



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

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STATE SUPERINTENDENT

**FISCAL YEAR 2016
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMORANDUM #13**

TO: Child and Adult Care Food Program Institutions

FROM: Marla J. Moss, Director
Office of School Support Services

DATE: May 19, 2016

SUBJECT: Fiscal Year (FY) 2016 Child and Adult Care Food Program (CACFP) Trainings

ACTION: Registration Process for Application Trainings

Re-Certification of the Child and Adult Care Food Program (CACFP) Application and Budget Worksheet workshops will be offered at nine (9) locations. CACFP trainings are free of charge and are designed for independent centers and sponsors of centers that are re-applying for the CACFP. All attendees must be an approved CACFP participant to attend this workshop and have a Level 2 or higher security access in the Michigan Electronic Grant System Plus (MEGS+). At this workshop, participants will receive hands-on assistance from the CACFP staff to re-certify applications and complete budget worksheets.

Registration for CACFP trainings is required due to limited seating. Individuals registering for CACFP trainings must create an account on the [Eventbrite website](http://www.Eventbrite.com) (www.Eventbrite.com). Save account information as CACFP staff will not have access to that information. The registration process for Eventbrite is posted on the [CACFP website](http://www.michigan.gov/cacfp) (www.michigan.gov/cacfp) under Training. Registration instructions are also attached to this memo. All training sessions will begin promptly at the time indicated. Questions regarding these trainings may be directed to CACFP staff at 517-373-7391.

Persons with disabilities needing reasonable accommodations for effective participation in the workshop should contact the CACFP office at 517-373-7391. All requests for accommodations should be made at least two weeks prior to training.

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**CACFP
Fiscal Year 2016 Training
Eventbrite Online Registration Instructions**

To register:

1. Go to the [Eventbrite website](http://www.Eventbrite.com) (www.Eventbrite.com).
2. Create an account, which will require an email address and a password. Save account information.
3. Search for CACFP trainings by the city of the training location, by the training date, or by typing: Child and Adult Care Food Program in the search field to display all sessions.
4. Complete all of the required registration information:
 - First Name and Last Name
 - E-Mail Address
 - Job Title
 - Company/Organization Name
 - Work Phone Number
 - CACFP Agreement Number
 - County Name (example Ingham, Wayne, Oakland, etc.)
 - Sponsor (multiple feeding sites) or Independent (single feeding site)
Register for the appropriate site; choose only one
 - Select the session(s) to attend
5. Review information. At least one attendee for a current participating institution must have Level 2 or higher security access in the MEGS+ system to receive assistance to re-certify the application/budget. When all of the required fields are complete, click "complete registration." Print registration confirmation.
6. To cancel a reservation, go to [Eventbrite website](http://www.Eventbrite.com) (www.Eventbrite.com), log in, and cancel the reservation.

Questions regarding this online registration process can be directed to Katherine Foreman, Registration Coordinator, at foremank4@michigan.gov or by phone at 517-373-7391.

**Fiscal Year 2016 CACFP Application
Re-Certification and Budget Training Schedule**

Day	Month	Date	Location	Address
Tuesday	July	12	Marquette-Alger RESA	321 East Ohio Street Marquette, MI 49855
Tuesday	August	9	Saginaw Transitions Center	3860 Fashion Square Saginaw, MI 48638
Wednesday	August	17	Washtenaw ISD	1819 S. Wagner Road Ann Arbor, MI 48103
Wednesday	August	24	Detroit Public Library	5201 Woodward Avenue Detroit, MI 48202
Thursday	September	1	Lansing Michigan Works	2110 South Cedar Street Lansing, MI 48910
Thursday	September	8	Kent ISD	2930 Knapp Street, NE Grand Rapids, MI 49525
Wednesday	September	21	Detroit Public Library	5201 Woodward Avenue Detroit, MI 48202
Tuesday	September	27	Genesee ISD- Davis Building	2413 West Maple Avenue Flint, MI 49002
Thursday	October	6	Kalamazoo RESA	1819 East Milham Avenue Portage, MI 49002