



**United States
Department of
Agriculture**

Food and
Nutrition
Service

3101 Park
Center Drive
Alexandria, VA
22302-1500

DATE: December 22, 2014

MEMO CODE: SP 15 - 2015

SUBJECT: Child Nutrition Grants Meetings

TO: State Directors
Child Nutrition Programs
All States

The Department of Agriculture (USDA) Child Nutrition (CN) Programs is hosting a three-day meeting in March 2015, in Arlington, Virginia, to cover a variety of upcoming CN Grant opportunities. The tentative dates are March 24-26, 2015, to be confirmed in mid-December. This meeting will provide a valuable opportunity for State personnel eligible to apply the grants offered through CN Programs to:

- learn more about the Team Nutrition Training Grants (TNTG), Professional Standards grants, Administrative Review and Training (ART) grants, and Direct certification grants;
- receive technical assistance on the grant-writing process;
- hear best practices from current grantees; and
- network with other states also applying for and/or administering CN grants.

We are requesting that each State agency send at least one person to attend this meeting. The attendee should be the person responsible for writing the applications and administering the TNTG, ART, Direct Certification, or potential Professional Standards grants. Registration information will be sent once the conference venue and lodging have been secured.

We also want to make you aware of activities for current TNTG grantees that we are coordinating in conjunction with the 2015 Society for Nutrition Education and Behavior (SNEB) Annual Conference in Pittsburgh, PA, July 25-28, 2015. Activities will include pre-conference workshops highlighting Team Nutrition's activities and resources, a conference session highlighting selected Team Nutrition Training Grant (TNTG) recipient activities, and poster sessions highlighting all current TNTG activities. Each state with a FY 2013 or 2014 TNTG award is asked to send the Project Director for their grant(s) to this conference. Registration information will be posted to the SNEB web site at <http://www.sneb.org/events/conference.html>.

Travel to these meetings is an allowable and appropriate use of State Administrative Expense funds, as well as HHFKA Section 201 funds, as these program funds may be used for travel expenses and registration fees. Please remember that Federal funds provided to

Regional Directors

State Directors

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State agencies for the administration of Child Nutrition programs are not to be subject to State budget restrictions or limitations, including travel restrictions. If any State agency has funding issues that would prevent participation in these meetings, please contact your regional office.

Your State's attendance and participation at these events is appreciated. If you have any questions, please contact Anna Arrowsmith at anna.arrowsmith@fns.usda.gov or 703-305-2998.

Sincerely,

A handwritten signature in blue ink that reads "Cynthia Long". The signature is written in a cursive, flowing style.

Cynthia Long
Deputy Administrator
Child Nutrition Programs