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STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

**FISCAL YEAR 2011
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMORANDUM #12**

TO: Child and Adult Care Food Program Sponsors of Centers

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

DATE: June 21, 2011

**SUBJECT: Fiscal Year (FY) 2011 Child and Adult Care Food Program (CACFP)
New Budget Process Training for Sponsors of Centers**

Eight (8) budget worksheet trainings have been scheduled for Child Care Sponsors of Centers in the Child and Adult Care Food Program (CACFP) for Fiscal Year 2011. This training is to provide instruction, guidance, and technical assistance for the new budget worksheets that are required for the FY 2012 CACFP application. **THIS TRAINING IS FOR SPONSORS OF CENTERS ONLY. THIS TRAINING IS NOT INTENDED FOR INDEPENDENT CENTERS.**

The CACFP trainings are designed for staff that create, monitor, and submit monthly claims and annual budgets as part of the CACFP application. In some cases, CACFP staff will recommend that personnel who are responsible for ensuring fiscal compliance attend a session as part of corrective action from an administrative review.

Training sessions are three hours in duration and will begin promptly at the listed time. Meals and/or snacks will not be provided. Although there is no charge to attend a CACFP training session, registration is required as seating is limited.

Complete the attached registration form and fax or e-mail to confirm participation. Keep a copy of the registration form for your records. Certificates that can be used toward the annual training required by the Department of Human Services will be available upon completion of the training.

The training schedule and registration form are also posted on the CACFP website under Training at www.michigan.gov/cacfp. Questions regarding these trainings may be directed to the CACFP staff at (517) 373-7391.

Attachment

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