

To: Summer Food Service Program Operators
 From: Child Nutrition Program Administration
 Date: March 12, 2024
 Subject: 2024 Summer Food Service Program Sponsor Training

The New York State Education Department, Office of Child Nutrition Program Administration (SED), will host training sessions for both experienced sponsors and potential new sponsors on Summer Food Service Program (SFSP) requirements. Different training sessions are offered to accommodate the different levels and areas of Program training that sponsor personnel need. Sponsors' supervisory personnel in charge of the food service must attend the relevant sessions to acquire training in all aspects of program administration and operation prior to SED program approval. Each training session will be held live, via webinar or in-person, and also recorded so that individuals who are unable to attend live sessions can watch and finish the material at their own pace.

Potential New Sponsor Training

Date/Time	Topic	Who Must Complete	Link
March 26, 2024 1:00pm-3:00pm	Part 1 -Potential New Sponsor Training	Both Part 1 and Part 2 are required for organizations that	Register Here
March 27, 2024 1:00pm-3:00pm	Part 2 -Potential New Sponsor Training	were not a sponsor in 2023	Register Here
March 28, 2024 1:00pm-3:00pm	Sponsor Viability, Capability, and Accountability Requirements	Required for non-school food authorities (SFAs) that were not a sponsor in 2023	Register Here

April 12, 2024 10am-11:30am	Non-Congregate Meal Service in the SFSP	Sponsors planning to implement a non-congregate meal service.	Register Here
April 16, 2024 10:00am-12:30pm	Camps in the SFSP	This in-person session is designed for sponsors that operate camp sites.	In-person at: Bnos Zion 1371 51 Street, Brooklyn. Register for this training in CNMS . (directions listed below)

Experienced Sponsors Training

Date/Time	Topic	Who Must Complete	Link
March 28, 2024 1:00pm-3:00pm	Sponsor Viability, Capability, and Accountability Requirements	Returning non-SFA sponsors that operated a program in 2023.	Register Here
April 11, 2024 10:00am-12:00pm	SFSP Updates for Experienced Sponsors <ul style="list-style-type: none"> ▪ SFSP updates for 2024 will be presented 	Required for returning sponsors that operated a program in 2023.	Register Here
April 12, 2024 10am-11:30am	Non-Congregate Meal Service in the SFSP	Sponsors planning to implement a non-congregate meal service.	Register Here

<p>April 16, 2024 10:00am- 12:30pm</p>	<p>Camps in the SFSP</p>	<p>This in-person session is designed for sponsors that operate camp sites.</p>	<p>In-person at: Bnos Zion 1371 51 Street, Brooklyn.</p> <p>Register for this training in CNMS. (directions listed below)</p>
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The webinars require the use of a computer with speakers, or a telephone, to view and listen to the presentation. The webinar works best when using Google Chrome as a browser. Email CNSFSP@NYSED.GOV(link sends e-mail) for assistance.

To Register for Webinars:

Go to the zoom link listed in the above table.

Enter your First Name, Last Name, Sponsor Name, Email Address and Confirm Email Address

Click the blue “Register” button at the bottom of the page

The next screen will show the Topic, Time, Webinar ID and the link to join the webinar the day of the event

This link will also be sent in a Registration Confirmation Email from Zoom

To Register for In Person Training:

*A CNMS password is required to register on-line

Log into CNMS

Go to meetings under admin on the blue toolbar

Click “SFSP Sponsor Training”

Click on the date of the meeting you want to register for

Click “Register for this meeting”

Enter Name(s), Title(s), Phone Number(s) and E-mail(s) of registrant(s)

Click on “Register”

Click “Print Registration” to obtain meeting registration confirmation

Need help registering? Please call (518) 486-1086 or email cnsfsp@nysed.gov(link sends e-mail) for assistance.

If you have any questions, please email the Child Nutrition Program at CNSFSP@NYSED.GOV(link sends e-mail).