



STATE OF CONNECTICUT
 STATE DEPARTMENT OF EDUCATION



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

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

DATE: September 2, 2009

SUBJECT: **Operational Memorandum #07C-09**
 CACFP Annual Training Session

Child and Adult Care Food Program (CACFP) **Annual Training** will be held during three separate half day sessions this year. **Each session will be held at the State Department of Education offices in Middletown, CT** and will include Agency and Program updates, as well as a review of civil rights requirements.

The agenda and registration form for each session is enclosed. Attendance is **mandatory** for all sponsors. Note that due to space limitations, **attendance will be limited to one individual in each organization. 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.

Details concerning the options for each session are as follows:

Thursday, September 24, 2009
AM Session: 8:30 a.m. – 11:30 a.m. **OR**

Friday, September 25, 2009
AM Session: 8:30 a.m. – 11:30 a.m.

OR

Friday, September 25, 2009
PM Session: 1:00 a.m. – 4:00 p.m.

INSTRUCTIONS

Please select one of the three sessions and complete the enclosed registration form for ONE person to attend.
Registrations will be handled on a first-come, first-serve basis.

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

CR:shb

Enclosures: (4)

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>