



United States
Department of
Agriculture

Food and
Nutrition
Service

3101 Park
Center Drive
Alexandria, VA
22302-1500

DATE: February 13, 2015

MEMO CODE: SP 21-2015

SUBJECT: National Procurement Training for Child Nutrition Programs

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

Each State agency is requested to send at least one person to this training. The attendee(s) should be the person(s) responsible for State agency oversight of procurement and in training SFAs.

Training Dates and Locations

Training Dates:	Training Location
March 23-27, 2015	Westminster, Colorado (suburb of Denver, CO)
April 13-17, 2015	Atlanta, Georgia
April 27-May 1, 2015	San Francisco, California

Training Registration

Attached please find the registration form for the National trainings. States may attend any training of their choice and do not have to limit participation to one training per staff member. Each attendee must complete one registration form, selecting the desired training date and location. Note that registration for each training is on a first-come, first-serve basis and will close one week prior to each training date. Registered individuals will receive an email response confirming their registration, or if applicable, notifying them that their desired training is full and another session must be selected.

Hotel Information

FNS has reserved a block of guestrooms at hotels located at each training site and at a negotiated meeting rate. Training participants are strongly encouraged to stay at the reserved hotels.

The three (3) National trainings will be held in the following locations:

Training Dates	City	Training Location and Hotel
March 23-27, 2015	Westminster, Colorado (suburb of Denver)	Westin Westminster Hotel 10600 Westminster Boulevard Westminster, CO 80020 www.westin-denver-boulder.com
April 13-17, 2015	Atlanta, Georgia	Sheraton Atlanta Hotel 165 Courtland Street NE Atlanta, GA 30303 www.sheratonatlantahotel.com
April 27-May 1, 2015	San Francisco, California	Sheraton Fisherman's Wharf 2500 Mason Street San Francisco, CA 94133 www.sheratonatthewharf.com

Travel Funding

Travel to the training is an allowable and appropriate use of State Administrative Expense funds. Please remember that Federal funds provided to State agencies for the administration of Child Nutrition Programs are not to be subject to State budget restrictions or limitations, including travel restrictions. Additionally, State agencies may use section 201 funds for travel expenses related to the 2015 National Procurement Training.

Your State's attendance and participation at these events is encouraged. FNS regional offices should share this information with the appropriate State agency personnel. State agencies should direct any questions to their FNS regional office.

Original Signed

Sarah Smith-Holmes

Director

Program Monitoring and Operational Support Division

Child Nutrition Programs

Attachment