

CONNECTICUT STATE DEPARTMENT OF EDUCATION
BUREAU OF HEALTH AND NUTRITION SERVICES AND
CHILD/FAMILY/SCHOOL PARTNERSHIPS
25 INDUSTRIAL PARK ROAD
MIDDLETOWN, CONNECTICUT 06457-1520

TO: Child and Adult Care Food Program (CACFP)
Child Day Care Center and Head Start Sponsors

FROM: Maureen Staggenborg, Director
Child Nutrition Programs

DATE: August 9, 2005

SUBJECT: Operational Memorandum #17C-05
CACFP Annual Training Session

The CACFP Annual Training Session will be held in two separate locations this year to facilitate attendance. In addition to a morning session devoted to Program updates, each training will include afternoon sessions on infant claiming requirements and the FY2005-06 administrative review process. *(The afternoon sessions are designed ONLY for those sponsors who have infants in their care **and/or** are scheduled for an administrative review in the upcoming year.)* Details concerning the date, time and place are as follows:

Date, Time & Place

Thursday, September 15, 2005
Crowne Plaza Hartford – Cromwell
(formerly the Radisson Hotel – Cromwell)
100 Berlin Road (Route 372)
Cromwell, CT 06416
Telephone: (860) 635-2000

OR

Tuesday, September 20, 2005
Courtyard by Marriott –
New Haven/Orange
136 Marsh Hill Road
Orange, CT 06477
Telephone: (203) 799-2200

Lunch will NOT be provided at the conference. Individuals wishing to attend both the morning and afternoon sessions will have an opportunity to leave the hotel and purchase lunch on their own.

The agenda and registration form for each session is enclosed. Attendance is **mandatory** for all sponsors. However, due to space limitations, **attendance in each of the morning sessions will be limited to the individual in each organization who has been identified as the CACFP contact person, OR who has primary oversight/responsibility for CACFP.**

Questions about this information may be directed to Susan Boyle at (860) 807-2074, Benedict Onye at (860) 807-2080 or Celia Cordero at (860) 807-2076.

MBS:shb

Connecticut State Department of Education
Bureau of Health and Nutrition Services
and Child/Family/School Partnerships
CACFP Annual Training Meeting



Thursday, September 15, 2005



Crowne Plaza Hartford – Cromwell
(formerly the Radisson Hotel – Cromwell)
100 Berlin Road (Route 372) Cromwell, CT 06416
Telephone: (860) 635-2000
Directions are attached

Agenda

Morning Session – MANDATORY for all sponsors
(Attendance limited to CACFP contact person)

8:30 am -12:00 pm **Welcome & Introductions**
Program Updates:
Child Nutrition and WIC Reauthorization Act of 2004
CACFP Second Interim Rule
Civil Rights

Maureen Staggenborg, Director – Child Nutrition Programs
Susan Boyle, Celia Cordero and Benedict Onye – CACFP Staff

12:00 – 1:00 pm Lunch on your own

Afternoon Session – Designed for sponsors who have infants in their care and/or
are scheduled for administrative review during FY2005-06

1:00 - 3:30 pm **Breakout Sessions:**
(A) Infant Claiming Requirements in CACFP
or
(B) The CACFP Administrative Review Process

Susan Boyle, Celia Cordero and Benedict Onye – CACFP Staff

Child and Adult Care Food Program (CACFP) Training September 15, 2005

Mail or fax to Child Nutrition Unit, 25 Industrial Park Rd., Middletown, CT 06457.

Deadline: September 1, 2005 (Fax) 860.807.2127

Workshops: () Morning Session – Program Updates
Afternoon Session: A - () Infant Claiming *or* B - () Admin Review

Name: _____ Title: _____

Sponsor: _____ Telephone: _____

Address: _____

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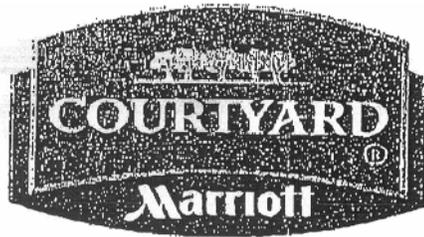
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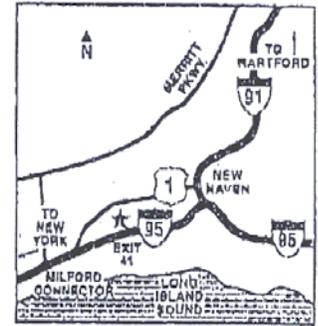
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Sponsor: _____ Telephone: _____

Address: _____



Courtyard by Marriott New Haven/Orange
136 Marsh Hill Road, Orange, CT 06477
203-799-2200 Fax (203) 799-2626
www.orangenewhavencourtyard.com



Directions to Courtyard by Marriott New Haven/Orange

From the Boston & Northern New England Area

Follow **1-95** South to **exit 41** (Marsh Hill Rd.)

