TO: Summer Food Service Program Sponsors
    New and Potential Summer Food Service Program Sponsors
    Food Service Management Companies

FROM: Frances N. O'Donnell, Coordinator

SUBJECT: 2004 Summer Food Service Program Sponsor Training Workshops

The New York State Education Department, Child Nutrition Program Administration will be sponsoring 13 half-day training workshops for new, experienced and potential Summer Food Service Program (SFSP) sponsors at various locations throughout the state in April and May. Food service management company representatives are also encouraged to attend one of the planned sessions.

These workshops, administered by the Department, will provide SFSP sponsors with a comprehensive overview of program administration and operations as well as a review of recent policy changes that will take effect this summer. **Attendance is mandatory for all sponsors intending to operate in 2004.** Therefore please ensure that all appropriate administrative and management staff will be present. Those who are interested in learning about the SFSP and/or are potential sponsors are welcome to attend. Technical assistance will be available following each session.

We are requesting that all attendees pre-register to ensure adequate resource materials and sufficient accommodations are available at each workshop. A listing of the workshop locations is attached and includes meeting times, dates and directions.

These sessions will be conducted at a facility, which will, to the greatest extent possible, meet the accessibility needs of individuals with disabilities. In addition, if special accommodations are required, please notify the contact person. Please complete and return the registration form by April 1, 2004 to:

Ms. Jean Beauregard - Child Nutrition Program Administration
Summer Food Service Program - Room 55 /119 EB, Albany, NY 12234-0055
or by email at jbeaureg@mail.nysed.gov
Registrations can also be submitted via fax: (518) 432-5069

If you have any questions, please contact Ms. Jean Beauregard at (518) 432-5068.

The New York State Education Department in accordance with Federal Law and U.S. Department of Agriculture policy is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326 W. Whitten Building, 1400 Independence Avenue, SW, Washington D.C. 20250-9410 or call (202) 720-5964(voice and TDD). The USDA is an equal opportunity provider and employer.
#1 BUFFALO/ROCHESTER  
Tuesday, April 20, 2004  
Registration - 8:30 A.M. - 9:00 A.M.  
Meeting - 9:00 A.M. - 12:00 P.M.

#2 BUFFALO/ROCHESTER  
Tuesday, April 20, 2004  
Registration -12:30-1:00 P.M.  
Meeting - 1:00 P.M.-4:00 P.M

#3 BUFFALO/ROCHESTER  
Wednesday, April 21, 2004  
Registration - 8:30 A.M.- 9:00 A.M.  
Meeting - 9:00 A.M.- 12:00 P.M.

Coming from:

North:
Take I-290 (Youngman) to I-90 (NYS Thruway) to Exit 54 (Route 400 Aurora Expressway) to Seneca Street Exit. Turn right on Seneca Street, then turn right on Harlem Road. Building is on right.

Northeast:
Take I-90 (NYS Thruway) to Exit 54 (Route 400 Aurora Expressway) to Seneca Street Exit. Turn right on Seneca Street, then turn right on Harlem Road. Building is on right.

Southeast:
Take Route 400 (Aurora Expressway) to Route 240 (Harlem Road). Left from Clinton onto Harlem Road.

South:
Take I-90 (NYS Thruway) to Exit 54 (Route 400 Aurora Expressway) to Seneca Street Exit. Turn right on Harlem Road. Building is on right.

#4 SYRACUSE  
Thursday, April 22, 2004  
Registration - 8:30 A.M. - 9:00 A.M.  
Meeting - 9:00 A.M. - 12:00 P.M.

#5 SYRACUSE  
Thursday, April 22, 2004  
Registration - 12:30 P.M- 1:00 P.M.  
Meeting - 1:00 P.M.- 4:00 P.M.

#6 SYRACUSE  
Friday, April 23, 2004  
Registration - 8:30 A.M. - 9:00 A.M.  
Meeting - 9:00 A.M. - 12:00 P.M.

Syracuse Directions  
Coming from:

East:

North Syracuse Directions  
Coming from:

North:
Take I-290 (Youngman) to I-90 (NYS Thruway) to Exit 54 (Route 400 Aurora Expressway) to Seneca Street Exit. Turn right on Seneca Street, then turn right on Harlem Road. Building is on right.

Northeast:
Take I-90 (NYS Thruway) to Exit 54 (Route 400 Aurora Expressway) to Seneca Street Exit. Turn right on Seneca Street, then turn right on Harlem Road. Building is on right.

Southeast:
Take Route 400 (Aurora Expressway) to Route 240 (Harlem Road). Left from Clinton onto Harlem Road.

South:
Take I-90 (NYS Thruway) to Exit 54 (Route 400 Aurora Expressway) to Seneca Street Exit. Turn right on Harlem Road. Building is on right.

North Syracuse CSD (District Cafeteria)  
53-55 West Taft Road  
North Syracuse, NY 13212  
District Cafeteria  
(315) 428-4224  
*Refreshments will not be provided
West:

#7 NEW YORK CITY
Tuesday, April 27, 2004
Registration - 8:30 A.M. - 9:00 A.M.
Meeting - 9:00 A.M. - 12:00 P.M.

#8 NEW YORK CITY
Tuesday, April 27, 2004
Registration- 12:30 P.M. - 1:00 P.M.
Meeting - 1:00 P.M. - 4:00 P.M.

Coming from:
New York City:
You can take the Q, 2, 3, 4, or 5 train to the Atlantic Ave. stop.

