



# State of New Jersey

DEPARTMENT OF AGRICULTURE  
33 West State Street 4<sup>th</sup> Floor  
PO Box 334  
TRENTON NJ 08625-0334


CHRIS CHRISTIE  
*Governor*

KIM GUADAGNO  
*Lt. Governor*

DOUGLAS H. FISHER  
*Secretary*

June 2011

**TO: FAMILY DAY CARE PROGRAM SPONSORING ORGANIZATIONS**

**FROM:** Carrie I. Freeman-Wright, Assistant Coordinator   
Child and Adult Care Food Programs  
Bureau of Child Nutrition Programs

**SUBJECT: FDC Memo #11-13 – FAMILY DAY CARE SPONSOR TRAINING**

The Child and Adult Care Food Program (CACFP) will be conducting a two-day training session for Family Day Care Food Program Sponsoring Organizations on Thursday, August 4, 2010 and Friday, August 5, 2010. The training is designed to update existing sponsors in the areas of tiering determinations, monitoring requirements, civil rights compliance, and seriously deficient process, which includes recordkeeping, corrective actions, suspension, termination and disqualification of family day care homes.

You may choose to bring a bag lunch since the session will run from 9:30 am to 4:00 pm with a 45-minute break for lunch. The session is limited and reservations are accepted on a first-come first-serve basis. We strongly encourage you to have staff responsible for monitoring, and the day-to-day oversight of the CACFP attends this training.

Call Margaret Hughes at (609) 984-1250 to make a reservation; specify who will be attending each session. **The deadline for reservations is August 1, 2010.**

**Location:**

Cooperative Extension of Burlington County  
Rutgers New Jersey Agricultural Experiment Station  
2 Academy Drive  
Westampton, NJ 08060-3826

**Time:** 9:00 – 9:30 am - Registration  
9:30 – 4 pm - Workshop

**IMPORTANT!**

**We strongly recommend that you allow sufficient time for traffic and parking so that late arrivals will not unsettle the group.**

**Directions to Cooperative Extension of Burlington County**

**FROM NJ TURNPIKE EXIT 5** - Turn right onto Rt. 541 South. Just before the second light, take the right hand jughandle to Woodlane Road, Rt. 630 West. At second light, turn right onto Pioneer Drive. Follow Pioneer Drive to 4th left which is 2 Academy Drive. Building will be on right. Proceed past building to 1st right into parking lot. Cooperative Extension is first set of doors.

**FROM ROUTE 295** - Take Exit 45A onto Rancocas Road. At 3rd light, turn left on Irick Road. At next light, turn right onto Woodlane Road. At next light, turn left onto Pioneer Drive. Follow Pioneer Drive to 4th left which is 2 Academy Drive. Building will be on right. Proceed past building to 1st right into parking lot. Cooperative Extension is first set of doors.

**FROM ROUTE 206** - Southbound - turn right onto Rt. 537 West; Northbound - turn left onto Rt. 537 West. At 2nd light, turn right onto Woodlane Road, Rt. 630 west; At 4th light, turn right onto Pioneer Drive. Follow Pioneer Drive to 4th left which is 2 Academy Drive. Building will be on right. Proceed past building to 1st right into parking lot. Cooperative Extension is first set of doors.