



**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234-0055**

Office for Elementary, Middle, Secondary and Continuing Education  
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Child Nutrition Program Administration  
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Web site [www.nysed.gov/cn/cnms.htm](http://www.nysed.gov/cn/cnms.htm)

October 2003

**To:** District Superintendents  
Superintendents of Schools  
Chief School Officers of Nonpublic Schools  
Executive Directors of Residential Child Care Institutions  
Chancellor of New York City Public Schools  
School Food Service Directors/Managers

**From:** Frances N. O'Donnell, Coordinator

**Subject:** Food Service Management Company Workshops

The New York State Education Department will be conducting three workshops throughout the State for school food authorities (SFAs) currently using or considering the use of a food service management company (FSMC). These informational sessions are designed to provide SFAs with the necessary tools and resources to ensure the proper implementation of the Child Nutrition Programs when contracting with a FSMC. Therefore, we strongly encourage applicable staff, including the business official, to take advantage of this training opportunity so that they will be fully aware of the SFA's responsibility regarding FSMC contracts. The agenda will include:

- Federal and State regulations governing FSMC contracts including pertinent updates.
- Preparing quality bid specifications.
- Understanding the respective responsibilities of the SFA and the management company under the terms of the contract.
- Strategies for providing oversight of your food service operation (Reviewing management company billings, expenses and income reports.)
- Completion of management company contracts and extensions.

A listing of the meeting sites and directions to the workshops is attached. You and/or your staff may register to attend a meeting by faxing the enclosed registration form. These sessions are being conducted at a facility, which will to the greatest extent possible, meet the accessibility needs of individuals with disabilities. If special accommodations, such as interpreters, large print or Braille materials, etc., are needed, please contact Barbara Malone at (518) 473-8781.

# REGISTRATION FORM

## FOOD SERVICE MANAGEMENT COMPANY WORKSHOP NOVEMBER 2003



Please complete the following information regarding attendees:

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Name of school district or facility

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Phone number

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Name

Title

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Name

Title

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Name

Title

Please indicate which workshop you will be attending:

\_\_\_\_\_ Capital District Area  
Wednesday, November 12, 2003 (10:00 a.m. - 12:00 p.m.)

\_\_\_\_\_ Long Island, Westchester, NYC Area  
Thursday, November 13, 2003 (10:00 a.m. - 12:00 p.m.)

\_\_\_\_\_ Buffalo Area  
Tuesday, November 18, 2003 (10:00 a.m. - 12:00 p.m.)

To register, call Barbara Malone at (518) 473-8781 or fax registration form to (518) 473-0018.

# November 2003 Food Service Management Company Workshop Locations and Directions



Capital District Area  
Wednesday, November 12, 2003  
9:30 a.m. - 10:00 a.m. - Registration  
10:00 a.m. - 12:00 p.m. - Workshop

Child Nutrition Office  
Summer Food Service Program Unit  
119 Washington Avenue, First Floor  
Albany, NY 12234  
Refreshments will not be served

## DIRECTIONS

**From South:** Take the NYS 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.

**From East:** Take the Berkshire spur of the Mass Pike (I-90) to exit B 1 (I 90) into Albany. After the bridge over the Hudson River, follow the ramp signs to I-787 south (toward the NYS Thruway). Exit at the Empire State Plaza exit (takes about 1 or 2 minutes from the I-90 interchange). Follow the directions below \*from the Empire State Plaza.

**From West:** Take the NYS Thruway to Exit 23. After the tollbooth, go straight ahead onto I-787 north to the Empire State Plaza exit (takes 3 minutes). Follow the directions below \*from the Empire State Plaza.

**From North:** Take the Northway (I-87) to I-90 east (toward Boston). Follow I-90 east to I-787 and take I-787 south to the Empire State Plaza exit. Follow the directions below \*from the Empire State Plaza.

### \* From the Empire State Plaza:

*Follow the ramp sign to the Empire State 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. Metered street parking may also be available. The SFSP office is located at 119 Washington Avenue. The office is on the first floor on the right hand side.*

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Long Island, Westchester, NYC Area  
Thursday, November 13, 2003  
9:30 a.m. - 10:00 a.m. - Registration  
10:00 a.m. - 12:00 p.m. - Workshop

Cold Spring Harbor CSD  
Goosehill Primary Center  
75 Goosehill Rd.  
Cold Spring Harbor, NY 11724  
Refreshments will be available

## DIRECTIONS

**From the South:** Route 110 North to Main Street (25A). Make a left onto Main Street and go through Huntington Village. Turn right onto Goose Hill Road; (Mobil Station on North/West corner). Go 1/4 mile and our building is on the left.

**Or** Deer Park Avenue North; (keep left by Dix Hills Fire Dept. as it becomes Park Avenue). Turn left onto Main and continue as instructed above.

**Or** Route 106 North to Route 25A; make a right onto 25A; go through Cold Spring Harbor Village; make a left onto Goose Hill Road (Mobil Station on your left) go 1/4 mile; building on left.

**From the West:** LIE or Northern State to Route 106 North; go to Route 25A and make a right; go through Cold Spring Harbor Village; make a left onto Goose Hill Road (Mobil Station on your left) go 1/4 mile; building on left.

**From the East:** LIE to Route 110 North to Main Street (25A); left onto Main Street and go through Huntington Village; right onto Goose Hill Road (Mobil Station on North/West corner) go 1/4 mile; building on left.

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Or Jericho Turnpike to Park Avenue; make a right onto Park (Hyundai Dealer) to Main Street (25A); make a left onto Main and go through Huntington Village; right onto Goose Hill Road (Mobil Station on North/West comer) go 1/4 mile; building on left.

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**Buffalo Area**  
**Tuesday, November 18, 2003**  
**9:30 a.m. - 10:00 a.m. Registration**  
**10:00 a.m. - 12:00 p.m. Workshop**

**Erie I BOCES**  
**355 Harlem Road**  
**West Seneca, NY 14224-1892**  
**Refreshments will not be served**

**DIRECTIONS**

**From North:** I-290 (Youngman) to I-90 (NYS Thruway) to Exit 54 (Rt. 400 Aurora Expressway) to Seneca St. Exit. Turn right on Seneca St., then turn right on Harlem Rd.

**From Northeast:** I-90 (NYS Thruway) to Exit 54 (Rt. 400 Aurora Expressway) to Seneca St. Exit. Turn right on Seneca St., then turn right on Harlem Rd.

**From Southeast:** Rt. 400 (Aurora Expressway) to Seneca St. Exit. Turn right on Seneca St., then right on Harlem Rd.

**From South:** I-90 (NYS Thruway) to Exit 54 (Rt.400 Aurora Expressway) to Seneca St., Exit. Turn right on Seneca St., then turn right on Harlem Rd.

*Erie I BOCES sign in front of building. As you come down the driveway, make a left hand turn into the parking lot and park at the Harlem Rd. end of the building. Enter at the right hand center door on Harlem Rd. side of the building.*