**Personal User Code (PUC) Request Form and SNP Training Pre-Enrollment Form**

**ONLY USE THIS FORM if you need a PUC or you are unable to Self-Register for class!**

Please fax your COMPLETED form to the SNP Training Unit at 512-371-9692 or 512-420-2598.

You MUST fill in every section (mark “NONE” if necessary). Incomplete forms cannot be processed!

List the name of at least one (1) other person from your organization who is already in the training registration database (or list NONE if you are the only person):

<table>
<thead>
<tr>
<th>Name(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: JAN-09-6789 (If you were born Jan 9 and your SSN is 123-45-6789). The Personal User Code (PUC) will be your unique number (password) to register for all training events. This code is the first 3 letters of your birth month; a hyphen (-); the 2 digit day of birth; a hyphen (-); and the last 4 digits of your Social Security Number (SSN).</td>
</tr>
</tbody>
</table>

**Job Category**

Circle appropriate CODE in Box at right.

**JOB CATEGORY CODES (choose one ONLY)**

- 01 = Educator
- 02 = Administrator (Directors and Management Staff)
- 03 = Food Service
- 04 = SNP Field Office Staff (TX ONLY)
- 05 = SNP State Office Staff (TX ONLY)
- 06 = USDA
- 07 = Parent
- 08 = Out of State Child Nutrition/Food Distribution Staff
- 09 = Other

**Service Code**

Circle appropriate CODE in Box at right.

**SERVICE CODES (choose one ONLY)**

- DP = Multiple Nutrition Programs (Use this Code if you have more than one active SNP contract.)
- DQ = Day Homes
- DR = Child Care Food Program (Child Care Center)
- DS = Adult Day Care Program (Adult Day Care Center)
- DT = Summer Food Service Program
- DU = Special Milk
- DV = Breakfast/Lunch
- DY = TEFAP Reimbursement Contracts

**PLEASE PRINT**

With a few exceptions, you have the right to request and be informed about the information the Department of Human Services (DHS) obtains about you. You are entitled to receive and review the information upon request. You also have the right to ask DHS to correct information that is determined to be incorrect. (Government Code Sections 552.021, 552.023, 559.004). To find out about your information and your right to request correction, please contact Pam Powell at (512) 420-2590.