TO: Child and Adult Care Food Program Institutions

FROM: Mary Ann Chartrand
Grants Coordination and School Support

DATE: October 4, 2005

SUBJECT: FY 2006 Child and Adult Care Food Program Orientations

Training regarding the Child and Adult Care Food Program (CACFP) will be offered at 5 locations on various dates during the fiscal year. The Program Orientation will focus on the record keeping requirements of the program.

The Child and Adult Care Food Program Orientation is designed for:
• New CACFP Sponsors
• New staff of participating institutions responsible for record keeping
• Staff of current participating institutions desiring a program “refresher”

In some cases, we will recommend that personnel who are responsible for ensuring program compliance attend a session as part of corrective action from an administrative review.

Attached is a copy of the training agenda. Topics that will be addressed include: income eligibility forms, monitoring, meal attendance, allowable costs and claim preparation, and menus.

Also attached is information on the dates and locations of the sessions. The sessions will begin promptly at 9:00 a.m. and end at 3:00 p.m. Lunch is on your own. You must complete and fax the attached registration form to confirm participation, as attendance is limited. Please note that each session has a final submission date for registration. Maps for each location are attached. There is no charge to attend a CACFP Orientation session. Keep a copy of the registration form for your records.

If you have any questions, please contact the Child and Adult Care Food Program at (517) 373-7391.

Enclosures (8)
Michigan Department of Education
Child and Adult Care Food Program

Fiscal Year 2006 Orientation Registration Form

Check the Orientation date and session you plan to attend:  (Check only one)

- November 1, 2005 Wayne RESA, Wayne
  5454 Venoy Road
  Wayne, 48184-2532
  9:00 am – 3:00 pm

- March 14, 2006 Washtenaw ISD, Ann Arbor
  1819 S. Wagner Road
  Ann Arbor, 48105
  9:00 am – 3:00 pm

- May 9, 2006 Kalamazoo RESA, Kalamazoo
  1819 E. Milham
  Kalamazoo, 49001
  9:00 am – 3:00 pm

- August 15, 2006 Wayne RESA, Wayne
  5454 Venoy Road
  Wayne, 48184-2532
  9:00 am – 3:00 pm

- September 12, 2006 Genesee ISD, Flint
  2413 W. Maple Avenue
  Flint, 48507
  9:00 am – 3:00 pm

PLEASE FAX to:  (517) 373 - 4022

Institution:______________________________________________________________

Agreement # ____________________ Telephone #:________________________

Name(s), Title(s), & email of those attending:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Return this as soon as possible for the date you wish to attend. If you have any questions you may contact Connie Kraft at (517) 335-2403.
## Fiscal Year 2006 Child and Adult Care Food Program Orientation Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Registration Deadline</th>
<th>Time</th>
<th>Location</th>
<th>Capacity</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 1, 2005</td>
<td>ASAP</td>
<td>9:00 am to 3:00 pm</td>
<td>Wayne RESA Rooms 2 &amp; 3 Annex</td>
<td>Limit: 60 Persons</td>
<td>5454 Venoy Road Wayne, 48184-2532</td>
</tr>
<tr>
<td>March 14, 2006</td>
<td>February 14, 2006</td>
<td>9:00 am to 3:00 pm</td>
<td>Washtenaw ISD Vogel A</td>
<td>Limit: 50 Persons</td>
<td>1819 S. Wagner Rd Ann Arbor, 48105</td>
</tr>
<tr>
<td>May 9, 2006</td>
<td>April 9, 2006</td>
<td>9:00 am to 3:00 pm</td>
<td>Kalamazoo ISD Rooms A &amp; B</td>
<td>Limit: 50 Persons</td>
<td>1819 E. Milham Kalamazoo, 49002</td>
</tr>
<tr>
<td>August 15, 2006</td>
<td>July 15, 2006</td>
<td>9:00 am to 3:00 pm</td>
<td>Wayne RESA Rooms 2 &amp; 3 Annex</td>
<td>Limit: 60 Persons</td>
<td>5454 Venoy Road Wayne, 48184-2532</td>
</tr>
<tr>
<td>September 12, 2006</td>
<td>August 12, 2006</td>
<td>9:00 am to 3:00 pm</td>
<td>Genesee ISD Erwin L. Davis Education Center Room AB</td>
<td>Limit: 45 Persons</td>
<td>2413 W. Maple Avenue Flint, 48507</td>
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</tbody>
</table>
Introductions/CACFP Updates

