



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
STATE SUPERINTENDENT

**FISCAL YEAR 2014
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMORANDUM #2**

TO: Child and Adult Care Food Program Institutions

FROM: Kyle L. Guerrant, Director
Office of School Support Services

DATE: October 18, 2013

SUBJECT: Fiscal Year (FY) 2014 Child and Adult Care Food Program (CACFP) Trainings

ACTION: Register for Trainings

Training on the Child and Adult Care Food Program (CACFP) will be offered at eleven (11) locations with twenty-six (26) dates to choose from during FY 2014. Morning sessions will focus on record keeping requirements for independent centers and sponsors of facilities and centers. Afternoon sessions will offer concurrent breakout sessions that include building menus, claim submissions, site monitoring reviews for sponsors of more than one center, and infant menus.

CACFP trainings are free of charge and are designed for new staff, as well as staff desiring a program refresher or training in any specific topic area. Personnel responsible for ensuring program compliance may attend a session to comply with corrective action from an administrative review. In addition, certificates will be available upon completion of the training and can be used toward annual training required by the Department of Human Services.

Attached are the training registration forms listing the dates and locations of the available sessions. Sessions will begin promptly at the time indicated. The training schedule is also posted on the CACFP website under Training at www.michigan.gov/cacfp. Registration is required, as seating is limited. Complete the attached registration form and return via fax or e-mail. Keep a copy of the registration form for your records. A return e-mail from CACFP will confirm your registration. Questions regarding these trainings may be directed to CACFP staff at 517-373-7391.

Attachments (2)

STATE BOARD OF EDUCATION

JOHN C. AUSTIN – PRESIDENT • CASANDRA E. ULBRICH – VICE PRESIDENT
DANIEL VARNER – SECRETARY • RICHARD ZEILE – TREASURER
MICHELLE FECTEAU – NASBE DELEGATE • LUPE RAMOS-MONTIGNY
KATHLEEN N. STRAUS • EILEEN LAPPIN WEISER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324

FY 2014 TRAININGS

**Topics Covered: Record Keeping, Claims, Monitoring (Sponsors only),
Building Menus, and Infant Menus**

Complete one registration form for each person attending (PLEASE PRINT CLEARLY)

Name _____ Title _____

Agreement # _____ Name of Institution _____

County _____ Phone Number _____

E-mail address* _____

*Required to send your confirmation. If an e-mail address is not provided, a seat may not be reserved for you.

Training Agenda (please mark the session or sessions you plan on attending)

9:00am – 12:00pm Record Keeping

12:00pm – 1:00pm LUNCH (on own)

Choose between: 1:00pm–3:00pm Claims/Monitoring* **OR** 1:00pm–3:00pm Building Menus/Infant Menus

(Please mark the date you plan on attending)

| | | | |
|---|--|--|--|
| <input type="checkbox"/> NOVEMBER 14, 2013 Kent ISD 2930 Knapp Grand Rapids, MI 49525 | <input type="checkbox"/> DECEMBER 4, 2013 Detroit Public Library 5201 Woodward Ave Detroit, MI 48202 | <input type="checkbox"/> FEBRUARY 12, 2014 Saginaw Transitions Ctr 3860 Fashion Square Saginaw, MI 48638 | <input type="checkbox"/> FEBRUARY 27, 2014 Wayne RESA 33500 Van Born Wayne, MI 48184 |
| <input type="checkbox"/> MARCH 5, 2014 Kalamazoo RESA 1819 E. Milham Ave Portage, MI 49002 | <input type="checkbox"/> APRIL 10, 2014 Genesee ISD–Davis Bldg 2413 West Maple Ave Flint, MI 48507 | <input type="checkbox"/> APRIL 17, 2014 Washtenaw ISD 1819 S. Wagner Ann Arbor, MI 48103 | <input type="checkbox"/> MAY 1, 2014 Wayne RESA 33500 Van Born Wayne, MI 48184 |
| <input type="checkbox"/> MAY 7, 2014 Delta-Schoolcraft ISD 2525 3 rd Avenue South Escanaba, MI 49829 | <input type="checkbox"/> MAY 15, 2014 Detroit Public Library 5201 Woodward Ave Detroit, MI 48202 | <input type="checkbox"/> AUGUST 14, 2014 Wayne RESA 33500 Van Born Wayne, MI 48184 | <input type="checkbox"/> AUGUST 21, 2014 Kalamazoo RESA 1819 E. Milham Ave Portage, MI 49002 |
| <input type="checkbox"/> SEPTEMBER 11, 2014 Genesee ISD–Davis Bldg 2413 West Maple Ave Flint, MI 48507 | <input type="checkbox"/> SEPTEMBER 18, 2014 Washtenaw ISD 1819 S. Wagner Ann Arbor, MI 48103 | <input type="checkbox"/> SEPTEMBER, 2014 Kent County Date/Location To Be Announced | <input type="checkbox"/> OCTOBER 8, 2014 Traverse Bay ISD 1101 Red Drive Traverse City, MI 49696 |
| <input type="checkbox"/> OCTOBER, 2014 Eaton County Date/Location To Be Announced | | | |

