



June 3, 2013

**United States
Department of
Agriculture**

Food and
Nutrition
Service

3101 Park
Center Drive
Alexandria, VA
22302-1500

Dear State Agency Child Nutrition Director:

The Food and Nutrition Service Headquarters, Food Distribution Division (FDD) team, in collaboration with Regional Office Staff are currently preparing to provide mandatory training sessions for staff responsible for the School/Child Nutrition Food Distribution Programs at the state level. Sessions will be held in fall 2013 at locations throughout the country to ensure primary staff members with responsibility over the School USDA Foods Programs within each state can attend a session.

Given changes in the National School Lunch and School Breakfast Programs as well as changes in USDA Foods ordering systems and practices, this training is critical to ensuring that the School Food Distribution Programs meet the schools' requirements. This training will be important for those new to the Program as well as those that have been managing the program for extensive periods of time. In order to ensure that states are equipped with the most current information and to encourage knowledge sharing, it is recommended that staff directly responsible for the oversight and administration of the School Food Distribution Program and/or Child Nutrition Programs (as applicable) attend. It is imperative that those with daily oversight of these programs as well as their child nutrition FDD counterparts receive this information first hand in order to ensure that the information is learned efficiently and can be utilized effectively at the state level. It is therefore mandatory that these individuals attend this training.

Given the nature and importance of this opportunity, States are being offered SAE reallocated funds specifically for travel to this training. Please see the attached Opt-In notice that must be returned by June 14, 2013, for additional details. The duration of the training is expected to be 2 to 2 ½ days. The training dates, locations and agenda are being determined and will be provided to states in the coming weeks.

Please contact LaTisha Savoy, Program Analyst, Special Nutrition Operations Branch at latisha.savoy@fns.usda.gov if you have further questions. We look forward to working with you during these exciting times to help ensure that the USDA Foods program is meeting school and student needs.

Sincerely,

Laura Castro
Director
Food Distribution Division

Cynthia Long
Director
Child Nutrition Division

OPT-IN NOTICE

Supplemental FY 2013 SAE Reallocation Funds for USDA Foods/Food Distribution Conference

State Agency: You are eligible to “opt in” to receive \$2000, per staff person, in supplemental FY 2013 SAE Reallocation Funds to support your attendance at a 2 to 2.5 day regional USDA Foods/Food Distribution Conference in the fall of FY 2013 (dates and location to be determined). These supplemental funds will not impact existing FY 2013 SAE Reallocation Fund requests but they are subject to the same general SAE Reallocation guidelines as prescribed in Memo SP 30-2013: FY 2013 Reallocation for SAE Funds.

Only staff directly responsible for the oversight and administration of the School Food Distribution Programs and/or Child Nutrition Programs (as applicable) should attend.

Please complete the notice below and return it to fdd-pst@fns.usda.gov by **June 14, 2013**.

For further information regarding the Food Distribution Conference and the “Opt-In” process, please contact: LaTisha Savoy, Program Analyst/FDD at latisha.savoy@fns.usda.gov

State Agency Opt-In Notice

To be eligible to opt-in for supplemental SAE Reallocation Funds, you must check all boxes in this section and indicate number of staff expected to attend. **Sign** and **date** this form and return it to FNS Headquarters at fdd-pst@fns.usda.gov

Yes, the State agency wishes to opt-in to receive supplemental FY 2013 SAE Reallocation Funds to support attendance at a regional USDA Foods/Food Distribution Conference.

We expect to send _____ staff to the conference.

Contact Information

State Agency	
Director	
Telephone	
E-mail	

Signature _____

Date _____