

SED 2018 Summer Food Service Program Sponsor Training

Workshop #	Date & Time	Location
1	<p style="text-align: center;">March 21, 2018 9:00am-10:00pm; potential new camp sponsors</p> <p style="text-align: center;">10:15am-12:30pm; general session for all camp sponsors</p>	<p>Brooklyn Area (Camp Sponsors) Beth Rachel High School 177 Harrison Avenue Brooklyn, NY 11206 (Between Wallabout Street and Gerry Street) (718) 963-9260 ext. 1222</p>
2	<p style="text-align: center;">March 23, 2018 10:00am-11:00am</p> <p style="text-align: center;">*WEBINAR*</p>	<p>To register: Click to Register on WebEx Event Number: 801 403 614</p>
3	<p style="text-align: center;">March 26, 2018 9:00am-12:30pm</p>	<p>Albany Area ***NEW LOCATION*** NYS School Board Association 24 Century Hill Drive, Suite 200 Latham, NY 12110-2125 (518) 783-3709</p>
4	<p style="text-align: center;">March 27, 2018 9:00am-12:30pm</p>	<p>Orange County Area Orange/Ulster BOCES 53 Gibson Rd. Goshen, NY 10924 Carl P. Onken Conference Center (located behind the Career and Technical Education Center) Rooms: A, B, and C (845)-291-0534</p>
5	<p style="text-align: center;">March 29, 2018 9:00am-12:30pm</p>	<p>Syracuse Area Onondaga-Cortland-Madison BOCES 110 Elwood Davis Road Syracuse, NY 13212 Seneca, Cayuga & Canandaigua Conference Rooms (315) 431-8415</p>
6	<p style="text-align: center;">April 05, 2018 9:00am-12:30pm</p>	<p>Buffalo Area Erie I BOCES 355 Harlem Road Building B West Seneca, NY 14224 A1, A2 & A3 Conference Rooms (716) 821-7007</p>
7	<p style="text-align: center;">April 06, 2018 9:00am-12:30pm</p>	<p>Elmira Area Greater Southern Tier BOCES 459 Philo Rd. Building 1 (use glass doors with canopy) Elmira, NY 14903 A, B, and C, Conference Rooms (607) 739-3581</p>
8	<p style="text-align: center;">April 11, 2018 9:00am-12:30pm</p>	<p>Long Island Area Western Suffolk BOCES Conference Center 31 Lee Avenue Wheatley Heights, NY 11798 Large Conference Room, Seminar Room, and Learning Lab (631) 425-9041</p>

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On-Line Registration Directions

A CNMS password is required to register on-line

- Log onto CNMS at <http://www.cn.nysed.gov/>
- Click "Log In" and insert your username and password
- Click "OK"

This will bring you to the "Welcome to CNMS" page

You may need to reset your password, you can do this by:

- a. Scrolling to bottom of the CNMS homepage
- b. Look for the How Do I...? heading (second column)
- c. Click on Reset my CNMS password (third from the bottom)

Then you can:

1. Click "Here" to agree to the terms below and register for meetings On-line
2. Click "SFSP Sponsor Training"
3. Click on the date of the meeting you want to register for
4. Click "Register for this meeting"
5. Enter Name(s), Title(s), Phone Number(s) and E-mail(s) of registrant(s)
6. Click on "Register"
7. Click "Print Registration" to obtain meeting registration confirmation

OR

1. Click "Continue" on the Welcome page
2. On the blue toolbar, put the cursor on "Admin"
3. Click "Online Meeting Registration"
4. Follow numbers 2-7 from above

Need help registering on-line?

Please call Mr. Keith Quenneville at (518) 486-1086 for assistance.



Office for Prekindergarten through Grade 12 Education
Child Nutrition Program Administration / Summer Food Service Program
89 Washington Avenue, 375 EBA, Albany, NY 12234-0055
(518) 486-1086 fax (518) 474-9920
www.cn.nysed.gov

Summer Food Service Program Sponsor Training Registration Form

*If you have registered on-line please do not submit this form

Please complete all sections and fax or mail to the address listed above by March 12, 2018.

Organization Name:

Experienced Sponsor **LEA Code:**

New Sponsor

Contact Person:

Organization Address:

Phone Number:

Fax Number:

E-mail Address:

Training Registration:

Workshop # (see page 3)

Attendee Name(s) (please print)

Workshop # (see page 3)	Attendee Name(s) (please print)

Sponsor will not attend training this year, however plans on operating in 2018.

