

MEMO

TO: School Food Authorities Contracting with a Food Service Management Company and Food Service Management Company Representatives

FROM: Vonda Cooke, M.S., R.D., State Director, Child Nutrition Programs

DATE: October 10, 2012

RE: Contracting with a Food Service Management Company Webinar Training

MESSAGE:

The Division of Food and Nutrition has released a recorded webinar training entitled, Contracting with a Food Service Management Company. The training is not required. However, to promote a greater understanding of the procurement requirements and avoid delays in the contract approval process, we strongly encourage all School Food Authorities and Food Service Management Companies view it.

The recorded webinar can be accessed on the School Nutrition Toolbox at <http://www.schoolnutritiontoolbox.org/moodle>, as follows:

1. Create your new account by selecting login link found in the upper right. You will be forwarded to the "Login/Create New Account" page.
2. Click on the link to "Create new account" found at the bottom of the "Is this your first time here" column.
3. Fill out the registration form (if you are a FSMC, please enter 777777777 for the AUN number on the registration form), and you should receive a confirmation e-mail with further instructions to complete the registration process.
4. If you do not receive your confirmation e-mail, please contact Charlie Orlofsky at 814-863-3833 or by e-mail at cjo2@psu.edu.