

SECTION 2

CSFP Training



December 16, 2009

United States
Department of
Agriculture

Dear State Agency Director:

Food and
Nutrition
Service

3101 Park
Center Drive

Alexandria, VA
22302-1500

Training for new Commodity Supplemental Food Program (CSFP) State agency staff will be held January 26-27, 2010, at the Food and Nutrition Service (FNS) National Office in Alexandria, Virginia. This training affords new staff an ideal opportunity to learn more about the program and exchange ideas with your counterparts. If you are new to CSFP, I hope you can attend! Attendees will acquire knowledge and skills that will enable them to do their jobs more effectively.

It is particularly important that staff from the new CSFP States -- Arkansas, Delaware, Georgia, Maine, New Jersey, Oklahoma, and Utah—attend this important event. These individuals will receive priority consideration based on available seating. Other State agencies should carefully consider whether their staff need the training this session provides. Training topics will include program regulations and legislation, the caseload allocation process and waiting list guidance, food ordering and the Electronic Commodity Ordering System (ECOS), inventory management, program reports and the Food Programs Reporting System (FPRS), civil rights, and nutrition and older adults.

Attached are a tentative agenda and a document detailing lodging, transportation, and nearby restaurant options. With regards to lodging, FNS has worked with the Hilton Garden Inn Arlington/Shirlington, a brand new hotel near FNS National Office, to reserve a block of rooms at a reduced rate. However, the block is limited, so it is advisable to make reservations quickly. More information is provided on the attached document. Also attached is a RSVP form that we request you and/or your State agency staff complete. **Please submit the RSVP form to FNS National Office by close of business Friday, January 8, 2010.**

It is important to note that new CSFP State agencies should not wait until the training to setup ECOS customer profiles, begin ordering food and certifying applicants, and ultimately work to serve participants as early as January 1, 2010. New State agency directors should work with their FNS Regional Office counterparts to initiate program operations to the maximum extent possible prior to the training. Regional Office staff are available to help ensure that you are meeting program requirements.

Use of Federal Administrative Funds

State agencies may use the Federal administrative funding provided by FNS for the administration of CSFP to send one new staff person from each State agency to attend the training. New State agencies may send more than one representative. Other State agencies may seek prior approval from the FNS Regional Office for the use of administrative funding for more than one State agency representative based on the State's individual circumstances. For example, approval may be granted if it is necessary and reasonable for additional representatives to attend based on their experience and the comprehensive training provided. FNS cannot provide additional Federal funding for

AN EQUAL OPPORTUNITY EMPLOYER

State Agency Director

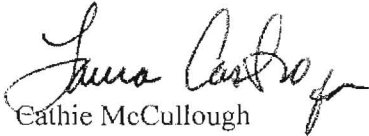
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training attendance. FNS will inform each agency of its total administrative grant prior to January 1, and will release the funding to States as soon as it is available.

The training is not intended for local agency staff. However, new CSFP State agencies have the discretion to approve the requests for the use of Federal administrative funding to support the attendance of representatives from their local agencies, within their available funding allocations and the above guidelines. As provided above, seating is limited for this training, so discretion should be used when inviting local agency staff.

I hope that new State agency staff will give serious consideration to attending this important training. I am sure you will find the sessions and dialogue invaluable. State agencies may refer any questions to FNS Regional Office staff, who may in turn contact Dana Rasmussen or Michelle Waters at (703) 305-2662.

Sincerely,



Cathie McCullough
Director
Food Distribution Division

Enclosures

TENTATIVE AGENDA

2010 CSFP Training for New State & Food and Nutrition Service (FNS) Regional Office Staff

When: Tuesday, January 26, 2010 and
Wednesday, January 27, 2010

Where: USDA FNS National Office
3101 Park Center Drive, Rooms 204 B-C
Alexandria, Virginia 22302

Call-In & Passcode: 1-877-491-4908
7265421

Online: TBD

Tuesday, January 26, 2010

9:00 A.M. **Welcome & Introductions**
Laura Castro, Chief, Policy Branch, FDD

9:15 A.M. **Overview: Program History, Legislation, Regulations, & Policy**
Michelle Waters, Policy Branch, FDD

