



Office of P-12 Instructional Support  
Child Nutrition Program Administration  
89 Washington Avenue, Room 375 EBA, Albany, NY 12234  
(518) 473-8781 | Fax (518) 473-0018  
<https://www.cn.nysed.gov>  
[cntraining@nysed.gov](mailto:cntraining@nysed.gov)

### Child Nutrition Program Training Request Form

Please provide at least four to six (4-6) weeks' advance notice to schedule a training

Date: \_\_\_\_\_

#### Contact Information

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Address of Training Facility:  
\_\_\_\_\_  
\_\_\_\_\_

#### Training Information

Topic(s) Requested: \_\_\_\_\_ Proposed Date: \_\_\_\_\_

Training Format: \_\_\_\_\_ Alternate Date: \_\_\_\_\_

Resources Req'd: \_\_\_\_\_

Handouts Required? Y N

#### Training Audience

Food Service Director

Food Service Staff

Administration

Other: \_\_\_\_\_

**If requesting Face-to-Face training, complete the fields below. All requests must have a minimum of 15 anticipated participants:**

Anticipated No. of Participants: \_\_\_\_ Type of Facility: \_\_\_\_\_

Anticipated Start Time: \_\_\_\_\_ Type of Equipment Available:

Is WiFi Available? Y N  Computer/Laptop  Microphone  Power Cord

Handicapped Accessible? Y N  Projector  Screen  Smart Board

Requested Master Instructor:  
\_\_\_\_\_

#### Comments:

## Child Nutrition Program Training Request Form

### Training Request Approval

For NYSED use only

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Assigned: \_\_\_\_\_

#### USDA Nondiscrimination Statement

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>(link is external), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) **mail:** U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
- (2) **fax:** (833) 256-1665 or  
(202) 690-7442; or
- (3) **email:** [Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

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