



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES

ECONOMIC & FAMILY SERVICES

ROY COOPER
GOVERNOR

MANDY COHEN, MD, MPH
SECRETARY

WAYNE E. BLACK
DIRECTOR

February 14, 2018

Dear County Director of Social Services

Attention: Food and Nutrition Services Administrators, Managers, and Supervisors

Subject: (Time Sensitive, Response Required) Food and Nutrition Services Training

The Department of Health and Human Services is pleased to announce that a Food and Nutrition Services (FNS) training will be held April 11- April 13, 2018 at the Sheraton Greensboro Hotel at Four Seasons, Joseph S. Koury Convention Center, 3121 West Gate City Boulevard, Greensboro, NC 27407. Registration will begin at 11:00 am on Wednesday, April 11, 2018 with the opening session beginning at 1:00 pm. The training will end at noon on Friday, April 13, 2018.

Each county will be provided two rooms per night and may send up to four staff to the training. Space for the training is limited. If space is available once registration has ended, counties will be given the opportunity to request additional slots. We are requesting that staff attending include FNS Managers, Supervisors and Caseworkers. We request that all counties participate in this training. The agenda will include training on Payment Accuracy, Application and Recertification Timeliness, ABAWD's, County Best Practices, Quality Control Errors, Management Evaluation Findings and other FNS related topics. A tentative agenda will be provided prior to the training.

Two hotel rooms per night will be provided via direct billing to the state for each county DSS Office located at least thirty-five miles from the Sheraton Four Seasons. 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 the attendee to present a credit card at check-in to cover incidentals for each room. 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 on April 11, but attendees may be able to check in early depending on the availability of the hotel. The State will **NOT** provide mileage reimbursement travel to and from the Sheraton. Snacks will be made available each day of the conference. Lunch will be made available on Thursday and continental breakfast will be provided on Thursday and Friday mornings. Any additional meals will be the responsibility of the attendee. There is no registration fee. Attached is a registration form to be completed by each county. The registration form must be completed and returned by **Monday, March 6, 2018**. Please note we are aware that individual situations and schedules change over time. Therefore,

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we will allow updates and changes to the conference attendee list through Friday, March 13, 2018.

If you have any questions, please contact Melodie Ford at (919) 527-7253 or via email at Melodie.D.Ford@dhhs.nc.gov . We look forward to seeing you at the training.

Sincerely,

A handwritten signature in blue ink that reads "David Locklear". The signature is fluid and cursive, with the first name "David" being more prominent.

David Locklear,
Deputy Director

Attachment: (1)
[Food and Nutrition Services Training Registration Form](#)

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