



## North Carolina Department of Health and Human Services Division of Social Services

325 North Salisbury Street  
2420 Mail Service Center • Raleigh, North Carolina 27699-2420  
Courier # 56-20-25

Beverly Eaves Perdue, Governor  
Lanier M. Cansler, Secretary

Sherry S. Bradsher, Director  
(919) 733-3055

February 24, 2011

### **RE: Food and Nutrition Services Manager and Supervisor Meeting**

Dear County Director of Social Services:

#### **ATTENTION: Food and Nutrition Services Managers and Supervisors**

The Economic and Family Services Section cordially invites you to attend the Food and Nutrition Services Manager and Supervisor Meeting May 16-18, 2011. This meeting will serve to provide managers and supervisors with tools needed to assist in providing support to their staff. This meeting will also provide training designed to assist with the ongoing goal of reducing errors, customer service and staff development in the Food and Nutrition Services Program. An update on the rollout of NCFAST will also be discussed during this meeting.

The meeting will be held at the **North Raleigh Hilton, 3415 Wake Forest Road, Raleigh, NC 27609**. Registration will begin at noon on May 16, 2011 and the meeting will begin at 3:30 pm followed by Dinner and Awards Presentation to counties.

Each county may send the number of managers and supervisors previously requested from the survey that was sent out to counties on January 26, 2011. A hotel room for two nights will be provided via direct billing to the state for each attendee for counties located at least thirty-five miles from Raleigh. Attendees do not have to contact the hotel to make reservations; the state will provide a room list directly to the hotel. It will be necessary for each attendee to present a credit card at check-in to cover incidentals. The State will pay for the room and taxes only, not including incidentals such as telephone calls, in-room movies, and room service. Hotel check in is at 3:00 pm but attendees may be able to check in early depending on the availability of the hotel. The State will provide actual mileage reimbursement for one vehicle per county. There is no registration fee.

Attached is an updated tentative agenda and registration form to be completed by each county. The registration form must be completed and returned by **Friday, March 25, 2011**. The State will not reimburse for attendees meals outside the meals provided. Please note that dinner will be provided for all attendees on Monday, May 16, 2011, breakfast, lunch and dinner on Tuesday, May 17, 2011 and breakfast on Wednesday, May 18, 2011. It is very important that we have an accurate count of those who plan to attend the meals. Please assist us with this effort so we can be as accurate as possible. Attendees not spending the night at the Hilton are included in all the meals provided during the meeting.

Please note we are aware that individual situations and schedules change over time. Therefore, we will allow updates and changes to the conference attendee list through **Friday, April 8, 2011**.

If you have any questions or concerns, please contact David Locklear at (919) 334-1227 or via email at [David.Locklear@dhhs.nc.gov](mailto:David.Locklear@dhhs.nc.gov). We look forward to seeing you at this meeting.

Sincerely,

A handwritten signature in black ink that reads "Dean Simpson". The signature is written in a cursive style with a large, looped "D" and "S".

Dean Simpson, Chief  
Economic and Family Services Section

DS/dl  
Attachments (2)

**EFS-FNSEP-04-2011**