



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

• 325 North Salisbury Street •

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Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

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

February 14, 2007

RE: North Carolina Food Stamp Conference

Dear County Director of Social Services:

ATTENTION: Food Stamp Supervisors

The Economic Services Section and the Food Stamp Conference Planning Committee cordially invite you and your staff to attend the North Carolina Food Stamp Conference. The conference theme is Food Assistance What's On The Menu? The conference will primarily focus on payment accuracy. It will also provide counties with networking opportunities by allowing time to share best practices.

The conference will be held at the Sheraton Greensboro Hotel at Four Seasons, April 10-12, 2007. The conference will begin on Tuesday, April 10, at 1:00 p.m. and adjourn on Thursday, April 12, at 11:00 a.m. The Sheraton Four Seasons/Joseph S. Koury Convention Center is located at 3121 High Point Road, Greensboro, North Carolina. Directions are attached.

There are two methods for making room reservations. The two methods are as follows:

Method #1: Your County requests one hotel room paid by the State plus one hotel room for the Director or Assistant Director paid by the State - The Division will direct pay the hotel bill for one room per county for two nights. In addition, the Division will direct pay the hotel bill for one room per county for two nights for the Director or Assistant Director to attend the conference. Complete the attached Hotel Reservations Request and fax or email to our office by **March 02, 2007**. Please note that the State will pay for the room and taxes only, not including incidentals such as telephone calls, in-room movies, and room service. Therefore, it will be necessary for the primary attendee to present a credit card at check-in to cover incidentals. **Please do not make reservations with the hotel for the rooms paid by the State.**

Method #2: Your County requests one hotel room paid by the State and one hotel room for the Director or Assistant Director paid by the State plus one or more additional rooms reserved and paid by the County - The Division will direct pay the hotel bill for one room per county for two nights. In addition, the division will direct pay the hotel bill for one room per county for two nights for the Director or Assistant Director. Complete the attached Hotel Reservation Request and fax or email to our office by **March 02, 2007**. Call the hotel directly to reserve additional rooms. The telephone number is 336-292-9161. Please refer to "**Food Assistance Conference Res ID Group # FDD09A**" when making reservations to ensure the reduced room rate. The conference rate for additional rooms is \$117.00 (plus 13% sales tax) per

night for one to four persons. All reservations must be guaranteed with a one night deposit by credit card. To minimize errors, reservations for additional rooms must be in the name of someone other than the primary attendee of the room reserved by the State. The hotel reservation deadline is **March 10, 2007**.

Please note that the conference begins at 1:00 p.m. and hotel rooms will most likely not be available until after 3:00 p.m. Please plan accordingly so this will not create any problems for you prior to the opening session.

Attached is an updated agenda, a hotel reservation request form, a participant registration form, a memo regarding door prizes, and directions to the hotel. Please note that lunch will be provided for all attendees on Wednesday, April 11, 2007, and breakfast will be provided on Thursday, April 12, 2007. It is very important that we have an accurate count of those who plan to attend the luncheon and the breakfast. Please assist us with this effort so we can be as accurate as possible.

We are pleased that 96 of 100 counties plan to participate and look forward to seeing each of you in April. If you have any questions or concerns, please contact David Locklear at (919) 733-7831.

Sincerely,

Jane Schwartz, Chief
Economic Services Section

JS/dl
Attachments
FAEP-03-2007