



STATE OF CONNECTICUT

STATE DEPARTMENT OF EDUCATION



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

FROM: Cheryl Resha, Education Manager
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: September 2, 2009

SUBJECT: **Operational Memorandum #07A-09**
CACFP Annual Training Session – Adult Day Care Centers

Enclosed is the agenda for the Child and Adult Care Food Program (CACFP) Annual Training Session for adult day care centers. **The session will be held on Tuesday, September 15, 2009, from approximately 11:00 a.m. until 1:00 p.m. at the Connecticut Association of Adult Day Centers (CAADC) building in Berlin, CT.** The training will be conducted immediately after the Adult Day Centers Association monthly meeting. **Attendance is mandatory.**

The training this year will include Agency and Program updates, as well as a review of civil rights requirements. **It is strongly recommended that the CACFP contact person attends this training on behalf of their institution.** In the event that the CACFP contact person is unable to attend, another individual who has knowledge of or oversight for CACFP should attend. This is an annual training session and not basic training; therefore, the individual representing each institution should be well-versed in CACFP regulations, policies and procedures.

Please complete the enclosed registration form and return it to the Child Nutrition Unit no later than September 10, 2009.

Feel free to contact Benedict Onye at 860-807-2080, Celia Cordero at 860-807-2076 or Susan Boyle at 860-807-2074 you have any questions.

CR:shb

Enclosure

Important: This is a numbered Operational Memorandum that contains important program information. Please read carefully and retain in a binder for your future reference. Operational Memoranda are also posted on the Child Nutrition website at: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=321576>

25 Industrial Park Road • Middletown, Connecticut 06457

An Equal Opportunity Employer