



**United States
Department of
Agriculture**

Food and
Nutrition
Service

3101 Park
Center Drive
Alexandria, VA
22302-1500

MEMO CODE : SP 11-2008

DATE : February 8, 2008

SUBJECT: Coordinated Review Effort (CRE) Training for State agencies

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs

As you know, the CRE Federal/State agency Task Group has been working since December 2005 to update the CRE instruments and develop training materials, and we appreciate their hard work and efforts. The Child Nutrition Division is in the final stages of planning for the upcoming CRE training. Based on responses to the July 2007 training questionnaire, the number of training sessions was increased to four to accommodate the number of staff requesting the training. The dates and locations for the training sessions for State agencies are:

- 1) Western Region, April 21-25, 2008, in Sacramento, CA
- 2) Mountain Plains and Midwest Regions, May 5-9, 2008, in Denver, CO
- 3) Southeast and Southwest Regions, June 2-6, 2008, in New Orleans, LA
- 4) Mid-Atlantic and Northeast Regions, June 16-20, 2008, in Annapolis, MD

We do not plan to offer a make-up session and encourage you to plan to attend the training scheduled for your region.

The training will cover the CRE process with emphasis on those areas that ranked the highest in the training questionnaire. Areas to be covered are Optional forms, School Food Authority Summary and Review, Schools Critical Areas, Schools Fiscal Action, General Areas, General Areas Fiscal Action, Provision 2 Critical Areas, Provision 2 Fiscal Action, Provision 3 Critical Areas, Provision 3 Fiscal Action, Seamless Summer, Year Round Schools and the 640 Data Report.

The training will be interactive with activities to reinforce major points. Please note that the training is not designed as a train-the-trainer, so it is imperative that all staff involved in any aspect of the CRE process, from conducting the reviews to ensuring corrective action, attend this training as the last comprehensive training was held over 15 years ago. Members of the CRE Task Group who developed the training materials and activities will be the trainers. The CRE Training will be a unique opportunity for all SA staff, across administrative functions, to receive consistent, in-depth guidance on various aspects of the CRE process.

Please plan to attend this training with as many of your staff as possible. The recently released results of the Access, Participation, Eligibility and Certification (APEC) Study make it clear that we all need to work toward significant improvements in the accountability and certification functions of the National School Lunch Program. This effort cannot succeed without your participation. For your information, we have attached hotel information so that you can make your reservations. Please make your reservations as soon as possible so that your lodging will be confirmed. Also, attached is a registration form for participants to register for the training. Please complete a form for each participant and submit to us as indicated on the form.

If you have questions, please contact Joan Tressler or Winnie McQueen at (703) 305-2590, or by email at joan.tressler@fns.usda.gov or winnie.mcqueen@fns.usda.gov

Again, thanks for your active support and participation in this CRE Training as a part of our critical initiative to improve the management and operation of the National School Lunch Program.

Original Signed

CYNTHIA LONG
Director
Child Nutrition Division



**CRE Training
Food and Nutrition Service
Child Nutrition Division**

WRO State Agencies

**(Alaska, Arizona, California, Guam, Hawaii, Idaho,
Nevada, Oregon and Washington)**

When:

April 21 – 25, 2008

Time:

Monday, 3:00pm – Friday, 11:30am

Registration:

Monday, 1:30pm - 2:45pm

Where:

**Radisson Hotel Sacramento
500 Leisure Lane
Sacramento, CA 95815**

Cost:

\$111 per night lodging plus 12% tax

To make reservations, call **916/922-2020 or 800/333-3333**.

Reservation deadline is **Wednesday, March 19, 2008**.

Reservation Code is **USDA CRE**.

Hotel parking is free.



**Registration Form
2008 CRE Training – Sacramento, CA
April 21 – 25, 2008**

Attendee Information:

Name: _____

Region: _____

Full Address: _____

Telephone Number: _____ Fax Number: _____

E-Mail Address: _____

Emergency Contact Information

Name: _____

Telephone Number _____

Name as it will appear on your badge: _____

Special Physical Accommodations Needed? No Yes Describe: _____
Food Allergies? No Yes Describe: _____

Hotel Accommodations

Have you reserved a room under the USDA block at the hotel? Yes No
Radisson Sacramento Hotel 800/333-3333 USDA CRE Block

If so, please provide Name: _____ Confirmation # _____

Reminder: Hotel reservation cutoff date is Wednesday, March 19, 2008!

