



TODD STAPLES, COMMISSIONER

# NOTICE

**Date:** February 16, 2010

**Reference:** # SFSP 2010-02

**To:** Summer Food Service Program (SFSP) Sponsors

**Subject:** Training Opportunities

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## Purpose

**INFORM** sponsors that the Food and Nutrition Division (FND) will be offering SFSP training for returning and new sponsors in the upcoming months, and provide information on registration procedures and training policy.

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## Training Topics

For a list of available SFSP events, please visit [www.summerfood.org](http://www.summerfood.org). Select the "Sponsor" link, then choose the "Training Schedule" link from the left hand navigation bar, then select "FND Learning Center". Be sure to check this often as trainings are continually added and removed.

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## How to Register

### **Current sponsors with self-registration rights**

You can register for training from the "FND Learning Center" by selecting the "Program/Nutrition Training" link and then the "Scheduled Classes" link from the left hand navigation bar and follow the instructions. **Current sponsors with self-registration rights are expected to self-register** for training to guarantee pre-registration seating.

### **New sponsors or staff who do not have self-registration rights**

You must be associated with a current contract and have an active Personal User Code (PUC) to self-register for training. To request a PUC: download the "FND Training Request Form" from the left hand navigation bar on the Program/Nutrition Training page or from the link in the "FND Learning Center"; complete the form; and fax it to the FND Training Unit at 1-888-237-5030. You will be notified that your PUC is active.

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## Training Locations & Opportunities

Trainings will be held in different locations throughout the State for three different audience groups: School Food Authority; Non-School Food Authority; and School Food Authority/Non-School Food Authority Combined Classes.

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## Training Requirement

Due to increased program information that we would like to convey at this time, we are requiring all applicants to attend face-to-face training prior to the beginning of the operation of their 2010 SFSP.

Individual sponsors may be given specific instructions by their Community Operations office to attend specific training as part of a corrective action.

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**Who Should Attend**

Suggested participants are the person(s) completing the application and budget, submitting the claims or the person who performs these tasks in their absence.

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**Training Unit Policy**

The FND Training Unit adheres to standard procedures to ensure success at our training events. These policies are located at the “Training Unit Policies” link from the left hand navigation bar on the Program/Nutrition Training page.

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**Contact**

If you have any questions please contact your Food and Nutrition Community Operations office.

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