



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

Office for Elementary, Middle, Secondary and Continuing Education
School Operations and Management Services
Charles A. Szuberla, Jr., Coordinator
Child Nutrition Program Administration, Summer Food Service Program, Room 55/119 EB, Albany, NY 12234-0055
Tel. (518) 432-5068
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February, 2003

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: 2003 Summer Food Service Program Sponsor Training Workshops

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

These workshops will provide SFSP sponsors administered by the Department 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.** 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 March 10, 2003 to:

Ms. Patricia Rumore - Child Nutrition Program Administration
Summer Food Service Program - Room 55 /119 EB, Albany, NY 12234-0055
Registrations can also be submitted via fax: (518) 432-5069

If you have any questions, please contact Patricia Rumore at (518) 432-5064.

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2003 SUMMER FOOD SERVICE PROGRAM WORKSHOPS

#1 ALBANY

Tuesday, March 25, 2003

Registration - 8:00 A.M.- 8:30 A.M.

Meeting - 8:30 A.M. - 12:30 P.M.

SFSP Office

119 Washington Avenue

Albany, NY 12234

1st Floor, SFSP Office

***Refreshments will not be provided**

#2 ALBANY

Tuesday, March 25, 2003

PM- Registration -1:00- 1:30 P.M

Meeting- 1:30- 5:30

#3 ALBANY

Wednesday, March 26, 2003

Registration- 8:00 A.M.- 8:30 A.M.

Meeting- 8:30 A.M. -12:30 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 Massachusetts 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.

#4 NEW YORK CITY

A.M. Session Tuesday, April 1, 2003

Registration - 8:00 A.M. - 8:30 A.M.

Meeting - 8:30 A.M. - 12: 30 P.M.

Fashion Institute of Technology

Seventh Ave at 27th Street

New York, NY 10001

Haft Auditorium (C Building)

Registration - 1:00 P.M.- 1:30 P.M

(North side of West 27th Street)

*** Refreshments will not be provided**

#5 NEW YORK CITY

P.M. Session Tuesday, April 1, 2003

Meeting - 1:30 P.M. - 5:30 P.M.

#6 NEW YORK CITY

A. M. Session Wednesday, April 2, 2003

Registration - 8:00 A.M. - 8:30 A.M.

Meeting - 8:30 A.M. - 12: 30 P.M.

Coming from:

New York City:

Take the 1/9 or N/R train to the 28th Street Station. Take the A, C, E or F to the 23rd Street Station or the 34th Street Station.

The North (Upstate):

I- 87 South/ New York Thruway: Take exit 13 S to Palisades Parkway South. Take the Hudson Terrace exit. Take exit on the left toward George Washington Bridge. Merge onto I-95 N/US-9N. Take the RT-9A S Henry Hudson Parkway toward Down Town. Stay Straight to go onto WestSide Highway. Turn left onto West 30th street. Turn right onto 7th Avenue.

I-495 West/ Long Island Expressway:

Take the 35th Street exit, towards 34th Street/ Downtown turn right onto East 34th Street turn left onto Lexington Avenue. Turn right onto East 27th Street Continue onto West 27th Street.

#7 New York City

A.M. Session Thursday, April 3, 2003

Registration – 8:00 A.M. – 8:30 A.M.

Meeting – 8:30 A.M. – 12:30 P.M.

Agudath Israel of America or Agudah
42 Broadway
New York, NY 10004
14th Floor

*** Refreshments will not be provided**

#8 New York City

P.M. Session Thursday, April 3, 2003

Registration – 1:00 P.M. – 1:30 P.M.

Meeting – 1:30 P.M. – 5:30 P.M.

Coming from:

New York City:

Trains 4, 5 – Wall Street Station (1-2 blocks); trains N, R – Rector Street Station (2-3 blocks); trains 2,3 – Wall Street Station (4-5 blocks); trains 1,9 – Rector Street Station (1-2 blocks).

The North (Upstate):

I-87/New York Thruway: Take exit 13 S to Palisades Parkway South. Take the Hudson Terrace exit. Take exit on the left toward George Washington Bridge. Merge onto I-95 N. Merge onto Harlem River Drive via exit 2 toward Triboro Bridge. Harlem River Drive becomes FDR Drive S. Take exit 1 toward Battery Park/Staten Island Ferry. Stay straight onto South Street. Turn right onto Broad Street. Turn Left onto Exchange Place. Turn Left onto Broadway.

