

School Nutrition Update

January 27-31, 2025



In this Issue:

Program Operations Information

- Complete the Summer 2025 Statement of Intent – Due by 2/3
- Submit Comments on 2025 Dietary Guidelines Advisory Committee Scientific Report – Due 2/10
- Complete the 2025 Summer Nutrition Application Process – Webinar 2/11, 2 pm ET
- Save the Date – Fresh Fruit and Vegetable Program (FFVP) Application
- Complete Eat and Learn – R.A.C.E. Online Training Course by 2/28
- Submit Comments on High-Protein Yogurt and Grain-Based Desserts Crediting in Child Nutrition Programs – Due 3/26
- Host a N.C. K-12 Culinary Institute Workshop
- Utilize February-July 2025 Menu Templates

School Nutrition Spotlight

- Recognizing 2025 N.C. Jr. Chef Finalist Teams
- Embracing Farm to School in Gaston County Schools
- Follow/Like Us on Social Media
- Share Your School Nutrition Photos
- Send in Articles or Topics of Interest for the School Nutrition Update E-letter

Job Opportunity

- Apply for Charlotte-Mecklenburg Child Nutrition Area Supervisor Position – Closes 2/28
- Work with Harnett County Schools – School Nutrition Supervisor Opening
- Apply for Anson County School Nutrition Director Position
- Work with the NCDPI, Office of School Nutrition – Area SN Consultant Openings

- Have a Job Opportunity to Share?

Award/Grant Opportunity

- Apply for GroMoreGood Grassroots Grant – Due 1/31

Nutrition Education & Promotion

- Check Out the January Ag in the Classroom Book of the Month
- Celebrate Food and Nutrition Observances

Continuing Education

- Reading and Understanding Food and Nutrition Facts Labels – 1/30, 3 pm ET
- Submit Presentation Proposal for the 2025 National Farm to Cafeteria Conference – Due 2/15
- Register for the 2025 NC Child Hunger Leaders Conference
- Access Virtual Training Resources

Important Dates

Date	Action Step
February 3	Deadline to complete the Summer 2025 Statement of Intent
February 14	Fresh Fruit & Vegetable Program (FFVP) Online Application Opens in the SNTS
March 1	Summer Sponsor Application Deadline
March 7	Deadline for completing FFVP Online Application
March 14	Signature Pages and FFVP Weekly Operation Form Due (submit electronically)
Each Month – By the 10th (On or Before)	Claim for Reimbursement Due (NSLP, SBP, ASSP)
Each Month – By the 15th (On or Before)	FFVP Reimbursement Claims Due

Program Operations Information

Complete the Summer 2025 Statement of Intent – Due by 2/3

All School Food Authorities (SFAs) are required to complete and return the Summer Statement of Intent document if the SFA plans to operate a Summer Nutrition Program, Summer Food Service Program (SFSP) or Seamless Summer Option (SSO,) in 2025. The deadline to submit your Statement of Intent is **February 3, 2025**. However, it is beneficial for N.C. Department of Public Instruction (NCDPI) planning purposes to know the intent

of all SFAs as soon as feasible. NCDPI respectfully asks that you submit your Statement of Intent as soon as you know the intended program you plan to operate.

To find the document, log into the School Nutrition Technology System (SNTS).

- For SFSP, navigate to the red Summer Food Service Program (SFSP) button and then to "Applications". Choose the "Download Forms" section and then the section titled "SFA Application".
- For SSO, navigate to the blue School Nutrition Programs button and then to "Applications". Choose the "Download Forms" section and then the section titled "SSO Application".

If you have difficulty accessing the form or have questions about the summer program options available, please email Lynne Privette, Outreach and Promotion Section Chief, lynne.privette@dpi.nc.gov, for assistance.

