TO: Child and Adult Care Food Program Institutions

FROM: Mary Ann Chartrand
Grants Coordination and School Support

DATE: October 12, 2004

SUBJECT: FY 2005 Child and Adult Care Food Program Orientations

Training regarding the Child and Adult Care Food Program (CACFP) will be offered at 8 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 to 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 more 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. 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, as confirmation notices will not be sent.

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

Enclosures (12)
2005 Orientation Registration Form

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

- November 9, 2004 Kent Intermediate School District, Grand Rapids
- February 3, 2005 Wayne RESA, Wayne
- March 9, 2005 Kalamazoo RESA, Kalamazoo
- April 12, 2005 Traverse Bay Area ISD, Traverse City
- May 17, 2005 Washtenaw ISD, Ann Arbor
- August 2, 2005 Wayne RESA, Wayne
- September 13, 2005 Genesee ISD, Flint
- September 29, 2005 Baker Olin-West, Lansing

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. You will not receive a confirmation. If you have any questions you may contact Connie Kraft at (517) 335-2403.

Department of Education, Child and Adult Care Food Program
P.O. Box 30008, 608 W. Allegan
Lansing Michigan 48909
Child and Adult Care Food Program

Fiscal Year 2005 Child and Adult Care Food Program Orientation Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Final Registration Date</th>
<th>Time</th>
<th>Location</th>
<th>Capacity</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 9, 2004</td>
<td>ASAP</td>
<td>9:00 am to 3:00 pm</td>
<td>Kent ISD Rouge Room</td>
<td>Limit: 40 Persons</td>
<td>2930 Knapp N.E. Grand Rapids 49505</td>
</tr>
<tr>
<td>February 3, 2005</td>
<td>January 3, 2005</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 9, 2005</td>
<td>February 9, 2005</td>
<td>9:00 am to 3:00 pm</td>
<td>Kalamazoo RESA</td>
<td>Limit: 50 Persons</td>
<td>1819 E. Milham Road Kalamazoo 49001</td>
</tr>
<tr>
<td>April 12, 2005</td>
<td>March 11, 2005</td>
<td>9:00 am to 3:00 pm</td>
<td>Traverse Bay Area ISD Confe Rm A</td>
<td>Limit: 20 Persons</td>
<td>1101 Red Drive Traverse City 49696</td>
</tr>
<tr>
<td>May 17, 2005</td>
<td>April 18, 2005</td>
<td>9:00 am to 3:00 pm</td>
<td>Washtenaw ISD Vogel A</td>
<td>Limit: 50 Persons</td>
<td>7819 S Wagner Rd Ann Arbor 48105</td>
</tr>
<tr>
<td>August 2, 2005</td>
<td>July 1, 2005</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 13, 2005</td>
<td>August 12, 2005</td>
<td>9:00 am to 3:00 pm</td>
<td>Genesee ISD Room AB Flint</td>
<td>Limit: 45 Persons</td>
<td>2413 W. Maple Avenue Flint 48507</td>
</tr>
<tr>
<td>September 29, 2005</td>
<td>August 29, 2005</td>
<td>9:00 am to 3:00 pm</td>
<td>Baker Olin West Rooms B &amp; C</td>
<td>Limit: 50 Persons</td>
<td>3423 N. Martin Luther King Lansing 48910</td>
</tr>
</tbody>
</table>
Introductions/ CACFP Updates

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)

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

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

Other Records
- Documentation of Enrollment
- CACFP Operational Memos
- Child Day Care License
- Reviews and Audits
- Blank Forms

CACFP Resources
Kalamazoo Regional Service Educational Area
1819 E. Milham Road
Kalamazoo, Michigan 49001
Directions to TBA ISD Administration Complex and Career Tech Center

- Turn west off Division at this point (11th St) and follow the red and white signs. Each turn is marked. (Turn right on Brown Dr. to get to Admin Entrance) Main conference center entrance and parking are located through the main parking lot, then to the left.
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) 994-8100
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 Miller 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 Rd. 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.
Genesee Intermediate School District

Map to GISD Buildings

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

2. **SPECIAL EDUCATION SERVICES CENTER – NORTH**
   5075 Pilgrim Road, Flint, Michigan 48507
   (810) 591-4494

3. **SPECIAL EDUCATION SERVICES CENTER – SOUTH**
   5089 Pilgrim Road, Flint, Michigan 48507
   Health, Safety and Nutrition Services (810) 591-4471
   Early Childhood Programs & Services (810) 591-4883

4. **ELMER A. KNOPF LEARNING CENTER (EKLC)**
   1493 West Maple Avenue, Flint, Michigan 48507
   Trainable Mentally Impaired Program (810) 591-4489
   Autistic Impaired Program (810) 591-4485

5. **MARION D. CROUSE INSTRUCTIONAL CENTER (MCIC)**
   3330 Luce Road, Flushing, Michigan 48433
   Severely Mentally and Multiply Impaired Program
   (810) 591-4507

**MOTT MIDDLE COLLEGE (MMC)**
Mott Memorial Building, 1401 East Court Street, Flint
(810) 232-8530

The MMC office is located in Room 1123 of the Mott Memorial Building
Driving directions:

Baker Olin West
3423 N. Martin Luther King Jr. Blvd
Lansing, MI 48910

Coming from Detroit
Take I-96 W to I-127 N
Take I-127 N to the I-496 W exit
Take I-496 to exit 5 - Martin Luther King, Jr. Blvd. (MLK Blvd.)
Use the far right lane on the exit ramp
Turn right on MLK Blvd. (North)
Follow MLK Blvd. all the way to Baker Olin North/South.
It is a brick building and will be on the left hand side. Baker Olin West
is located behind the North/South building (it is actually the same building).
Drive behind the building for parking and entry. If you get to the airport,
you have gone too far and need to turn around.

Coming from Jackson
Take I-127 N to I-496 W
Take I-496 to exit 5 - Martin Luther King, Jr. Blvd. (MLK Blvd.)
Use the far right lane on the exit ramp
Turn right on MLK Blvd. (North)
Follow MLK Blvd. all the way to Baker Olin North/South.
It is a brick building and will be on the left hand side. Baker Olin West
is located behind the North/South building (it is actually the same building).
Drive behind the building for parking and entry. If you get to the airport,
you have gone too far and need to turn around.

Coming from Grand Rapids
Take I-96 E to I-496 E
Take I-496 E to exit 5 - Martin Luther King, Jr. Blvd. (MLK Blvd.)
Use the far left lane on the exit ramp
Turn left onto MLK Blvd. (North)
Follow MLK Blvd. all the way to Baker Olin North/South.
It is a brick building and will be on the left hand side. Baker Olin West
is located behind the North/South building (it is actually the same building).
Drive behind the building for parking and entry. If you get to the airport,
you have gone too far and need to turn around.

The building is located across the street from Bio Port. The meeting is in Room B & C. You will have
to be escorted to the room.