



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY

Office of Elementary, Middle, Secondary and Continuing Education
Office of Facilities, Management and Information Services
Child Nutrition Program Administration, Room 55, Albany, NY 12234-0055
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May 2002

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 half-day 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 SFAs responsibility regarding FSMC contracts. The agenda will include:

- Managerial options for SFAs participating in the Child Nutrition Programs.
- Federal and State regulations governing FSMC contracts.
- Preparing quality bid specifications.
- Understanding the respective responsibilities of the SFA and the management company under the terms of the contract.
- Reviewing management company billings, expenses and income reports.
- Strategies for providing oversight of your food service operation.
- Proper completion of management company contracts and extensions.

A listing of the meeting sites and directions to the workshops are 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.

**FOOD SERVICE MANAGEMENT COMPANY REGISTRATION FORM
JUNE 2002**



Please complete the following information regarding attendees:

Name of school district or facility

Phone number

Name

Title

Name

Title

Name

Title

Name

Title

Please indicate which meeting you will be attending :

_____ Capital District Area Meeting
Tuesday, June 4, 2002 9:00 a.m. – 1:00 p.m.

_____ Buffalo Area Meeting
Thursday, June 6, 2002 9:00 a.m. – 1:00 p.m.

_____ Long Island, Westchester, NYC Area Meeting
Thursday, June 13, 2002 9:00 a.m. – 1:00 p.m.

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

Capital District Area Meeting
Tuesday, June 4, 2002
8:30 a.m. – 9:00 a.m. – Registration
9:00 a.m. – 1:00 p.m. – Meeting

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) into Albany. Take the first right after the bridge over the Hudson River and 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.

Two-hour 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.

Buffalo Area Meeting
Thursday, June 6, 2002
8:30 a.m. – 9:00 a.m. Registration
9:00 a.m. – 1:00 p.m. Meeting

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 Expway) 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 Expway) to Seneca St. Exit. Turn right on Seneca St., then turn right on Harlem Rd.

From Southeast: Rt. 400 (Aurora Expway) 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 Expway) 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.

Long Island, Westchester, NYC Area Meeting
Thursday, June 13, 2002
8:30 a.m. – 9:00 a.m. – Registration
9:00 a.m. – 1:00 p.m. – Meeting

Nassau BOCES
Hawthorne Center
200 Second Avenue
Massapequa Park, NY 11762
Refreshments will not be served

DIRECTIONS

From West (North Shore): Take Wantagh Parkway, Meadowbrook Parkway or Seaford Oyster Bay Expressway South to Southern State Parkway East. Take the Linden Street/Bethpage Parkway North Exit 31. Keep right at the fork in the ramp. Turn left onto Linden St. Turn right onto Lake Shore Drive. Stay left at the fork onto Park Blvd. Turn left onto Smith St. Turn left onto Second Ave. The first building on the left is the Hawthorne Center. Turn left into parking lot just after the Hawthorne Center.

From West (South Shore): Take Sunrise Highway East. Turn left onto Park Boulevard (see Bell Tower at LIRR Station). Turn right onto Smith Street. Turn left onto Second Ave. The first building on the left is the Hawthorne Center. Turn left into parking lot just after the Hawthorne Center.

From East (North Shore): Take Sagtikos Parkway South to Southern State Parkway West to Exit 30 South. Turn left onto Linden St. Turn right onto Lake Shore Drive. Stay left at the fork onto Park Blvd. Turn left onto Smith St. Turn left onto Second Ave. The first building on the left is the Hawthorne Center. Turn left into parking lot after the Hawthorne Center.

From East (South Shore): Take Sunrise Highway West. Turn right onto Park Boulevard (see Bell Tower at LIRR Station). Turn right onto Smith St. Turn left onto Second Ave. The first building on the left is the Hawthorne Center. Turn left into parking lot just after the Hawthorne Center.

Parking: Park in marked stalls in the **SIDE AND BACK PARKING LOTS. PLEASE DO NOT PARK ON THE STREET OR IN THE CIRCLE.**