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 #9

TO: Child and Adult Care Food Program Institutions

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

DATE: January 12, 2016

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

ACTION: **Registration Process for Trainings**

Record Keeping Training on the Child and Adult Care Food Program (CACFP) will be offered at fourteen (14) locations with sixteen (16) full record keeping sessions. 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 Michigan Department of Health and Human Services.

Registration for CACFP trainings is required due to limited seating. Individuals registering for CACFP trainings must create an account on the Eventbrite website (www.Eventbrite.com). Save your account information as CACFP staff will not have access to that information. The registration process for Eventbrite is posted on the CACFP website (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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Child and Adult Care Food Program
Fiscal Year 2016 Training
Eventbrite Online Registration Instructions

To register:

1. Go to the Eventbrite website (www.Eventbrite.com).

2. Create an account, which will require an email address and a password. Please save your account information.

3. Search for CACFP trainings by the city of the training location or by the training date. You may also type: Child and Adult Care Food Program in the search field to bring up 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. If no agreement number, type "applying" in this field.
   - County Name (example Ingham, Wayne, Oakland, etc.)
   - Sponsor (multiple feeding sites) or Independent (single feeding site)
     Check the appropriate box. Choose only one.
   - Select the session(s) you would like to attend.

5. Review your information. When all of the required fields are complete, click "complete registration." Print registration confirmation.

6. To cancel a reservation, go to Eventbrite website (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 Record Keeping Training Schedule

Day	Month	Date	Location	Address
Wednesday	January	13	Lansing Michigan Works	2110 South Cedar Street Lansing, MI 48910
Thursday	March	3	Genesee Career Institute	G-5081 Torrey Road Flint, MI 48507
Thursday	March	17	Kalamazoo RESA	1819 E. Milham Avenue Portage, MI 49002
Thursday	March	31	Washtenaw ISD	1819 S. Wagner Road Ann Arbor, MI 48103
Thursday	April	14	Kent ISD	2930 Knapp Street, NE Grand Rapids, MI 49525
Thursday	April	28	Washtenaw ISD-**Cancelled**	1819 S. Wagner Road Ann Arbor, MI 48103
Wednesday	May	4	Marquette-Alger RESA	321 East Ohio Street Marquette, MI 49855
Thursday	May	12	Metro Matrix	2051 Rosa Park Blvd. Suite 1K Detroit, MI 48216
Thursday	June	9	Lansing Michigan Works	2110 South Cedar Street Lansing, MI 48910
Thursday	August	4	Saginaw Transitions Center	3860 Fashion Square Saginaw, MI 48638
Thursday	August	18	Southfield Michigan Works Office – Indian Street location	21030 Indian Street, Southfield MI 48033
Thursday	September	1	Oakland ISD	2111 Pontiac Lake Road Waterford, MI 48328
Thursday	September	15	Wayne RESA Annex Bldg.	5454 Venoy Road, Wayne, MI 48184
Thursday	October	6	Macomb ISD	44001 Garfield Road, Clinton Twp, MI 48038
Thursday	October	13	Kalamazoo RESA	1819 E. Milham Ave Portage, MI 49002
Thursday	October	TBA	Kent ISD	2930 Knapp Street, NE Grand Rapids, MI 49525