Please e-mail or fax this form to:
**Sacramento CRE Training
C/O Cheryl Wilson
CNDTraining@fns.usda.gov
703/305-2549 (fax)**

Registration forms are due to FNS not later than Wednesday, March 19, 2008



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MPRO and MWRO State Agencies
(Colorado, Illinois, Indiana, Iowa, Kansas, Michigan,
Minnesota, Missouri, Montana, Nebraska, North Dakota,
Ohio, South Dakota, Utah, Wisconsin and Wyoming)

When:
May 5 – 9, 2008

Time:
Monday, 3:00pm – Friday, 11:30am

Registration:
Monday, 1:30pm - 2:45pm

Where:
**Comfort Inn
401 17th St
Denver, CO 80202**

Cost:
\$127 per night lodging plus 14.9% tax – Queen/Double
\$140 per night lodging plus 14.9% tax – King

To make reservations, call **303-296-0400 or 800-237-7431**
Reservation deadline is **Wednesday, April 2, 2008.**
Reservation Code is **USDA CRE.**
Hotel parking is **\$17 per day** for overnight guests and hourly for day meeting attendees.



**Registration Form
2008 CRE Training – Denver, CO
May 5 – 9, 2008**

Attendee Information:

Name: _____

Region: _____

Full Address: _____

Telephone Number: _____ Fax Number: _____

E-Mail Address: _____

Emergency Contact Information

Name: _____

Telephone Number _____

Name as it will appear on your badge: _____

Special Physical
Accommodations Needed? No Yes Describe: _____
Food Allergies? No Yes Describe: _____

Hotel Accommodations

Have you reserved a room under the USDA block at the hotel? Yes No
Comfort Inn Hotel 800/237-7431 USDA CRE Block

If so, please provide Name: _____ Confirmation #: _____

Reminder: Hotel reservation cutoff date is Wednesday, April 2, 2008!

Please e-mail or fax this form to:

**Denver CRE Training
C/O Cheryl Wilson
CNDTraining@fns.usda.gov
703/305-2549 (fax)**

Registration forms are due to FNS not later than Wednesday, April 2, 2008



**CRE Training
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SERO and SWRO State Agencies

**(Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi,
New Mexico, North Carolina, Oklahoma, South Carolina, Tennessee and Texas)**

When:

June 2 – 6, 2008

Time:

Monday, 3:00pm – Friday, 11:30am

Registration:

Monday, 1:30pm - 2:45pm

Where:

**Doubletree New Orleans Hotel
300 Canal Street
New Orleans, LA 70130**

Cost:

\$131 per night lodging plus 13% tax plus \$2.00 occupancy fee

To make reservations, call **800-222-8733**.
Reservation deadline is **Friday, April 25, 2008**.
Reservation Code is **UTC**.
Hotel valet parking is **\$32** per night.



**Registration Form
2008 CRE Training – New Orleans, LA
June 2 - 6, 2008**

Attendee Information:

Name: _____

Region: _____

Full Address: _____

Telephone Number: _____ Fax Number: _____

E-Mail Address: _____

Emergency Contact Information

Name: _____

Telephone Number _____

Name as it will appear on your badge: _____

Special Physical Accommodations Needed? No Yes Describe: _____
Food Allergies? No Yes Describe: _____

Hotel Accommodations

Have you reserved a room under the USDA block at the hotel? Yes No
Doubletree New Orleans Hotel 800/222-8733 UCT Block

If so, please provide Name: _____ Confirmation # _____

Reminder: Hotel reservation cutoff date is Friday, April 25, 2008!

Please e-mail or fax this form to:
**New Orleans CRE Training
C/O Cheryl Wilson
CNDTraining@fns.usda.gov
703/305-2549 (fax)**

Registration forms are due to FNS not later than Friday, April 25, 2008



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NERO and MARO State Agencies

(Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Puerto Rico, Rhode Island, Vermont, Virginia, Virgin Islands, and West Virginia)

When:

June 16 – 20, 2008

Time:

Monday, 3:00pm – Friday, 11:30am

Registration:

Monday, 1:30pm - 2:45pm

Where:

**Sheraton Annapolis Hotel
173 Jennifer Rd
Annapolis, MD 21401**

Cost:

\$123 per night lodging plus 13% tax

To make reservations, call **888-627-8980 or 410-266-3131**.

Reservation deadline is **Wednesday, May 14, 2008**.

Reservation Code is **USDA CRE**.

Hotel parking is free.



**Registration Form
2008 CRE Training - Annapolis, MD
June 16 - 20, 2008**

Attendee Information:

Name: _____

Region: _____

Full Address: _____

Telephone Number: _____ Fax Number: _____

E-Mail Address: _____

Emergency Contact Information

Name: _____

Telephone Number _____

Name as it will appear on your badge: _____

Special Physical Accommodations Needed? No Yes Describe: _____

Food Allergies? No Yes Describe: _____

Hotel Accommodations

Have you reserved a room under the USDA block at the hotel? Yes No

Sheraton Annapolis Hotel 888/627-8980 USDA CRE Block

If so, please provide Name: _____ Confirmation # _____

Reminder: Hotel reservation cutoff date is Wednesday, May 14, 2008!

Please e-mail or fax this form to:

Annapolis CRE Training

C/O Cheryl Wilson

CNDTraining@fns.usda.gov

703/305-2549 (fax)

Registration forms are due to FNS not later than Wednesday, May 14, 2008