</u>	<u>Location</u>
HPNAP Grants	TBD	2018	TBD	TBD

It is recommended that a representative from your site attend these workshops as it will enhance your program, as well as enhance your relationship with Feeding Westchester.

To reserve spots, please call Danice Tatosian at 914-906-9606.

Feeding Westchester Member Agency Workshop Descriptions

Member Agency Basics

Agency basics will help you maintain an effective partnering relationship with Feeding Westchester. This will be an overview of agency communication, policies, procedures, as well as what events and deadlines to expect throughout the year.

Ordering & PWW

This workshop will help you learn how to navigate through the Feeding Westchester Portal and online ordering system. This will give you a brief overview on how to view all invoices and statements as well as monthly reports. We will also go over the ordering process from beginning to end, including locating the grant eligible item.

Statistics & Suspension

Learn about the importance of reporting your statistics correctly and on time, and learn where that information then goes to in relation to Feeding Westchester and the state. We will also go over the suspension procedure, including reasons for suspension as well as how to quickly lift suspensions.

Nutritious Tips for Soup Kitchens

Come to this workshop to learn about how to incorporate healthy foods into traditional dishes and nutritious cooking techniques. This workshop will also teach you how to build a nutritious meal using all the food groups, as well as the correct portion sizes.

Client Choice: Tips, Tricks & Trades

During this workshop we will go over the different types of client choice, and how you can make the gradual transition into partial or full client choice. Even the smallest pantry can become a great client choice model. *Keep in mind client choice may be required moving forward, so come and get an early start!*

Food Safety 101

This class will go over the basic food safety topics including: proper hand washing, personal hygiene, glove use, cross-contamination and proper food holding. ***It is required that one representative from every agency takes a food safety course once every 5 years.***

HPNAP Grants

Come to this workshop to learn about the HPNAP grant process, how to fill out the application and what to expect throughout a grant cycle. Will also include tips on staying organized for the purpose of submitting documentation as requested.