NOTICE

Date: February 29, 2008
Reference: # SMP 2008-1

To: Special Milk Program (SMP) Contractors
Subject: Nutrition Workshops

Purpose
The Food and Nutrition Division (FND) is pleased to announce that we will be offering several nutrition workshops for current contractors in the upcoming months.

Training Locations
These workshops will be held in several major locations throughout the state to include: Abilene; Austin; Corpus Christi; Dallas/Fort Worth area; El Paso; Houston; Lufkin/Tyler area; McAllen; Pan Handle area; San Antonio; and Waco.

Training Requirement
At this time, these training topics are OPTIONAL for all current contractors.

Note: individual contractors may be given specific instructions to complete the training. For example – a Food and Nutrition Field Office Monitor may require a contractor to complete the training as part of a Corrective Action Plan.

Training Topics
The first workshops to be offered will be Feeding Infants and Kitchen Math. Plans are underway to add additional nutrition topics.

Please check the FND Learning Center website often as these workshops will be available soon.

How to Register
You can access the FND Learning Center to watch for these upcoming nutrition-related events by going to the Texas Department of Agriculture website at www.snptexas.org, select “Continue to SNPTexas.org,” and click on the “Program/Nutrition Training” link. Choose the “Scheduled Classes” link from the left hand navigation bar to enter the FND Learning Center.

Personal User Code Requirement
You must have an active Personal User Code (PUC) to self-register for training.

You may request a PUC, by downloading a “FND Training Request Form” from the left-hand navigation bar on the training web site. Complete the requested information and fax your form to the FND Training Unit at 512-371-9692 or 512-420-2598. You will be notified by mail that your PUC is active.

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### Subscribe to FND e-News

If you have not already done so, we recommend that you subscribe to FND e-News. All e-News subscribers will be notified of new events when they first become available. You can subscribe to this service online using the “Subscribe to FND e-News” link located on the FND web site at [www.snptexas.org](http://www.snptexas.org).

### Special Request Workshops

We encourage contractors to enroll in nutrition classes of interest once they become available on our Website. This is the primary and preferred way that we provide training. However, on a limited basis, we will provide one of our nutrition workshops upon request if the following requirements are met:

- funds are available;
- at least 25 participants will attend the class;
- the contractor provides the training space; and
- the workshop topic is not scheduled for the contractor’s area.

### Contact

Please contact the Training Unit at snptrainingunit@tda.state.tx.us or 512-420-2590 if you have any questions concerning our nutrition workshops.