Submit Comments on 2025 Dietary Guidelines Advisory Committee Scientific Report – Due 2/10

The [Scientific Report of the 2025 Dietary Guidelines Advisory Committee](#) was published in December. The Scientific Report contains the findings and advice to the U.S. Department of Health and Human Services (USDHHS) and the U.S. Department of Agriculture (USDA) from the 2025 Dietary Guidelines Advisory Committee. Members of the public have the opportunity to provide written comments by **February 10, 2025**. USDHHS and USDA will consider all comments received as the two departments develop the next edition of the Dietary Guidelines for Americans. The Dietary Guidelines form the basis of regulations and nutrition requirements for Child Nutrition Programs.

Quick links:

- [Read the Scientific Report](#).
- [Submit comments](#) on the Scientific Report.
- [Learn about the process](#) used to develop the Dietary Guidelines for Americans, which HHS and USDA plan to release in late 2025.
- If interested in staying up to date on next steps in the process to develop the Dietary Guidelines for Americans, 2025-30, [sign up](#) to receive regular updates via email.

Start the 2025 Non-Congregate Summer Meal Process

The NCDPI, Summer Nutrition Team is excited to share information about 2025 non-congregate meal service for the Summer Food Service Program (SFSP) and Seamless Summer Option (SSO). Join us for a webinar **Tuesday, February 11, 2025** at 2 pm ET. Please [register](#) in advance. Registration is required for the webinar. The following items will be covered as part of the webinar:

- 1) A brief outline understanding non-congregate procedures and regulations
- 2) Non-congregate application steps for North Carolina
- 3) Determining rural designation and eligibility of meal sites

Viewing the content of the webinar is a required portion of the non-congregate application process. This year, SFAs will determine their own rural designation and eligibility for all new non-congregate meal sites. Both new and returning non-congregate Sponsors should plan to attend the webinar.

The first step for SFAs wishing to submit a non-congregate application for summer 2025 is to submit the [2025 Non-Congregate Interest Form](#). Future information will only be shared with SFAs who have completed the form (only submit one form per SFA). We encourage any SFA who is interested in non-congregate meals to participate in the webinar to gather information in order to make an informed decision about the capacity to operate non-congregate meal service in their area. For questions, please contact Lynne Privette, Outreach and Promotion Section Chief, lynne.privette@dpi.nc.gov.

Save the Date – Fresh Fruit and Vegetable Program (FFVP) Application

The USDA, Fresh Fruit and Vegetable Program (FFVP) application season for the 2025-26 School Year (SY) will open in the SNTS on **Friday, February 14, 2025**. The FFVP is a federally-assisted program that provides “free” fresh fruit and vegetable snacks (a minimum of two days/week during the instructional school day) for which eligible elementary schools can apply annually.

The goal of the FFVP is to create healthier school environments by providing healthier food choices to the enrolled students at a participating school. Expanding the variety of fruits and vegetables children experience, and children increasing their overall acceptance and consumption of fresh, unprocessed produce, will make a difference in children’s diets to impact their present and future health.

It is not a requirement for an eligible elementary school to apply to participate in the FFVP. The program is additional work for School Nutrition administrators and staff; however, the opportunity for students to receive nutritious snacks at no charge has numerous benefits. Please consider forming a FFVP team and if not already, become educated about the FFVP, discuss, and if all are interested and committed to success, strongly consider applying.

Upcoming Dates:

- **Friday, February 14, 2025** – FFVP Online Application Opens in the SNTS
- **Friday, March 7, 2025** – Deadline for completing FFVP Online Application
- **Friday, March 14, 2025** – Signature Pages and FFVP Weekly Operation Form Due (submit electronically)

FFVP information is available on the NCDPI, Office of School Nutrition [website](#). If you have any questions, please contact Jacquelyn McGowan, FFVP Coordinator, at jacquelyn.mcgowan@dpi.nc.gov or 984-236.2909.

