February 2016

To: Experienced Summer Food Service Program Sponsors
    Potential New Summer Food Service Program Sponsors
    Food Service Management Companies
    Nutrition Advocates
    Department of Health Officials

From: Paula Tyner-Doyle, Coordinator

Subject: Summer Food Service Program Sponsor Training

The State Education Department (SED) will sponsor seven training workshops at various locations throughout the State in March, April and May. Training dates and locations are listed on page three. For experienced sponsors attendance at training is not required, but highly recommended. All potential new non School Food Authority sponsors are required to attend training.

These workshops will provide a comprehensive overview of program administration and operations as well as recent changes that will take effect in 2016. Each training workshop is broken into breakout sessions that will provide sponsors with the regulatory requirements specific to how they plan to operate their program. Please refer to the daily training schedule and session descriptions beginning on page six for more information. More than one person from your organization may attend training in order to obtain all relevant information from the breakout sessions. Please review the topics that will be provided at training and be sure that the appropriate people from your organization attend training. Additionally, you should review how you operate or plan to operate and choose the appropriate sessions to attend. Training summaries will be available on our web site, http://portal.nysed.gov/portal/page/portal/CNKC. Food service management company representatives, nutrition advocates, Department of Health officials and other persons interested in learning about the program are encouraged to attend.

A webinar will be available in March. It will cover SFSP Updates and Expansion. Anyone may sign up for the webinar; however new sponsors are still required to attend one of our 7 training workshops throughout the state. More information regarding date, time and sign up instructions will be posted on our website.

Please register for training by March 16, 2016. Experienced sponsors with a Child Nutrition Management System password may register for training online by following the directions on page four. Otherwise, please fill out and return page five, “Summer Food Service Program Sponsor Training Registration Form.” Experienced sponsors not attending a training workshop should fill out and return page five, indicating on the bottom of the form that the sponsor will not attend training this year.
The training session on April 12, 2016 at Beth Rachel High School is for sponsors that operate camp sites. Consequently, information and regulatory requirements specific to operating camp sites will be provided. All sponsors who operate camp sites are welcome to attend. All potential new camp sponsors are strongly encouraged to attend the first session starting at 9:00AM. The general session for camp sponsors will be held at 10:00AM. Please note that a camp session will be part of the daily schedule at all other locations.

All training locations are handicapped accessible and held at facilities, which will, to the greatest extent possible, meet the accessibility needs of individuals with disabilities. If special accommodations are required, or if you have any questions, please contact Mr. Keith Quenneville at (518) 486-1086.

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.
<table>
<thead>
<tr>
<th>Workshop #</th>
<th>Date &amp; Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td><strong>March 31, 2016</strong>&lt;br&gt;9:00am-12:30pm</td>
<td><strong>Buffalo Area</strong>&lt;br&gt;Erie I BOCES&lt;br&gt;355 Harlem Road&lt;br&gt;<strong>Building B</strong>&lt;br&gt;West Seneca, NY 14224&lt;br&gt;A1, A2 &amp; A3 Conference Rooms&lt;br&gt;(716) 821-7007</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td><strong>April 1, 2016</strong>&lt;br&gt;9:00am-12:30pm</td>
<td><strong>Elmira Area</strong>&lt;br&gt;Greater Southern Tier BOCES&lt;br&gt;459 Philo Rd.&lt;br&gt;<strong>Building 1 (use glass doors with canopy)</strong>&lt;br&gt;Elmira, NY 14903&lt;br&gt;A, B &amp; C Conference Rooms&lt;br&gt;(607) 739-3581</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td><strong>April 8, 2016</strong>&lt;br&gt;9:00am-12:30pm</td>
<td><strong>Albany Area</strong>&lt;br&gt;Capital District BOCES&lt;br&gt;900 Watervliet-Shaker Road, Suite 102&lt;br&gt;Albany, NY 12205&lt;br&gt;Albany and Schoharie Conference Rooms&lt;br&gt;(518) 862-4900</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td><strong>April 12, 2016</strong>&lt;br&gt;9:00am-10:00pm;&lt;br&gt;&lt;span style=&quot;background-color: yellow;&quot;/&gt;<strong>potential new camp sponsors</strong>&lt;br&gt;10:00am-12:30pm;&lt;br&gt;&lt;span style=&quot;background-color: yellow;&quot;/&gt;<strong>all camp sponsors</strong></td>
<td><strong>Brooklyn Area (Camp Sponsors)</strong>&lt;br&gt;Beth Rachel High School&lt;br&gt;177 Harrison Avenue&lt;br&gt;Brooklyn, NY 11206&lt;br&gt;(Between Wallabout Street and Gerry Street)&lt;br&gt;(718) 963-9260 ext. 1222</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td><strong>April 14, 2016</strong>&lt;br&gt;9:00am-12:30pm</td>
<td><strong>Orange County Area</strong>&lt;br&gt;Orange/Ulster BOCES&lt;br&gt;53 Gibson Rd. Goshen, NY 10924&lt;br&gt;Carl P. Onken Conference Center (located behind the Career and Technical Education Center)&lt;br&gt;Rooms: A, B, and C&lt;br&gt;(845)-291-0534</td>
</tr>
<tr>
<td><strong>6</strong></td>
<td><strong>April 20, 2016</strong>&lt;br&gt;9:00am-12:30pm</td>
<td><strong>NYC Area</strong>&lt;br&gt;NYC Seminar and Conference Center&lt;br&gt;71 West 23rd Street&lt;br&gt;New York, NY 10010&lt;br&gt;1, 2 &amp; 3 Conference Rooms (Lower Level)&lt;br&gt;(646) 336-4411</td>
</tr>
<tr>
<td><strong>7</strong></td>
<td><strong>May 3, 2016</strong>&lt;br&gt;9:00am-12:30pm</td>
<td><strong>Syracuse Area- NEW LOCATION</strong>&lt;br&gt;Onondaga-Cortland-Madison BOCES&lt;br&gt;110 Elwood Davis Road&lt;br&gt;Syracuse, NY 13212&lt;br&gt;Seneca, Cayuga &amp; Canandaigua Conference Rooms&lt;br&gt;(315) 433-2600</td>
</tr>
</tbody>
</table>
DIRECTIONS
On-Line Registration
A CNMS password is required to register on-line

