



STATE OF CONNECTICUT

STATE DEPARTMENT OF EDUCATION



TO: Child and Adult Care Food Program (CACFP) **Adult Day Care Center Sponsors**

FROM: Cheryl Resha, Education Manager *Cheryl Resha*
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: September 1, 2010

SUBJECT: **Operational Memorandum #08A-10**
CACFP Annual Training Session – Adult Day Care Centers

Enclosed is the agenda for the CACFP Annual Training Session for adult day care centers. **The session will be held on Tuesday, September 21, 2010, from approximately 11:00 a.m. until 12:30 p.m. at the Connecticut Association of Adult Day Centers (CAADC) building in Berlin, CT.** The training will be conducted immediately after the Adult Day Centers Association monthly meeting. **Attendance is mandatory.**

The training this year will cover civil rights and other Program requirements. **It is strongly recommended that the CACFP contact person attends this training on behalf of their institution.** In the event that the CACFP contact person is unable to attend, another individual who has knowledge of or oversight for the CACFP should attend. This is an annual training session and not basic training; therefore, the individual representing each institution should be well-versed in CACFP regulations, policies and procedures.

Please complete the enclosed registration form and return it to the Child Nutrition Unit no later than September 15, 2010.

Feel free to contact Benedict Onye at 860-807-2080, Celia Cordero at 860-807-2076 or Susan Boyle at 860-807-2074 if you have any questions.

CR:shb

Enclosures: (2)

Important: This is a numbered Operational Memorandum that contains important program information. Please read carefully and retain in a binder for your future reference. Operational Memoranda are also posted on the Child Nutrition website at: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=321576>

25 Industrial Park Road • Middletown, Connecticut 06457

An Equal Opportunity Employer

Connecticut State Department of Education
Child Nutrition Programs



Tuesday, September 21, 2010
11:00 a.m.– 12:30 p.m.



Connecticut Association of Adult Day Care Centers
1340 Worthington Ridge
Berlin, CT 06037
(860) 828-8653

Agenda

Welcome & Introductions
Civil Rights and Program Requirements

Child and Adult Care Food Program (CACFP) Annual Training
Tuesday, September 21, 2010

Directions: Complete and return (mail, fax or E-mail) one registration form to Maria Santini. Remember to include your E-mail address. E-mail confirmations as well as all required training materials will be sent to registered individuals in advance of each training session. *Deadline for registrations: **September 15, 2010.***

*Return to: Maria Santini, 25 Industrial Park Rd., Middletown, CT 06457
(Fax) 860-807-2127 or E-mail completed form to: maria.santini@ct.gov*

PLEASE PRINT CLEARLY!

Name: _____ Title: _____

Institution : _____ Telephone: _____

Address: _____
Street City, State, ZIP

CACFP
E-mail Address: _____ Agreement Number _____
(REQUIRED)