Complete Eat and Learn – R.A.C.E. Online Training Course by 2/28

NCDPI is excited to announce that the 2025 Summer Food Service Program (SFSP) Required Annual Continuing Education (R.A.C.E.) Online training course, also known as *Eat and Learn NC*, will open the first week in February. Completion of R.A.C.E. Online by at least two individuals with administration-level duties is required to submit the SFSP Application. The R.A.C.E. online training course must be completed by **February 28, 2025**. Please submit your *Eat and Learn NC* 2025 certificates with the SFSP application (which is due on or before **March 1, 2025**). When the course is live in early February, the SFSP contact and/or School Nutrition Director will receive an email with instructions on how to access the training. We encourage SFAs to complete their online training as soon as available and submit their application right after. If you have any questions, please reach out to Jada Brown, Summer Nutrition Compliance Specialist, jada.brown@dpi.nc.gov.

Submit Comments on High-Protein Yogurt and Grain-Based Desserts Crediting in Child Nutrition Programs – Due 3/26

In Request for Information: Grain-Based Desserts and High-Protein Yogurt Crediting in Child Nutrition Programs, the USDA, Food and Nutrition Service (FNS) requests comments from the public. The request for information was issued on **December 26, 2024**, to obtain input to help inform future policymaking, guidance, and technical assistance related to grain-based desserts and high-protein yogurt crediting in Child Nutrition Programs (CNP). The public is invited to submit comments to www.regulations.gov through **March 26, 2025**.

On **February 7, 2023**, USDA, FNS issued a [proposed rule](#) to update Child Nutrition Program (CNP) meal pattern requirements. The rule included a proposal to limit grain-based desserts in the School Breakfast Program to no more than two-ounce equivalents per week, consistent with the National School Lunch Program. However, based on public feedback, USDA did not finalize that proposed limit in the [final rule](#), which was published on **April 25, 2024**. Partners raised concerns that the proposal would limit options at school breakfast and recommended that USDA re-evaluate use of grain-based desserts at school breakfast. In the final rule, USDA committed to exploring methods for improving and simplifying grain-based dessert requirements by soliciting further input.

Yogurt is a popular menu item in CNPs. It may be offered in a variety of forms: plain or flavored, unsweetened or sweetened, strained or non-strained, and/or high-protein or regular; as a standalone option or in different menu items, such as yogurt parfaits or smoothies. The variety of yogurt available at retail and in the K-12 market, including high-protein yogurt (e.g., Greek and Greek-style yogurt), has grown and evolved significantly. Therefore, in 2017, USDA requested public input on whether high-protein yogurt (including Greek and Greek-style yogurt) should credit differently than regular yogurt. Those comments were mixed and, as a result, USDA maintained consistent crediting for all yogurt in the CNPs. USDA is now seeking additional public input to determine if any new information warrants a change to yogurt crediting in the CNPs.

Additional Resources:

- The Request for Information can be found on the [USDA, FNS website](#).
- Comments can be submitted through the Federal eRulemaking Portal. Go to [Request for Information: Grain-Based Desserts and High-Protein Yogurt Crediting in Child Nutrition Programs](#) and follow the online instructions for submitting comments.
- Review the [Tips for Submitting Effective Comments](#). (Note this is a Federal Register, not USDA, resource.)

Host a N.C. K-12 Culinary Institute Workshop

The NCDPI, Office of School Nutrition, is thrilled to announce that it will be offering the North Carolina K-12 Culinary Institute again during the summer of 2025 in conjunction with Chef Cyndie Story and the K-12 Culinary team. The N.C. K-12 Culinary Institute features face-to-face and online instruction for School Nutrition personnel to enhance the healthy dining objectives listed below. As part of the institute, over 200 recipes have been developed for North Carolina school meals. Participants graduate as Chef Ambassadors and are charged with teaching the lessons and recipes learned to fellow School Nutrition professionals at the local level.

- Improve student health, well-being, and academic success through nutritious, appealing meals at school,
- Increase participation in high quality, enticing School Nutrition Programs,
- Expand capacity of School Nutrition Programs to purchase, prepare, and serve fresh, locally grown produce,

- Increase consumption of fruits, vegetables, and whole-grain rich foods, and
- Provide continuing education opportunities for School Nutrition personnel.

