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.

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
CRE Training
Food and Nutrition Service
Child Nutrition Division

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

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Food and Nutrition Service
Child Nutrition Division

\textit{SERO and SWRO State Agencies}
(Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, New Mexico, North Carolina, Oklahoma, South Carolina, Tennessee and Texas)

\begin{itemize}
\item \textbf{When:}
\begin{itemize}
\item June 2 – 6, 2008
\end{itemize}
\item \textbf{Time:}
\begin{itemize}
\item Monday, 3:00pm – Friday, 11:30am
\end{itemize}
\item \textbf{Registration:}
\begin{itemize}
\item Monday, 1:30pm - 2:45pm
\end{itemize}
\item \textbf{Where:}
\begin{itemize}
\item Doubletree New Orleans Hotel
\item 300 Canal Street
\item New Orleans, LA 70130
\end{itemize}
\item \textbf{Cost:}
\begin{itemize}
\item $131 per night lodging plus 13\% tax plus $2.00 occupancy fee
\end{itemize}
\end{itemize}

To make reservations, call 800-222-8733.
Reservation deadline is \textit{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

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