



**North Carolina Department of Health and Human Services  
Division of Public Health – Women’s & Children’s Health Section**

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Michael F. Easley, Governor

Carmen Hooker Odom, Secretary

**CACFP 04-01**

January 23, 2004

**To:** Institutions Participating in the Child and Adult Care Food Program

**From:** Arnette Cowan, MS, RD, LDN  
Head, Special Nutrition Programs

**Subject:** **STAFF ASSIGNMENTS/RESPONSIBILITIES**

The Special Nutrition Programs (SNP) Unit has recently undergone some changes in staff assignments/responsibilities. The regional staff has been divided into two teams: one team will conduct administrative reviews and the other team will provide technical assistance and training. It is our intent that this change will result in a more efficient and effective operation of the SNP Unit, as well as an increased effort to ensure that institutions and sponsoring organizations are given every opportunity to continue program participation by operating in compliance with rules and regulations of the program.

Trainers will be responsible for providing training and technical assistance to institutions and sponsoring organizations. The training team is composed of Brenda Sutton, Team Leader; Amy Evans; Deidra Jackson; Martha Myers and Susan Pouria. The administrative review team is composed of Ivy Early, Team Leader, Dalnice Bowman, Waunea Woods, and Cassandra Harris.

Effective immediately, independent institutions, sponsoring organizations of day care homes, and sponsoring organizations of centers may direct all requests for training and/or technical assistance, or any questions you may have concerning the operation of the Child and Adult Care Food Program, to the consultant assigned to your county (see attachment).

Thank you for your cooperation and understanding as we implement this change. Again, if you have questions, please contact the consultant assigned to your county.

cc: SNP Staff  
Audit Unit

attachment (consultant chart)



**NC Department of Health and Human Services/Division of Public Health  
Nutrition Services – Special Nutrition Programs**

**Consultants/Counties  
Technical Assistance/Training/Application Review**

<b>CONSULTANTS</b> <i>(Child and Adult Day Care Centers)</i>	<b>REGIONAL OFFICES/ Courier NUMBERS</b>	<b>COUNTIES</b>
<p><b>Amy P. Evans</b>, Nutrition Consultant 828-627-1238 828-627-1238 fax <a href="mailto:Amy.evans@ncmail.net">Amy.evans@ncmail.net</a></p>	<p><b>Asheville Regional Office (Home Based)</b> 12910 Betsy’s Gap Road Clyde, NC 28721</p>	<p>Avery, Buncombe, Burke, Cabarrus , Cherokee, Clay, Cleveland, Gaston, Graham, Haywood, Henderson, Jackson, Macon, Madison, McDowell, Mecklenburg , Mitchell, Polk, Rutherford, Swain, Transylvania, Yancey</p>
<p><b>Martha Myers</b>, Nutrition Consultant 336 771-4608, ext. 342 336-771-4637 fax <a href="mailto:martha.myers@ncmail.net">martha.myers@ncmail.net</a></p>	<p><b>Winston-Salem Regional Office</b> 585 Waughtown Street Winston-Salem, NC 27107 <b>Courier # 13-15-01</b></p>	<p>Alamance,Alexander, Alleghany, Ashe, Caldwell, Caswell, Catawba, Davie, Forsyth, Guilford, Iredell, Lincoln, Rockingham, Rowan, Stokes, Surry, Watauga,Wilkes, Yadkin</p>
<p><b>Deidra Jackson</b>, Nutrition Consultant 910-486-4064 910-486-1477 fax <a href="mailto:deidra.jackson@ncmail.net">deidra.jackson@ncmail.net</a></p>	<p><b>Fayetteville Regional Office</b> 225 Green Street, Suite 904 Fayetteville, NC 28301-5043 <b>Courier # 14-56-48</b></p>	<p>Anson, Chatham, Davidson, Durham, Franklin, Granville Lee, Montgomery, Moore, Orange, Person, Randolph, Richmond, Scotland, Stanly, Union, Vance, Wake, Warren</p>
<p><b>Brenda Sutton</b>, Lead Regional Consultant 910-486-4116 910 486-1477 fax <a href="mailto:brenda.sutton@ncmail.net">brenda.sutton@ncmail.net</a></p>	<p><b>Fayetteville Regional Office</b> 225 Green Street, Suite 904 Fayetteville, NC 28301-5043 <b>Courier # 14-56-48</b></p>	<p>Cumberland, Harnett, Hoke, Johnston</p>
<p><b>Susan Pouria</b>, Nutrition Consultant 252-514-2124 252-514-2133 fax <a href="mailto:susan.pouria@ncmail.net">susan.pouria@ncmail.net</a></p>	<p><b>Washington Regional Office(Home Based)</b> PO Box 12965 New Bern, NC 28561-2965</p>	<p>Beaufort, Bertie, Bladen, Brunswick, Camden, Carteret, Chowan, Columbus, Craven, Currituck, Dare, Duplin, Edgecombe, Gates, Green, Halifax, Hertford, Hyde, Jones, Lenoir, Martin, Nash, New Hanover, Northampton, Onslow, Pamlico, Pasquotank, Pender, Perquimanns, Pitt, Robeson, Sampson, Tyrell, Washington, Wayne, Wilson</p>