

Cafeteria Fund and Overview of the Administrative Review Trainings

Dear Food Service Directors and Chief Business Officials:

The California Department of Education's (CDE) Nutrition Services Division, School Fiscal Services Division, and Audits and Investigations Division are happy to announce regional face-to-face trainings titled: Cafeteria Fund and Overview of the Administrative Review. The goal is to provide training and resources to Food Service Directors/Managers, Chief Business Officials, and County/District Superintendents to properly manage and expend cafeteria funds as required under federal and state laws, including regulatory and policy guidance. The CDE will offer four regional trainings in the following cities: Sacramento, Fresno, Buena Park, and Escondido. The training is four hours in length and allows participants to direct questions to the subject matter experts.

The regional training is an expansion of the Cafeteria Fund Webinar series that was offered December 2013 through February 2014. The CDE strongly advises food service and business representatives to participate in the regional trainings.

Time: 8:30 a.m.–12:30 p.m.

Cost

Free. Due to the popular demand of this topic and limited facility space, we are only allowing three representatives from each district/agency to register.

Online Registration Process

- Obtain your agency's five digit Child Nutrition Information and Payment System (CNIPS) ID number **OR** personal User ID and password to use for registration
- Visit the CDE CNIPS Training Web page at https://www.cnips.ca.gov/ccqCnpTraining/training/trainingRegistration_2.aspx to connect to CNIPS and begin the online registration process
- Use your agency's CNIPS ID or personal User ID and password to register and follow the system prompts as shown below:
 - Program Training Available screen—Select All
 - Available Training(s) screen—Select Child Nutrition Program Administration
 - Available Training Location(s) screen—Select preferred location
- After completing the Attendee Information and **before** selecting the finish button and exiting the system, **print the Training Confirmation** (last screen in the online registration process): This is your **ONLY** record.

If you have any questions regarding the online registration, please contact the CNIPS Help Desk weekdays from 8 a.m. to 4:30 p.m. by phone at 800-952-5609, Option 6, or by e-mail at CNIPS@cde.ca.gov.

If you have any questions regarding the Cafeteria Fund and Overview of the Administrative Review training, please contact Andrea Tayo, School Nutrition Programs (SNP) Specialist, by phone at 916-445-4851 or by e-mail at atayo@cde.ca.gov, or Sean Hardin, SNP Specialist, by phone at 916-445-6775 or by e-mail at shardin@cde.ca.gov.

If you have any questions regarding cafeteria fund policy or regulations, please contact the SNP Unit by phone at 800-952-5609 or by e-mail at snpcafefundquestions@cde.ca.gov.

Thank you.

Seminar Location

Location	Facility	Date
Sacramento	Department of Health Services East End Complex–Auditorium 1500 Capitol Mall Sacramento, CA 95814 916-445-3700	Friday April 11, 2014
Fresno	Sunnyside High School Auditorium 1019 South Peach Avenue Fresno, CA 93727 559-457-6250	Wednesday April 30, 2014
Buena Park	Walter Knott Educational Center Multipurpose Room 7300 La Palma Avenue Buena Park, CA 90620 714-228-3154	Wednesday May 7, 2014
Escondido	Escondido Union High School District Boardroom 302 North Midway Drive Escondido, CA 92027 760-291-3200	Wednesday May 28, 2014