10:15 A.M. **Break**

10:30 A.M. **Caseload Allocation Process & Waiting List Guidance**
Dana Rasmussen, Policy Branch, FDD

11:30 A.M. **Question and Answer Session**

12:00 P.M. **Lunch**

1:30 P.M. **Food Ordering Overview**
Lauren King-Dillon, Operations Branch, FDD

2:00 P.M. **Electronic Commodity Ordering System (ECOS), Food Ordering, & Upcoming Web-Based Supply Chain Management (WBSCM) Training**
Todd Griffith, Systems Branch, FDD
Shirley Roberts, Operations Branch, FDD
Lauren King-Dillon, Operations Branch, FDD

3:00 P.M. **Break**

- 3:15 P.M. **Using the Food Programs Reporting System (FPRS): FNS-153 and FNS-191 Reports**
Maeve Myers, Program Reports, Analysis, and Monitoring Branch, Budget Division,
and/or Staff
- 4:15 P.M. **FNS Regional Office's Role**
Tim Walsh, Food Distribution Programs, Mid-Atlantic Regional Office
- 4:45 P.M. **Question and Answer Session**

Wednesday, January 27, 2010

- 9:00 A.M. **CSFP Inventory Management**
Dana Rasmussen, Policy Branch, FDD
- 10:00 A.M. **Civil Rights Training**
Sarah Summerville, Acting Director, Office of Civil Rights, and/or Staff
- 11:00 A.M. **Break**
- 11:15 A.M. **Nutrition & Older Adults: USDA Foods and the Dietary Guidelines**
Sheldon Gordon, Nutritionist, Program Support Branch, FDD
- 11:45 A.M. **Question and Answer Session**

Attachment

LODGING

Hilton Garden Inn Arlington/Shirlington

4271 Campbell Avenue

Arlington, Virginia 22206

Tel: (877) STAY-HGI

www.arlingtonshirlington.hgi.com

Reserve under “**USDA CSFP Training**” if calling by phone, or use group code “**CSFP**” if reserving online.

Cutoff date for reservations is 1/18/10, **rooms are limited**.

Rate

\$150 plus tax nightly rate for limited block of rooms, first-come, first-serve.

Location

About 2 miles from FNS National Office meeting location. Conveniently located off of I-395 and within 6 miles of Washington DC and Reagan National Airport. Situated in the Village at Shirlington within walking distance of nearby shops and restaurants.

TRANSPORTATION

Hotel Shuttle

Very limited availability, first-come, first-serve.

Public Transportation

<http://www.wmata.com/> for custom itineraries.

Shirlington Bus Station/Transit Center about ¼ mile from hotel.

Address: 2975 South Quincy Street
Arlington, VA 22206

Super Shuttle

Est. \$30 roundtrip to/from Reagan National Airport

Reservations Online: www.supershuttle.com

Reservations Phone: 800 BLUE-VAN (258-3826)

Alexandria Yellow Cab

Est. \$35 roundtrip to/from Reagan National Airport

Reservations Online: www.alexandriayellowcab.com

Reservations Phone: 703-549-2400

RESTAURANTS NEAR FNS

<u>Restaurant</u>	<u>Distance</u>	<u>Directions</u>	<u>Online</u>	<u>Comments</u>
FNS Cafeteria	0.0 Miles	NA	NA	NA
1 st Floor, FNS HQ				
3101 Park Center Dr.				
Alexandria, VA				
22302				

<u>Restaurant</u>	<u>Distance</u>	<u>Directions</u>	<u>Online</u>	<u>Comments</u>
Five Guys Burgers & Fries 4626 King Street Alexandria, VA 22302	0.6 Miles	From Park Center Drive Turn L. on King Street Walk/Drive 0.6 Miles Five Guys on left.	www.fiveguys.com	Good burgers. Other fast food nearby.
Restaurants at Bradlee Center	0.9 Miles	Recommend driving. From Park Center Drive, Turn R. on King Street Drive 0.9 Miles. Bradlee Ctr. on right.	NA	Something for everyone. Giant supermarket has to-go salad bar/soup.
Restaurants at Shirlington Village	Est. 2 Miles	Located by hotel.	Full List & Reviews	Something for everyone.