- Log onto CNMS at http://portal.nysed.gov/portal/page/portal/CNKC
- Click “Click to Enter” and insert your username and password
- Click “OK”
This will bring you to the “Welcome to CNMS” page

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), and Phone Number(s) of registrant(s)
6. Click on “Register”
7. Click “Print Registration” to obtain meeting registration confirmation

OR

1. Click “I Agree” on the Welcome page
2. On the yellow 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.
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 16, 2016.

Organization Name ___________________________________________

☐ Experienced Sponsor LEA Code _______________

☐ New Sponsor
Contact Person ___________________________________________
Organization Address: ___________________________________________

Phone Number: ______________ Fax Number: _____________________
E-mail Address: ______________________________

<table>
<thead>
<tr>
<th>Training Registration:</th>
<th>Attendee Name(s) (please print)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workshop # (see page 2)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ Sponsor will not attend training this year, however plans on operating in 2016.

☐ Sponsor will not attend training this year, and will not participate in 2016.

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.
# Daily Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Room A</th>
<th>Room B</th>
<th>Room C</th>
<th>Room A</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00am-10:00am</td>
<td>SFSP Updates And Expansion</td>
<td>Procuring Meals</td>
<td>SFSP Basics</td>
<td>Potential New Camp Sponsor Training</td>
</tr>
<tr>
<td>10:10am-10:40am</td>
<td>Sponsor Operated Meal Preparation</td>
<td>Closed Enrolled Sites</td>
<td>Universities</td>
<td>Camp Sponsor Training</td>
</tr>
<tr>
<td>10:50am-11:20am</td>
<td>Open Sites</td>
<td>Financial Planning and Accountability</td>
<td>Camp Sites</td>
<td></td>
</tr>
<tr>
<td>11:30am-12:30pm</td>
<td>Program Monitoring &amp; Review Process</td>
<td></td>
<td>Online Navigation</td>
<td></td>
</tr>
<tr>
<td>12:30pm – 1:00pm</td>
<td>New Sponsor and New Staff Opportunity for Q and A with SED Staff</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Brooklyn Area Camp Sponsor Training Schedule:

<table>
<thead>
<tr>
<th>Time</th>
<th>Room A</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00am-10:00am</td>
<td>Potential New Camp Sponsor Training</td>
</tr>
<tr>
<td>10:00am-12:30pm</td>
<td>Camp Sponsor Training</td>
</tr>
</tbody>
</table>
Session Descriptions

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

SFSP Updates and Expansion:
This session will cover new SED requirements and newly released USDA memos. SED will review USDA’s Capacity Builder Tool, Share Our Strength’s Mobile Meals Calculator and effective growth strategies for your program.

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 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 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 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. Additionally, civil rights compliance will be covered.

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 and completing Attachment 17. Additionally, civil rights compliance will be covered.

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.

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.

Online Navigation:
This session will provide information in regard to navigating the online renewal and filing a claiming.
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 in order to provide more technical guidance regarding the SFSP.

**Brooklyn Area Camp Sessions**

**Camp Session for Potential New Sponsors:**
This session, geared specifically for organizations interested in operating camp sites, 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:**
This session is specifically for sponsors operating camp sites and covers topics such as SFSP updates, the online renewal process, collecting and maintaining eligibility documentation, procurement, preparing meals, production records, financial planning and accountability, program monitoring and civil rights.