



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

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Michael F. Easley, Governor  
Dempsey Benton, Secretary

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

March 4, 2008

**RE: North Carolina Food and Nutrition  
Services Conference**

Dear County Director of Social Services:

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

The Economic Services Section and the Food and Nutrition Services Conference Planning Committee cordially invite you and your staff to attend the North Carolina Food and Nutrition Services Conference. The conference theme is “**Food and Nutrition Network---Season Premiere.**” 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, June 4-6, 2008. The conference will begin on Wednesday, June 4<sup>th</sup> at 10:00 a.m. and adjourn on Friday, June 6<sup>th</sup> at 12:30 p.m. The Sheraton Four Seasons/Joseph S. Koury Convention Center is located at 3121 High Point Road, Greensboro, North Carolina. Directions are attached.

Each county will be limited to five staff members per day to attend the conference, including the Director or Assistant Director. Two hotel rooms for two nights will be provided **via direct billing** for counties located at least thirty-five miles from Greensboro. An additional hotel room for two nights will be provided **via direct billing** for a DSS Director or Assistant Director located at least thirty-five miles from Greensboro. We would like to see all DSS Directors in attendance at the conference.

The State will provide actual mileage reimbursement for one vehicle per county as well as mileage for the DSS Director or Assistant Director for those counties that are at least 35 miles from the conference site. There is no registration fee.

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

**Method #1: Your County requests two hotel rooms 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 two rooms 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 online “Hotel Reservations Request” at [http://www.ncdhhs.gov/dss/proinfo/fns\\_conf\\_2008.htm](http://www.ncdhhs.gov/dss/proinfo/fns_conf_2008.htm) by **March 28, 2008**. 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 two hotel rooms 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 two rooms 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 online "Hotel Reservation Request" at [http://www.ncdhhs.gov/dss/proinfo/fns\\_conf\\_2008.htm](http://www.ncdhhs.gov/dss/proinfo/fns_conf_2008.htm) by **March 28, 2008**. Call the hotel directly to reserve additional rooms. The telephone number is 336-292-9161. Please refer to "**Food and Nutrition Services Conference Res ID Group # FSF03A**" when making reservations to ensure the reduced room rate. The conference rate for additional rooms is \$119.00 (plus 12.75% 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 **May 5, 2008**.

Please note that the conference begins at 10:00 a.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 tentative agenda, a memo regarding door prizes and directions to the hotel. The registration form must be completed and submitted online at [http://www.ncdhhs.gov/dss/proinfo/fns\\_conf\\_2008.htm](http://www.ncdhhs.gov/dss/proinfo/fns_conf_2008.htm) by **March 28, 2008**. The State will be unable to reimburse for participant meals; however, please note that lunch will be provided for all attendees on Wednesday and Thursday June 4<sup>th</sup> and 5<sup>th</sup>, and breakfast will be provided on Thursday and Friday, June 5<sup>th</sup> and 6<sup>th</sup>. There will be a "Meet and Greet Social on Wednesday evening, June 4<sup>th</sup>". It is very important that we have an accurate count of those who plan to attend the luncheons, social and breakfasts. Please assist us with this effort so we can be as accurate as possible.

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 **May 15, 2008**.

For your convenience please visit the conference website at [http://www.ncdhhs.gov/dss/proinfo/fns\\_conf\\_2008.htm](http://www.ncdhhs.gov/dss/proinfo/fns_conf_2008.htm), where you will find interactive registration forms and additional information. If you have any questions or concerns, please contact David Locklear at (919) 733-7831. We look forward to seeing you in June.

Sincerely,

/S/

Dean Simpson, Chief  
Economic Services Section

DS/dl  
Attachments  
**FNSEP-02-2008**