The North (Upstate):
Take the New York State Thruway South/ I-87 South toward New York. Take the Palisades Parkway South exit- exit number 13 South- toward New Jersey. Merge onto Palisades Interstate Parkway South. Take the Hudson Ter. Exit. Merge onto I-95 North via the exit on the left- toward George Washington Bridge. Take the Harlem River Dr./ Amsterdam Ave. exit- exit number 2- toward FDR Drive/ Manhattan. Merge onto Harlem River Dr. via the exit on the left- toward Triboro Bridge. Harlem River Dr. becomes FDR Dr. South. Take the Brooklyn bridge exit- exit number 2- toward Manhattan Civic Center. Take the Brooklyn Bridge ramp. Turn right onto the Brooklyn Bridge. Brooklyn Bridge becomes Brooklyn Bridge BLVD/ Adams ST. Turn left onto Tillary St. Turn Right onto Flatbush Ave EXT. Stay straight to go onto Flatbush Ave. Turn left onto Lafayette Ave. Turn right onto Fort Greene Pl. Turn left onto Hanson PL.

Long Island:
Take the Southern State Parkway/ Southern Parkway W. Southern State Parkway becomes Belt Parkway W. Merge onto NY-27 W via exit number 17W toward North Conduit Ave. Stay straight to go onto N Conduit Ave/N Conduit BLVD. Turn slight left onto Atlantic Ave. Turn slight right onto Flatbush Ave. Turn right onto 4th Ave. Turn right onto 8th Avenue.

#9 NEW YORK CITY
Wednesday, April 28, 2004
Registration - 8:30 A.M. - 9:00 A.M.
Meeting - 9:00 A.M. - 12:00 P.M.

#10 NEW YORK CITY
Wednesday, April 28, 2004
Registration- 12:30 P.M. - 1:00 P.M.
Meeting - 1:00 P.M. - 4:00 P.M.

Coming from:
New York City:
Take the A, C, E, 1, 2, 3, or 4 train, or the long island railroad to Penn Station.

The North (Upstate):
I-495 West/ Long Island Expressway:  
Take the 35th Street exit, toward 34th Street/ Downtown. Turn right onto East 34th St. Turn right onto 8th Ave.

#11 ALBANY  
Tuesday, May 4, 2004  
Registration - 8:30 A.M.- 9:00 A.M.  
Meeting - 9:00 A.M. - 12:00 P.M.  
SFSP Office  
119 Washington Avenue  
Albany, NY 12234  
1st Floor, SFSP Office  
(518) 432-5068  
*Refreshments will not be provided

#12 ALBANY 
Tuesday, May 4, 2004  
Registration -12:30 P.M.- 1:00 P.M 
Meeting - 1:00 P.M. - 4:00 P.M.

#13 ALBANY  
Wednesday, May 5, 2004 
Registration- 8:30 A.M.- 9:00 A.M.  
Meeting - 9:00 A.M. -12:00 P.M.

Coming from:  
South:  
Take the New York State Thruway to Exit 23. After the tollbooth, go straight-ahead onto I-787 north to the Empire State Plaza exit. Follow the directions below “From the Empire State Plaza”.

East:  
Take the Berkshire spur of the Massachusets Turnpike (I-90) into Albany. Take the first right after the bridge over the Hudson River, and follow the ramp signs to I-787 south (towards the Thruway). Exit at the Empire Plaza exit (takes about 1 or 2 minutes from the I-90 interchange). Follow the directions below “From the Empire State Plaza.”

West:  
Take the New York State Thruway to Exit 23. After the toll booth, go straight ahead onto I-787 north to the Empire State Plaza exit (takes maybe 3 minutes). Follow the directions below “From the Empire State Plaza.”

North:  
Take the Northway (I-87) to I-90 east (towards Boston). Follow I-90 east to I-787 and take I-787 south the Empire Plaza exit. Follow the directions below “From the Empire State Plaza.”

From the Empire State Plaza:  
Follow the ramp sign to the Empire Plaza and proceed along the ramp that goes into a tunnel through the Plaza. Stay in the right hand lane and turn right onto South Swan Street. At the second light turn left onto Washington Avenue. There are two parking garages on the right hand side before getting to the SFSP office.

Two-hour metered street parking may also be available. The SFSP office is at 119 Washington Avenue. The office is on the first floor, first door on the right.
Child Nutrition Program Administration  
2004 Summer Food Service Program Sponsor Training

Please mail or fax this form by April 1, 2004, to:
Ms. Jean Beauregard- Child Nutrition Program Administration  
Summer Food Service Program- Room 55/119 EB, Albany, NY 12234-0055  
Fax number: (518) 432-5069

Name & Address of Sponsoring Organization: _____________________________________  
___________________________________________________________________________

Telephone Number: (       )_________________ Fax Number: (       )___________________

Contact Person: ________________________________________________________________

Type of Sponsor:   Public or Nonpublic School Food Authority (SFA) [ ]  
State, Local, Municipal or County Government Entity [ ]  
Private Nonprofit [ ]  Residential Camp [ ]  NYSP [ ]

Other: New Sponsor for 2004 [ ]  Contract Food Service Provider [ ]  Nutrition Advocate [ ]

Number of persons attending from your organization: ____________

❖ Please check the workshop that pertains to your organization.

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#11 Albany 
#12 Albany 
#13 Albany