CACFP-640

Subject:
National Child and Adult Care Food Program Financial Management Training

To: STATE AGENCY DIRECTORS -
(Child Nutrition Programs)

Colorado CPHE, Iowa, Kansas,
Missouri DH, Montana DPHSS,
Nebraska ED, North Dakota,
South Dakota, Utah and
Wyoming

This letter is written to invite you to attend the upcoming National Child and Adult Care Food Program (CACFP) Financial Management Training for State Agencies (SA) that will be held in New Orleans, Louisiana, the week of June 18, 2001.

As you may know, the Financial Management Instruction for CACFP (FNS 796-2) is being revised to reflect changes in OMB Circulars and Departmental regulations, and to provide the additional detail and guidance requested by State and local program administrators. This meeting will provide training on the revised Instruction.

CACFP continues to receive attention from the Office of Inspector General and Congress as a result of the problems identified through audits and internal reviews. We have been working with all levels of program administration to correct the problems and provide comprehensive training to improve overall program management. The Financial Management Training is a critical component of our efforts to improve the management and integrity of the CACFP. The information presented in this training is important for SAs in operating and managing CACFP in a manner that ensures that only capable, well-run institutions participate.

Registration will begin on Monday, June 18, 2001. The training will begin on Tuesday, June 19, 2001, and conclude by noon on Friday, June 22, 2001. The cost of registration, transportation, lodging and meals incurred by state personnel attending the workshop may be paid from State Administrative Expense funds. Please refer to the attachments for additional details including a registration form, tentative agenda, and hotel information.
State Agency Directors

If you have any questions, please do not hesitate to call our office.

DARLENE SANCHEZ
Acting Regional Director
Child Nutrition Programs

Attachments
Important Information for the
National Child and Adult Care Food Program Workshop
Financial Management Training

1. Conference Registration Form:

- Completed Registration Forms (Enclosure 2) and $130 registration fee to be returned by May 21, 2001.

- Registration fee of $130 to be paid by check or money order, payable to USDA Food and Nutrition Service. Credit cards, purchase orders, or vouchers CANNOT be accepted.

- The registration fee covers light refreshments Monday evening, breakfast Tuesday through Friday, and a.m. and p.m. breaks Tuesday through Thursday.

- Mail forms and the registration fee to Lori French, USDA, Child Nutrition Division, 3101 Park Center Drive, Room 632, Alexandria, VA 22302-1500.

- W-9 forms will be provided to States upon request.

2. Draft workshop agenda:

- Enclosed is the Tentative Agenda (Enclosure 3).

3. Hotel information:

- If you plan to stay at the New Orleans Marriott Hotel, please contact the hotel directly no later than May 21, 2001, to secure your reservation with your credit card. We have rooms reserved for Monday, June 18, through Thursday June 21, with plans to check out Friday a.m.

- You may contact reservations at the hotel at 1-800-654-3990 or Marriott reservations at 1-800-228-9290. Ask for the group rate for the USDA-FNS Special Nutrition Programs meeting. The hotel’s direct line is 504-581-1000.

- Guests wishing to avoid an early checkout fee should advise the hotel at or before check-in of any change in planned length of stay.
• Room rates:
  • Single/double/triple/quad room—$89.00 plus 12% taxes, and $3.00 occupancy charge per night ($10.68 + $3.00 = 13.68).
  • Additional persons at $30.00 plus tax per day.

• New Orleans Marriott Hotel is ideally located in the historic New Orleans French Quarter, within walking distance from the Aquarium of the Americas, the Riverwalk, French Market, Bourbon Street, and the Convention Center.

• New Orleans Marriott Hotel
  555 Canal Street
  New Orleans, LA 70130
  Phone: 504 581-1000
  FAX: 504 681-5749

5. For more information:
  • Hotel, registration—contact Lorie Conneen or Helen Bickford at 703 305-2609 or by FAX at 703 305-2549.
  • Workshop agenda—contact Denise Londos at 703 605-0639 or by FAX at 703 305-2879 or Ellen Wahlberg at 214 290-9818 or by FAX 214 290-0271.
REGISTRATION
National Child and Adult Care Food Program Workshop
Financial Management Training
June 18-22, 2001
at the
New Orleans Marriott Hotel

Please type or print:

Name ___________________________________________ Title ________________________________

Address __________________________________________________________________________

City __________________ State ___________ Zip Code __________________________

Telephone ______________________ FAX ________________________________

E-Mail Address _________________________________________________________________

Organization ___________________________________________________________________

Registration fee is $130. Make check or money order payable to USDA Food and Nutrition Service and mail to Lori French, USDA, FNS, CND, 3101 Park Center Drive, Room 632, Alexandria, VA 22302. NO credit cards, purchase orders, or vouchers will be accepted. Registration fee covers the following meals: light refreshments Monday evening, Continental breakfasts Tuesday through Friday, and a.m. and p.m. refreshment breaks Tuesday through Thursday.

Please indicate if you need any special assistance or accommodations during the workshop:

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________________________________________________________________________________

________________________________________________________________________________

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Please return this FORM with your CHECK made payable to USDA, FOOD AND NUTRITION SERVICE by May 21, 2001.
CACFP Financial Management Training

This training is designed for State agency program specialists responsible for day to day administration and oversight of the CACFP. The content will be applicable to budget approval, institution reviews, and institutional technical assistance and training activities.

Monday, June 18, 2001
4:00 - 6:00 p.m.
Registration

Tuesday, June 19, 2001
8:00 - Noon
Welcome
Introduction to FNS Instruction 796-2, Revision 3
Basic Guidelines for Allowable Costs

1:15 - 5:00
Nonprofit Food Service Requirements and Monitoring
CACFP regulations and policy update

Wednesday, June 20, 2001
7:00 - 8:00 Continental Breakfast
8:00 - 11:30
Q & A’s
Standards for Allowable Costs
Selected Items of Cost: Equipment, Facilities and Supplies

12:45 - 5:00
Selected Items of Cost: Equipment, Facilities and Supplies (continued)
Administrative Costs

Thursday, June 21, 2001
7:00 - 8:00 Continental Breakfast
8:00 - 11:45
Q & A
CACFP Management and Integrity Issues

1:00 - 4:30
Selected Items of Cost: Labor

Friday, June 22, 2001
7:00 - 8:00 Continental Breakfast
8:00 - 10:30
Financial Management Requirements
Close out costs and procedures
Q&A
Wrap up

03/16/2001