Sponsor will not attend training this year and will not participate in 2018.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider

SED 2018 Summer Food Service Program Sponsor Training

Daily Schedule (All locations except Brooklyn)

9:00am-10:00am	Room A and B	SFSP Updates
	Room C	Introduction to SFSP for Potential New Sponsors
10:10am-11:10am	Room A and B	Program Monitoring and the Review Process
	Room C	Financial Planning and Accountability
11:20am-11:50am	Room A	Sponsor Operated Meal Preparation
	Room B	Procuring Meals
	Room C	Universities
12:00pm-12:30pm	Room A	Open Sites
	Room B	Closed Enrolled Sites
	Room C	Camp Sites
12:30pm-1:00pm	Room A	New Sponsor and New Staff Opportunity for One on One Q & A with SED Staff

Brooklyn Area Camp Sponsor Training Schedule:

Time	9:00am-10:00am	10:15am-12:30pm
Room A	Potential New Camp Sponsor Training	General Session Camp Sponsor Training

Workshop Session Descriptions

****The webinar will cover all topics below****

Introduction for Potential New Sponsors:

This session is for new sponsors and new staff working with experienced sponsors. Basic program requirements and the sponsor application process will be presented.

SFSP Updates:

This session will cover new SED requirements and newly released USDA memos. SED will review USDA mapping tools to help facilitate effective outreach strategies for your program.

Program Monitoring & Review Process:

This session will provide information on training and monitoring requirements and maintaining appropriate documentation. SED's two-part review process (site operational review and administrative review) will also be discussed. This is an excellent session to invite your site monitors to for additional training.

Financial Planning and Accountability:

This session will provide guidance on budgeting for your SFSP and how to apply traditional business practices to assist you in operating a fiscally sound program. Supporting fiscal documentation and record keeping will be discussed during this presentation. Additionally, Office of Management and Budget, 2 CFR part 200, (Requirements for Federal Awards) will be discussed.

Sponsor Operated Meal Preparation:

This session is for SFSP sponsors that prepare meals themselves. It will provide guidance on how to maintain a system to effectively prepare meals to meet the objective of serving one meal per child per meal service. Meal pattern requirements, meal counts, inventory records, production records, US Foods, food safety, Health Department requirements and procurement will also be discussed. This is an excellent session to invite your kitchen staff to for additional training.

Procuring Meals:

This session is for SFSP sponsors that will not be preparing meals themselves. Obtaining meals from a School Food Authority or from another source will be discussed. Guidance regarding applicable competitive procurement procedures as required in 2 CFR part 200 and maintaining the appropriate documentation will be covered. Guidance on meal pattern requirements, meal ordering, delivery, unitized meals, and food safety will also be given.

Universities:

This session is for SFSP sponsors that are colleges or universities and are required to procure meals from the on-campus dining provider. Guidance regarding meal pattern requirements, contract requirements and eligibility requirements will be provided.

Open Sites:

This session will provide guidance on qualifying an open site and ways sponsors can reach eligible children in their communities and civil rights compliance.

Closed Enrolled Sites:

This session will provide guidance on qualifying a closed enrolled site, maintaining eligibility documentation and ways sponsors can reach eligible children in their communities. Additionally, civil rights compliance will be covered.

Camp Sites:

This session will provide guidance on collecting and maintaining eligibility documentation, family style meal service completing Attachment 17 and civil rights compliance will be covered.

New Sponsor and New Staff Opportunity for Questions and Answers with SED Staff:

This time has been set aside for those who are new to the program to receive additional technical guidance regarding the SFSP. This is not a lecture-style session. Potential new sponsors and staff will have the opportunity to ask questions one on one with SED staff.

Brooklyn Area Camp Only Sessions

Potential New Sponsors 9:00am-10:00am:

This session is designed specifically for potential new organizations interested in operating camp sites. It covers basic program information and requirements and the sponsor application process. It is expected that participants in this session will also attend the general camp session.

General Camp Session 10:15am-12:30pm:

This session is specifically for sponsors operating camp sites and covers topics such as SFSP updates, collecting and maintaining eligibility documentation, procurement, meal count integrity, preparing meals, production records, organized meal service, financial planning and accountability, Attachment 17, filing claims, program monitoring and civil rights.