NCDPI is seeking host districts for workshops to be held on the following weeks:

- **July 28-31, 2025** (July 28 is a set up day only.)
- **August 4-7, 2025** (August 4 is a set up day only.)

Note: Host sites have already been identified for the **July 7-10** and **July 21-24** workshops.

Benefits to being a host site include:

- Empowering culinary confidence and skills,
- Taste-testing a wide variety of N.C. K-12 Culinary Institute recipes,
- Connecting with the K-12 Culinary Solutions chef instructor team, and
- Promoting School Nutrition with your local media and community.

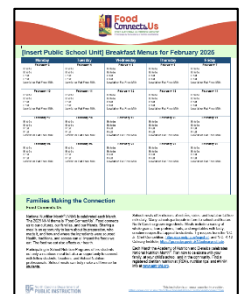
Please note that host sites must meet certain requirements to provide the best experience for our Chef Ambassadors. If you are interested in hosting a summer N.C. K-12 Culinary Institute workshop, or have any questions, please contact Katrina Perry, Professional Development Coordinator, katrina.perry@dpi.nc.gov, for further information.

Something new for this summer is that 1-2 of the workshops will be for School Nutrition Administrators. If you are interested in your workshop being one for SN Administrators and their central office staff instead of for managers, please let us know.

Utilize February-July 2025 Menu Templates

Menu templates are available from the NCDPI, Office of School Nutrition for SFAs for the second half of the 2024-25 school year (February-July 2025) to use to promote school meals. National Nutrition Month, National School Breakfast Week, N.C. Summer Meals, N.C. Farm to Summer, and locally grown foods are featured. The menu templates can be downloaded from the NCDPI, Office of School Nutrition [website](#). As you review, share, and use the menu templates, please note the following:

- The menu templates have been designed to comply with the American with Disabilities Title II Final Rule and Section 508 of the Rehabilitation Act (29 U.S.C. § 794d).
- The menu templates were created in Word to allow for ease of use for adding in local contact and menu information. You may choose to share the menu templates in Word or PDF format, or both, with your school community. After you have added in your local contact and menu information and before you share the menu templates, please run an accessibility check using tools available within Word or Adobe software to make sure the menu templates are still compliant and will work with visual reader software. If you have access to visual reader software, you may wish to run an accessibility check using the software as well.
- The menu templates are created for two audiences – elementary for parents/families and middle/high for students.
- The menu templates are two pages in length – one page for your breakfast menu and one page for your lunch menu – to allow enough room to list all your available menu choices. If you can fit your breakfast and lunch menu choices within the blocks for each day, feel free to use only one page of the menu template and update the title at the top of the page accordingly.



- For your convenience, alternate text has been included for the image header, month table, and footer with NCDPI logo and nondiscrimination statement. Please do not remove the alt text.

If you use other templates to share your menu information, please check and ensure that the menus are compliant with the ADA Title II Final Rule and Section 508. For more information regarding the ADA Title II Final Rule or Section 508 compliance, please visit the U.S. Department of Justice, [ADA Title II Final Rule webpage](#) or the U.S. General Services Administration (GSA) Office of Government-wide Policy (OGP), [Section 508 website](#). If you have questions regarding the menu templates, please reach out to your [Area School Nutrition Consultant](#) or Tracey Bates, School Nutrition Promotion Specialist, tracey.bates@dpi.nc.gov.

School Nutrition Spotlight

Cheer on the 2025 N.C. Jr. Chef Finalist Teams!

Five finalist teams will compete in the 2025 N.C. Jr. Chef Competition (NCJCC) cook-off.