At the end of the ramp make a right

We are located $\frac{1}{4}$ **mile** on the left; we share our parking lot with the Outback Steakhouse

From the Hartford Area/ Bradley Int'l Airport

Follow 1-91 to the juncture of 1-95 South to exit 41 (Marsh Hill Rd)

At the end of the ramp make a right

We are located $\frac{1}{4}$ **mile** on the left; we share our parking lot with the Outback Steakhouse

From NYC/LaGuardia Airport/JFK Airport

Cross over the Whitestone Bridge and follow signs to **1-95** north

Take **I-95** into Connecticut - take **exit 41** (Marsh Hill Rd)

At the end of the ramp make a left

We are located $\frac{1}{4}$ **mile** on the left; we share our parking lot with the Outback Steakhouse

From Waterbury/Danbury Area

Take **Route 8** South to **Exit 15** to Route 34 East

Turn Right onto **Route 152** (Orange Center Road)

Follow **Route 152** to **Route 1** (Boston Post Road)

Turn left onto Boston Post Rd/Route 1

Turn Right at the TGI Fridays Restaurant (Marsh Hill Road),

We are located $\frac{1}{2}$ **mile** on right hand side behind The Outback Steakhouse

From Rte. 15/Merritt Parkway

Take Rte. 15/ Merritt Parkway North to **exit 54** (Junction 1-95)

Take 1-95 North to **Exit 41** (Marsh Hill Rd)

At-the end of the ramp make a left

We are located $\frac{1}{4}$ **mile** on the left; we share our parking lot with the Outback Steakhouse

Crowne Plaza Hartford-Cromwell
FORMERLY KNOWN AS
RADISSON Hotel and Conference Center Cromwell
I-91, exit 21, 100 Berlin Rd. (Rte. 372), Cromwell, CT
Telephone (860) 635-2000

DIRECTIONS

From the South West

Hwy 95-North Or Merritt Parkway to 91-North
Exit 21
Left from Exit
Hotel is on Left

From the South

Hwy 95-South to Rte 9-North to Hwy 91-South
Exit 21
Left from Exit
Hotel is on Left

From the North

Hwy 91-South
Exit 21
Left from Exit
Hotel is on Left

From the West

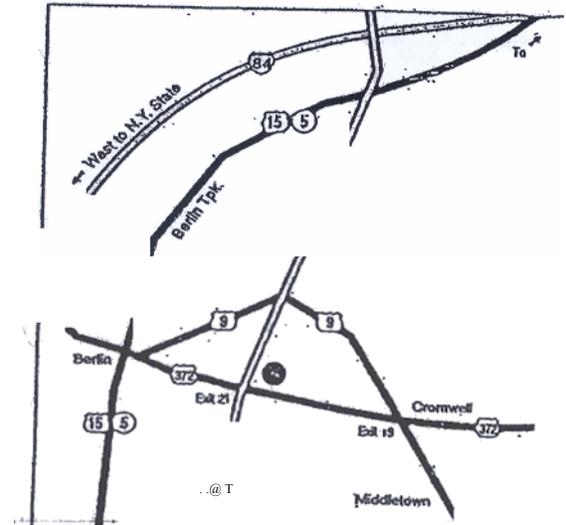
HWY 84-East to Hwy 691-East to Hwy 91-North
Exit 21
Left from Exit
Hotel is on Left

From the North East

Hwy 84-West to Hwy 91-South
Exit 21
Left from Exit
Hotel is on Left

From the North West

HWY 90-East to HWY 91-South
Exit 21
Left from Exit
Hotel is on Left



With easy access to state and interstate highways, the hotel is located at the intersection of I-91 and Route 372 (exit 21 off I-91).