Monthly Record Keeping Requirements
- Reimbursement Claim
- Reimbursement Computation
- Status Report
- Claim Amendment
- State of Michigan Check
- Title XX Requirement (for-profit centers only)

Daily Record Keeping Requirements
- Menus (Child and Infant)
- Meal Attendance
- Center Attendance

Annual Record Keeping Requirements
- Application/MAIN/MEIS
- Income Eligibility Statements
- Civil Rights/Ethnic Data
- Staff Training
- Site Monitoring (Multi-sites only)
- Procurement/Buying Procedures (comparison shopping)

Other Records
- Documentation of Enrollment
- CACFP Operational Memos
- Child Day Care License
- Reviews and Audits
- Blank Forms
Are you coming to Washtenaw Intermediate School District (WISD) or High Point School for a meeting?

Our address is:
WISD’s Teaching and Learning Center
1819 S. Wagner, P.O. Box 1406
Ann Arbor, MI 48106-1406
Phone: (734) 994-8160
Fax: (734) 994-2203

To reach us:

From Lansing/Flint or other points north
Take US 23 south to M-14 west. Take M-14 west about 3 miles to exit #2 Maple Mill Rd. At the end of the exit ramp is a stop sign. This is Maple Rd. Cross over Maple Rd and continue going straight on the service drive to the next stop sign which is Miller. Turn right or west on Miller. Go about 1.5 miles to Wagner Road. Turn left or south on Wagner Rd. Travel about 2.5 miles on Wagner Rd. You will pass Dexter Rd, Jackson Rd, and Liberty Rd. After you pass Liberty Rd, you will be within about 1/2 mile of Washtenaw Intermediate School District. You will see it on your left. For High Point School and the Teaching and Learning Center and Administration, enter the second or southern-most driveway.

From Monroe or other points south
Take US 23 north to I-94 west. Take I-94 west about 5 miles to exit #175 Saline-Ann Arbor Rd. At the end of the exit ramp, turn right or north on Saline-Ann Arbor Rd. Travel about 1.5 miles to Scio Church Rd. You can only turn left or west on Scio Church Rd. Travel on Scio Church Rd about 3.5 miles to Wagner Rd. Turn right or north on Wagner Rd. Within about 1/2 mile, you will see Washtenaw Intermediate School District on your right. For High Point School and the Teaching and Learning Center and Administration, enter the first or southern-most driveway.

From Detroit or other points east
Take I-94 west. Go past the junction of US 23 and continue on I-94 west about 5 miles to exit #175 Saline-Ann Arbor Rd. At the end of the exit ramp, turn right or north on Saline Ann Arbor Rd. Travel about 1.5 miles to Scio Church Rd. You can only turn left or west on Scio Church Rd. Travel on Scio Church Rd about 3.5 miles to Wagner Rd. Turn right or north on Wagner Rd. Within about 1/2 mile you will see Washtenaw Intermediate School District on your right. For High Point School and the Teaching and Learning Center and Administration, enter the first or southern-most driveway.

From Jackson or other points west
Take I-94 east to exit #169 Zeeb Rd. At the end of the exit ramp, turn right or south. Take Zeeb Rd about 1.5 miles to Liberty Rd. Turn left or east on Liberty Rd. Take Liberty Rd about 2 miles to Wagner Rd. Turn right or south on Wagner Rd. Within about 1/2 mile you will see Washtenaw Intermediate School District on your left. Enter the second or southern-most driveway.
Kalamazoo Regional Service Educational Area
1819 E. Milham Road
Kalamazoo, Michigan 49001
Genesee Intermediate School District

Map to GISD Buildings

ERWIN L. DAVIS EDUCATION CENTER
2413 West Maple Avenue, Flint, Michigan 48507-3493
(810) 591-4400