- Ashe County High, Ashe County Schools
- Garinger High, Charlotte-Mecklenburg Schools
- Martin County High, Martin County Schools
- Northern High, Durham Public Schools
- Thomasville High, Thomasville City Schools



For the competition, teams of high school students collaborate with their teachers and local School Nutrition Program to create a school lunch entrée that features at least two North Carolina-grown ingredients and two USDA Food items, adheres to National School Lunch Program (NSLP) regulations, and appeals to students. By **February 14**, finalist teams will submit updated applications with recipe photos, a work plan for how they will prepare their recipe in the 90-minute time frame, and a video of their team preparing and plating their recipe. On **March 17 and 18**, evaluators will prepare and sample team recipes and conduct live virtual interviews with the teams. All finalist teams will be recognized, and the competition results will be announced during a virtual recognition ceremony on **March 21**. The first place N.C. Jr. Chef team will represent North Carolina in the 2025 Southeast Jr. Chef Competition **May 8-9** at Sullivan University in Louisville, Kentucky. More information about the N.C. Jr. Chef Competition is available on the NCDPI, Office of School Nutrition [website](#).

Embracing Farm to School in Gaston County Schools

Gaston County Schools have implemented a Farm to School Program in partnership with Deep Roots CPS Farm to provide fresh produce for students. The initiative involves growing vegetables at a former baseball field near the School Nutrition Center, with produce often harvested and processed within a day.

“We pick the lettuce one day, process it and the kids eat it the next day,” said Angela Calamia, Gaston School Nutrition Director. “Because we have a central kitchen, we can bring the products right in, process them, and we ship them to the schools. It’s more nutritious, it’s a better quality product, and in the long run it might even save us money.”

Their machine seals up to six thousand salads for Gaston County Schools on any given day, with the produce grown with care by farmer Wisdom Jzar with Deep Roots CPS Farm. Calamia says they will soon install a greenhouse and grow hydroponic lettuce, allowing the district to package even more fresh salads.

The Gaston County Farm to School Program was highlighted by Queen City News and the School Nutrition Association (SNA) SmartBrief. [Learn more about their program.](#)

Follow/Like Us on Social Media

Did you know you could find the NCDPI, Office of School Nutrition on social media? Follow or like our pages - @NCSchoolMeals and @Ray4NCKids on Facebook, Instagram, and X, formerly Twitter.

Share Your School Nutrition Photos

The NCDPI, Office of School Nutrition wants to spotlight the appealing, wholesome, quality meals our School and Summer Nutrition Programs across the state offer to students. Share your beautiful photos of serving lines, complete school or summer meals, and nutrition education and promotion with us. Please send to Tracey Bates, NCDPI School Nutrition Promotion Specialist, at tracey.bates@dpi.nc.gov. Make sure to include the school and district or organization info so we can aim to credit the source. Be on the lookout for photos from across the state on social media.

Send in Articles or Topics of Interest for the School Nutrition Update E-letter

School Nutrition Update e-letters are scheduled to go out twice per month during the second and fourth full weeks. If you have a resource, grant, job opportunity, continuing education event, award announcement, shout out or other news item for the School Nutrition Update, **please take the actions below**. If there are topics of interest you would also like to see included, please share as well. **Submissions received after the deadline will be saved for the next issue.**

- **Send a brief ready-for-print article (250 words or less) to Tracey Bates, tracey.bates@dpi.nc.gov, by 12 pm on the WEDNESDAY** prior to when the SN Update is sent out the following week.
- **Please include “SN Update” in the email subject line.**

Job Opportunity

Apply for Charlotte-Mecklenburg CN Area Supervisor Position – Closes 2/28

Charlotte-Mecklenburg Schools (CMS) is seeking applicants for an open Child Nutrition (CN) Area Supervisor position. The Area Supervisor is responsible for implementing, monitoring, and evaluating all aspects of the school-based CN program to ensure that school meals are nutritious, appealing, and cost effective. They provide expert knowledge of the food service industry to assist in developing CMS and Child Nutrition policies and procedures used in the management of staff in compliance with State/Federal laws and regulations. They facilitate departmental improvements through the creation of a positive work environment, analyzing program needs and developing program goals and action plans. The Area Supervisor is responsible for recommending facility and equipment improvements, monitoring food production, food security, sanitation, employee safety, human resource management, meal accountability, and monitoring departmental key performance indicators

for their assigned schools. They regularly interact with the school principal and staff to promote CN as an integral part of the school program. [Learn more and apply for the CMS CN Area Supervisor opening.](#)