For more information about Alexandria, please visit <http://visitalexandriava.com/>.

FNS provides training sessions on topics specified by the National CSFP Association Board each year at the Association's Annual National Conference.

This year's conference is tentatively scheduled for Sunday, May 22 through Wednesday, May 26 at the Crowne Plaza Airport Hotel in Atlanta, Georgia. For more information, please check the Association's webpage at <http://www.csfpcentral.org/conferenceinfo.htm>.

Office	Name	Organization	Address	Phone Fax E-mail Address	Term Ending
President	Michelle Cubitt	Human Development Commission	429 Montague Ave. Caro, MI 48723	989-673-4121 989-673-2031 michellec@hdc-caro.org	2010*
Vice-President	Susan Wnuk	Community Action Program Belknap and Merrimack Counties	P. O. Box 1016 Concord, NH 03302-1016	603-225-3295 603-228-1898 swnuk@bm-cap.org	2010#
Immediate Past President	Terri Drefke	Food Bank of the Rio Grande Valley	P. O. Box 6251 2601 Zinnia Avenue McAllen, TX 78502	956.682.8101 956.682.7921 terrid@foodbankrgv.com	2010
Treasurer	Mark Lowry	Community Action Partnership of Orange County	12640 Knott Street Garden Grove, CA 92941	714-897-6670x3601 714-894-5404 mlowry@capoc.org	2010
Secretary	Kathleen Devlin	Southern New Hampshire Services, Inc.	P. O. Box 5040 Manchester, NH 03108	603-668-8010 603-645-6734 kathleen@snhs.org	2011
State Director	Kathy Rhodes	Michigan Department of Education	P. O. Box 30008 Lansing, MI 48909	517-373-4265 517-373-4022 rhodesk@michigan.gov	2010
State Director	Mary Clare Rieschl	Minnesota Dept. of Health	85 East 7th Place, 5th Floor Saint Paul, MN 55164-0882	651-201-4422 651-215-8951 maryclare.rieschl@state.mn.us	2011
State Director	Janice Rambo	Dept. Health & Sr. Services-CSFP	P. O. Box 570 Jefferson City, MO 65102	573-526-1762 573-526-3679 Janice.Rambo@dhss.mo.gov	2011
Local Agency Director	Leona Martens	Weld Food Bank	1108 H Street Greeley, CO 80631	970-356-2199 x 301 970-356-2297 leona@weldfoodbank.org	2010
Local Agency Director	Joy Tucker	Community Food Bank, Inc.	P. O. Box 26727 Tucson, AZ 85726	520-622-0525x228 520-670-9484 jtucker@communityfoodbank.org	2010
Local Agency Director	Mindy Rapp	Toledo Seagate Food Bank	526 High St. P.O. Box 140640 Toledo, OH 43614	419-244-6996 419-244-2123 seagatefoodbank@aol.com	2010
Local Agency Director	Teresa Allen	Community/Action	P. O. Box 1026 175 Main Street Battle Creek, MI 49016	269-441-1352 269-966-2580 teresaa@caascm.org	2011
Local Agency Director	Susan Siegle	Channel One Food Bank	131 35th St. SE Rochester, MN 55904	507-424-1715 507-287-2351 susansiegle@channel-one.org	2011
Local Agency Director	Billie Hord	Harvesters The Community Food Network	3801 Topping Avenue Kansas City, MO 64129	816-929-3045 816-929-3123 Bhord@harvesters.org	2011
Local Agency Director	Russell McKinney	Cascade County CSFP	P. O. Box 2486 Great Falls, MT 59403	406-454-6989 406-454-6989 rsvp.csfp@gmail.com	2010**
*becomes immediate past president in 2011			#ascends to president in 2011	**appointed to fill vacancy	12/17/09