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STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



THOMAS D. WATKINS, JR.
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PUBLIC INSTRUCTION

**FISCAL YEAR 2005
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMO #14**

TO: Child and Adult Care Food Program Institutions

FROM: Mary Ann Chartrand, Director
Grants Coordination and School Support

DATE: March 25, 2005 - **Reissued**

SUBJECT: **CACFP Site Training Prior to Approval**

Notification of Federal regulation changes was sent in September 2004, via FY 2004 Operational Memo #25, Federal Interim Rule: Child and Adult Care Food Program: Improving Management and Program Integrity. This rule became effective October 1, 2004 and includes additional requirements for participation in the Child and Adult Care Food Program (CACFP).

A new requirement concerns the training of program staff at a new site. Training on program duties and responsibilities to staff at all sponsored facilities is required **prior** to the beginning of program operations when a new site is added to your organization. This means training must be conducted for all staff and the training date entered on the program site application (CNAP) before the new site will be approved for CACFP participation by state staff.

At a minimum, training must include instruction appropriate to the level of staff experience and duties on the Program's meal patterns, meal counts, claims submission and review procedures, recordkeeping requirements, and reimbursement system. Attendance by all staff is mandatory.

This training is in addition to the annual mandatory training for staff at all child care sites.

Please keep this memo on file or in a notebook for quick and easy reference.

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324