Work with Harnett County Schools – School Nutrition Supervisor Opening

Harnett County Schools is recruiting applicants for an open School Nutrition Supervisor position. A bachelor’s degree, or equivalent educational experience with an academic major in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field and at least eight hours of food safety training, either not more than five years prior to the starting date or completed within 30 days of the employee’s start date, or a bachelor’s degree in any academic major and at least five years’ experience in management of School Nutrition Programs and at least eight hours of food safety training, either not more than five years prior to the starting date or completed within 30 days of the employee’s start date. A Registered Dietitian is preferred. [Learn more and apply for the Harnett County School Nutrition Supervisor opening.](#)

Apply for Anson County School Nutrition Director Position

Anson County Schools is actively recruiting applicants for the School Nutrition Director position. A bachelor’s degree, or equivalent educational experience, with academic major in specific areas; or a bachelor’s degree in any academic major and a State-recognized certificate for School Nutrition Directors; or a bachelor’s degree in any academic major and at least two years of relevant School Nutrition Program experience; or an associate’s degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; and at least 2 years of relevant School Nutrition Program experience is required. [Learn more and apply for the Anson County School Nutrition Director position.](#)

Work with the NCDPI, Office of School Nutrition – Area SN Consultant Openings

The NCDPI, Office of School Nutrition is pleased to announce it will soon be recruiting for two Area School Nutrition Consultants to join its team. A School Nutrition Consultant serves in a professional consultative and auditing capacity, ensuring School Food Authorities (SFAs) are informed of and comply with all policies, procedures, and laws applicable to the federally assisted and state-administered School Nutrition Programs. These positions are regionally based, with one covering Chatham, Durham, Granville, Harnett, and Lee counties and the second covering Franklin, Johnston, and Wake counties. Please watch the SN Update for more information and monitor the Office of State Human Resources’ [website](#).

Have a Job Opportunity to Share?

If you have a job opportunity to share, please send to Tracey Bates, School Nutrition Promotion Specialist, tracey.bates@dpi.nc.gov.

- **Write a brief paragraph describing the position role, responsibilities, and requirements.** Consider including unique aspects of the role, facts about your public school unit and School Nutrition Program, or other information that may entice applicants.
- **Note the closing date (if applicable).**

- Include a link to the job description and online application accessible to individuals outside of your public school unit.

Award/Grant Opportunity

Apply for GroMoreGood Grassroots Grant – Due 1/31

KidsGardening has streamlined its grant application process, and applicants can now apply for grants using the [2025 Common Application](#). Please contact Sarah Lane, KidsGardening Grant Program Director, at grants@kidsgardening.org, if you have questions.

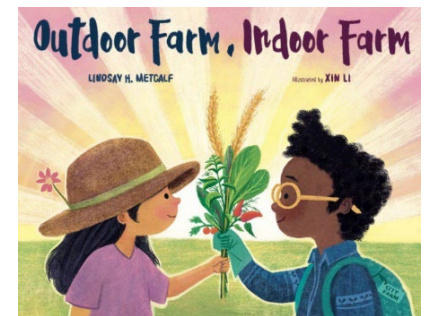
The GroMoreGood Grassroots Grant, brought to you by The Scotts Miracle-Gro Foundation and KidsGardening, is designed to bring the life-enhancing benefits of gardens to communities across the United States. In 2025, 170 programs will receive \$500 - \$1,500 in funding. The deadline for application submission is **Friday, January 31, 2025, at 11:59 pm PT**. [Learn more about the GroMoreGood Grassroots Grant](#).

