FISCAL YEAR 2007
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMORANDUM #14

TO: Child and Adult Care Food Program Institutions

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

DATE: September 29, 2007

SUBJECT: Fiscal Year (FY) 2008 Child and Adult Care Food Program (CACFP) Trainings

The Michigan Department of Education (MDE) has scheduled Child and Adult Care Food Program (CACFP) trainings for October, November, and December. Soon, you will receive a survey regarding your preferences on trainings. Please take time to respond to this online survey. MDE will schedule trainings for January 2008 through September 2008 once survey results are tabulated.

The CACFP trainings are designed for new staff as well as current staff who desire additional training. In some cases, the Michigan Department of Education (MDE) 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 schedule. Training topics are listed under “Topic” on the schedule. The dates and locations of the sessions are also listed. The sessions will begin promptly at 9:00 a.m., and end no later than 2:00 p.m. Refreshments and drinks are not provided; however, you may bring your own. Lunch is on your own.

Registration is required, as seating is limited. You may register for more than one session. Complete the attached registration form and fax or e-mail to confirm participation. Keep a copy of the registration form for your records. Please note that each session has a deadline for registration. There is no charge to attend a CACFP training session. For driving directions, use http://mapquest.com.

Questions regarding these trainings may be directed to the CACFP staff at (517) 373-7391.

Enclosures
Michigan Department of Education  
Child and Adult Care Food Program  

**Fiscal Year 2008 Training Registration Form**

Check the training date(s) and session(s) you plan to attend:

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Topic</th>
</tr>
</thead>
</table>
| October 23, 2007 | Office of Professional Development Training Center  
Cascade Commons  
5321 28th Street Court, SE  
Grand Rapids, MI 49546 | Claim Preparation             |
| November 14, 2007 | Kalamazoo RESA  
1819 E. Milham  
Kalamazoo, MI 49002 | Building Menus and Nutrition Update |
| December 12, 2007 | Washtenaw ISD  
1819 S. Wagner  
Ann Arbor, MI 48106 | Recordkeeping                |

PLEASE FAX to:   (517) 373 – 4022    OR   E-mail to: krafc@michigan.gov

Institution: ________________________________________________

Agreement #: __________________________ Telephone #: ______________________

Name(s), Title(s), and e-mail address of those attending:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

**Refreshments and drinks are not provided but are allowed.**

Remember to include an e-mail address to receive your confirmation. If an e-mail address is not received, a seat will not be reserved for you. Seating is limited. Return registration form as soon as possible for the date you wish to attend. If you have questions, you may contact Connie Kraft at (517) 335-2403.
# Fiscal Year 2008 Training Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Registration Deadline</th>
<th>Topic</th>
<th>Capacity</th>
<th>Location</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 23, 2007</td>
<td>October 16, 2007</td>
<td>Claim Preparation</td>
<td>35</td>
<td>Office of Professional Development Training Center Cascade Commons</td>
<td>5321 28th Street Court, SE Grand Rapids, MI 49546</td>
</tr>
<tr>
<td>November 14, 2007</td>
<td>November 7, 2007</td>
<td>Building Menus and Nutrition Update</td>
<td>50</td>
<td>Kalamazoo RESA Wile Auditorium</td>
<td>1819 E. Milham Kalamazoo, MI 49002</td>
</tr>
<tr>
<td>December 12, 2007</td>
<td>December 5, 2007</td>
<td>Recordkeeping</td>
<td>50</td>
<td>Washtenaw ISD Seminar Rooms 1 and 2</td>
<td>1819 S. Wagner Ann Arbor, MI 48106</td>
</tr>
</tbody>
</table>

All sessions begin at 9:00 a.m. and will end no later than 2:00