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STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

**FISCAL YEAR 2010
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMORANDUM #6**

TO: Child and Adult Care Food Program Institutions

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

DATE: April 12, 2010

SUBJECT: Child and Adult Care Food Program (CACFP) Trainings

Four (4) record keeping trainings have been scheduled for institutions participating in the Child and Adult Care Food Program (CACFP). The CACFP trainings are designed for new staff as well as staff desiring a program refresher. In some cases, CACFP staff 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 registration form. The dates and locations of the sessions are also listed. The training schedule is posted on the CACFP website under Training at www.michigan.gov/cacfp. Sessions will begin promptly at 9:00 a.m. and will end no later than 3:00 p.m. Lunch and/or snacks will not be provided.

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. There is no charge to attend a CACFP training session. Certificates will be available upon completion of the training which can be used toward the annual training required by the Department of Human Services. For driving directions, use <http://randmcnally.com>.

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

Attachment

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

Michigan Department of Education
Grants Coordination and School Support
Child and Adult Care Food Program (CACFP)

Training Registration Form

Complete one registration form for each person attending.

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.

Select a Training Date

June 3, 2010

Kent ISD
Coldwater Room
2930 Knapp
Grand Rapids, MI 49525

August 11, 2010

Cadillac Place Building
Conference Room L150
3044 W. Grand Blvd.
Detroit, MI 48202

September 8, 2010

Marquette-Alger RESA
Room A/B
321 E. Ohio
Marquette, MI 49855

October 14, 2010 (tentative)

Genesee ISD
Auditorium
2413 E. Maple Ave.
Flint, MI 48507

Agenda

9:00 – 12:00 Application, Staff Training, Procurement, Income Eligibility
Statements, Enrollment, Civil Rights, Menus, Meal Patterns, Meal
Attendance, and Costs

12:00 – 1:00 Lunch Break (on your own)

1:00 - 3:00 Claim for Reimbursement and Monitoring Requirements

Fax Registration Form to Connie Kraft at (517) 373-4022,
or e-mail registration form to: kraftc@michigan.gov.

**Michigan Department of Education
Child and Adult Care Food Program (CACFP)**

Training Schedule for Participating Institutions

Date	Capacity	Location	Address
June 3, 2010	50	Kent ISD Coldwater Room	2930 Knapp Grand Rapids, MI 49525
August 11, 2010	60	Cadillac Place Building Conference Room L150	3044 W. Grand Blvd. Detroit, MI 48202
September 8, 2010	30	Marquette-Alger RESA Room A/B	321 E. Ohio Marquette, MI 49855
October 14, 2010	50	Genesee ISD Auditorium	2413 W. Maple Ave. Flint, MI 48507

All sessions begin at 9:00 a.m. and will end no later than 3:00