Nutrition Education & Promotion

Check Out the January Ag in the Classroom Book of the Month

North Carolina Farm Bureau Ag in the Classroom (NCAITC) is an educational program that is dedicated to fostering an understanding of the importance of agriculture in North Carolina. Each month NCAITC offers a book for anyone looking for a valid ag-related resource to utilize in the classroom. Each book will have accompanying activities of high-quality that can be integrated into lesson plans at various grade levels. The total purchase of one book is \$5.00 and can be purchased until copies are sold out. Educational activity sheets are downloadable from the NCAITC website.

With energetic, enchanting verse and sunshiny, colorful illustrations, discover how the food you eat is grown both outside and inside with the January N.C. Ag in the Classroom Book of the Month, *Outdoor Farm. Indoor Farm*. Join two children as they explore the inner workings of an outdoor farm and an indoor farm. You will see how a variety of amazing machinery like tractors and drones along with innovative farming techniques yield the wonderful food we all love to enjoy. [Learn more](#).



Celebrate Food and Nutrition Observances

Wonder how you can promote food and nutrition throughout the year? The University of Nebraska – Lincoln Extension has compiled [a list of food and nutrition observances](#) and related resources. Find special days, weeks, and months to celebrate throughout the school year and during the summer months. Share your celebrations! Tag @NCSchoolMeals on social media posts about your celebrations and events.

Continuing Education

Reading and Understanding Food and Nutrition Facts Labels – 1/30, 3 pm ET

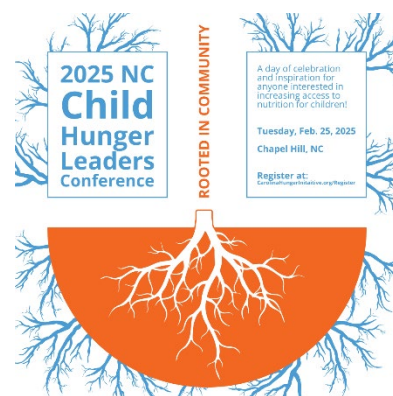
Join the STAR Webinar from Institute of Child Nutrition (ICN) on **January 30 at 3 pm ET** to learn the essentials of food labels and strategies for evaluating products and ensuring compliance with Child Nutrition Program requirements. This session will provide valuable insights to enhance your understanding of food labels and equip you with practical tips for effectively communicating food label information with your staff. [Learn more and register for the food label webinar.](#)

Submit Presentation Proposal for the 2025 National Farm to Cafeteria Conference – Due 2/15

The National Farm to School Network (NFSN) is excited to announce the 10th National Farm to Cafeteria Conference on June 3-6, 2025 in Albuquerque, New Mexico. This conference is the premier event for anyone passionate about bringing local food to institutional settings and driving positive change in the food system. Whether you are a food service professional, farmer, educator, policymaker, entrepreneur, or student, this conference offers invaluable opportunities to network, learn, and share knowledge with others who are shaping the future of food access and sustainability. Are you interested in creating a poster, leading a workshop, or planning a lightning talk? NFSN invites you to [submit a proposal!](#) The Request for Proposals (RFP) for conference workshops and posters is open now through **February 15, 2025.**

Register for the 2025 NC Child Hunger Leaders Conference

The 2025 N.C. Child Hunger Leaders Conference is an annual day of celebration and inspiration for anyone invested in making sure kids have access to healthy food at school and beyond. The one-day event is presented by the Carolina Hunger Initiative and will take place **Tuesday, February 25, 2025**, at The Friday Center in Chapel Hill. Attendees will grow their community of child hunger leaders from across the state, hear new strategies and success stories, and leave reenergized to continue the fight against child hunger! This year's theme is "Rooted in Community". [Learn more and register for the conference.](#)



Access Virtual Training Opportunities

Continuing education resources are available on the Office of School Nutrition [website](#) from NCDPI, the Institute of Child Nutrition, School Nutrition Association and other agencies and organizations. The Academy of Nutrition and Dietetics offers [continuing professional education resources](#) for Registered Dietitians/Nutritionists (RDNs) and Dietetic Technicians, Registered (DTRs).

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained [online](#), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) (833) 256-1665 or (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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