I-495 West/Long Island Expressway:

Take exit 17 toward I-287 W/Brooklyn Queens Expressway. Take exit 29, Tillary Street, toward Manhattan Bridge/Brooklyn Civic Center. Turn right onto Tillary Street. Turn right onto Brooklyn Bridge Boulevard/Adams Street, which becomes Brooklyn Bridge. Turn right onto Centre Street. Turn left onto Chambers Street. Turn left onto Broadway.

#9 BUFFALO/ROCHESTER

AM Session Tuesday, April 8, 2003
Registration - 8:00 A.M. - 8:30 A.M.
Meeting 8:30 A.M. - 12:30 P.M.

Erie I BOCES
355 Harlem Road
West Seneca, NY 14224
Conference Room D
(716) 821-7350

***Refreshments will not be provided**

#10 BUFFALO/ROCHESTER

PM Session Tuesday, April 8, 2003
Registration-1: 00-1:30 P.M.
Meeting 1:30 P.M.-5:30 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 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.

#11 SYRACUSE

AM Session Wednesday, April 9, 2003
Registration - 8:00 A.M. - 8:30 A.M.
Meeting - 8:30 A.M. - 12:30 P.M.

North Syracuse CSD (District Cafeteria)
53-55 West Taft Road
North Syracuse, NY 13212
District Cafeteria
(315) 428-4224

***Refreshments will not be provided**

#12 SYRACUSE

PM Session Wednesday, April 9, 2003
Registration - 1:00- 1:30 P.M.
Meeting 1:30- 5:30 P.M.

Coming from:

East:

Take NYS Thruway WEST (Buffalo). Take the I-81 exit, exit number 36, towards Watertown/Binghamton. Keep left at the fork in the ramp, merge onto 81 North. Take the US-11 exit (#26) towards Mattydale. Keep left at the fork in the ramp; take the US-11 N ramp. Merge onto US-11 N/Brewerton Rd. Turn left onto W. Taft Road.

West:

Take NYS Thruway East. Take the I-81 exit, exit number 36, towards Watertown/Binghamton. Keep left at the fork in the ramp, merge onto 81 North. Take the US-11 exit (#26) towards Mattydale. Keep left at the fork in the ramp, take the US-11 N ramp. Merge onto US-11 N/Brewerton Rd. Turn left onto W. Taft Road.

**Child Nutrition Program Administration
2003 Summer Food Service Program Sponsor Training**

Please mail or fax this form by March 10, 2003, to:
Patricia Rumore- 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 2003 [] Contract food service provider [] Nutrition advocate []

Number of persons attending from your organization: _____

❖ *Please check the workshop that pertains to your organization.*

#1	SFAs, Government Entities	<u>March 25, 2003</u> <u>8:00am -12:30pm</u>	Albany	
#2	Private Nonprofits, NYSP	<u>March 25, 2003</u> <u>1:00pm-5:30pm</u>	Albany	
#3	Residential Camps	<u>March 26, 2003</u> <u>8:00am-12:30pm</u>	Albany	
#4	SFAs, Government Entities	<u>April 1, 2003</u> <u>8:00am-12:30pm</u>	Fashion Institute of Technology	
#5	Private Nonprofits, NYSP	<u>April 1, 2003</u> <u>1:00pm-5:30pm</u>	Fashion Institute of Technology	
#6	Residential Camps	<u>April 2, 2003</u> <u>8:00am-12:30pm</u>	Fashion Institute of Technology	
#7	Residential Camps	<u>April 3, 2003</u> <u>8:00pm-12:30pm</u>	Agudath Israel of America	
#8	Residential Camps	<u>April 3, 2003</u> <u>1:00pm-5:30pm</u>	Agudath Israel of America	
#9	SFAs, Government Entities	<u>April 8, 2003</u> <u>8:00am-12:30pm</u>	Buffalo	
#10	Residential Camps, NYSP, Private Nonprofits	<u>April 8, 2003</u> <u>1:00pm-5:30pm</u>	Buffalo	
#11	SFAs, Government Entities	April 9, 2003 8:00am-12:30pm	Syracuse	
#12	Residential Camps, NYSP, Private Nonprofits	April 9, 2003 1:00pm-5:30pm	Syracuse	

