

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Bureau of Adult Education and Nutrition Programs
25 Industrial Park Road
Middletown, Connecticut 06457-1543

M E M O R A N D U M

TO: Child and Adult Care Food Program (CACFP) Sponsors

FROM: Maureen B. Staggenborg, Acting Bureau Chief
Bureau of Adult Education and Nutrition Programs

DATE: January 22, 2004

SUBJECT: Operational Memorandum #08C-04 and #08H-04 **Basic Training Schedule**

Basic Training Workshops on CACFP requirements will be offered three times this year. The schedule with the agenda and registration for the 2004 sessions is enclosed. Although the Basic Training Workshops do not replace the CACFP Annual Meeting, the following outlines the attendance criteria:

- Basic training is **mandatory** for new CACFP applicants. The training serves as a pre-application tool that provides introduction to CACFP and better equips new applicants to effectively complete the application by enhancing their capability to write an approvable management plan.
- Basic training is **strongly recommended** for new program directors, new personnel working with CACFP, fiscal staff, and others needing to learn the mechanics of CACFP.
- Basic training is **mandatory** for participating CACFP institutions if it is determined through the administrative monitoring review process, that there are issues of noncompliance that can be remedied by additional training. One corrective measure that will be required of the institution is the attendance of appropriate personnel (as determined by the reviewer) at the next scheduled Basic Training.

The workshops will be held in Middletown **with the exact location to be established at a later date**. As registrations are received, a confirmation with location and directions will be made available to attendees. Mail or fax completed registration form to the Child Nutrition Programs Unit as indicated on the registration form, **at least two weeks prior to the workshop date.**

If there are questions regarding the issues addressed in this memorandum contact Charlene Russell-Tucker at 860-807-2071, Susan Boyle at 860-807-2074, or Benedict Onye at 860-807-2080. Home sponsors may contact Susan Bohuslaw at 860-807-2073.

Enclosure

MBS: crt

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