Fax registration form to Theresa Galbavi at (517) 373-4022,
or e-mail registration form to: galbavit@michigan.gov
(Deadline one week prior to training session)

**FY 2014 TRAININGS
 BUDGET WORKSHOP**

Complete one registration form for each person attending
(PLEASE PRINT CLEARLY)

Name _____ Title _____

Agreement # _____ Name of Institution _____

County _____ Phone Number _____

E-mail address _____

*Required to send your confirmation. If an e-mail address is not provided, a seat may not be reserved for you.

(Please mark the date and session you plan on attending)

| | | |
|---|---|--|
| <input type="checkbox"/> <u>May 28, 2014</u> <input type="checkbox"/> Sponsor 9:00am - 11:00am OR <input type="checkbox"/> Independent 1:00pm - 3:00pm Children's Enrichment Center W. Campus Drive Grand Valley State University Allendale, MI 49401 | <input type="checkbox"/> <u>June 12, 2014</u> <input type="checkbox"/> Sponsor 9:00am - 11:00am OR <input type="checkbox"/> Independent 1:00pm - 3:00pm Saginaw Transitions Center 3860 Fashion Square Saginaw, MI 48638 | <input type="checkbox"/> <u>June 19, 2014</u> <input type="checkbox"/> Sponsor 9:00am - 11:00am OR <input type="checkbox"/> Independent 1:00pm - 3:00pm Detroit Public Library 5201 Woodward Ave Detroit, MI 48202 |
| <input type="checkbox"/> <u>June 26, 2014</u> <input type="checkbox"/> Sponsor 9:00am - 11:00am OR <input type="checkbox"/> Independent 1:00pm - 3:00pm Wayne RESA 33500 Van Born Wayne, MI 48184 | <input type="checkbox"/> <u>July 10, 2014</u> <input type="checkbox"/> Sponsor 9:00am - 11:00am OR <input type="checkbox"/> Independent 1:00pm - 3:00pm Detroit Public Library 5201 Woodward Ave Detroit, MI 48202 | <input type="checkbox"/> <u>July 17, 2014</u> <input type="checkbox"/> Sponsor 9:00am - 11:00am OR <input type="checkbox"/> Independent 1:00pm - 3:00pm Washtenaw ISD 1819 S. Wagner Ann Arbor, MI 48103 |
| <input type="checkbox"/> <u>July 24, 2014</u> <input type="checkbox"/> Sponsor 9:00am - 11:00am OR <input type="checkbox"/> Independent 1:00pm - 3:00pm Genesee ISD-Davis Bldg 2413 West Maple Ave Flint, MI 48507 | <input type="checkbox"/> <u>July 31, 2014</u> <input type="checkbox"/> Sponsor 9:00am - 11:00am OR <input type="checkbox"/> Independent 1:00pm - 3:00pm Kalamazoo RESA 1819 E. Milham Ave Portage, MI 49002 | <input type="checkbox"/> <u>August 2014</u> Date to be announced <input type="checkbox"/> Sponsor 9:00am - 11:00am OR <input type="checkbox"/> Independent 1:00pm - 3:00pm Traverse Bay ISD 1101 Red Drive Traverse City, MI 49696 |

Fax registration form to Theresa Galbavi at (517) 373-4022,
 or e-mail registration form to: galbavit@michigan.gov
 (Deadline one week prior to training session)

Sponsor = multiple feeding sites

Independent = single feeding site