



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
STATE SUPERINTENDENT

March 27, 2013

School Meals Program Requirements Training

The staff of the Michigan Department of Education, School Nutrition Programs Unit, is pleased to announce a two-day School Meals Program Requirements Training. This comprehensive training is for new food service directors or for those who desire a review of the National School Lunch Program, School Breakfast Program, and Special Milk Program. The training will cover items the director/coordinator must know to be in compliance with all program requirements.

Cost: No charge for training

Date: Tuesday and Wednesday, May 7 and 8, 2013
Note: This is a two-day training

Time: 8:00 a.m. (check-in) – May 7, 2013
8:30 a.m. – 5:00 p.m. (training) – May 7, 2013
8:00 a.m. – 3:00 p.m. (training) – May 8, 2013

Lunch: Provided

Registration Deadline: April 30, 2013

Location: Ramada West Conference Center
7501 W. Saginaw Hwy
Lansing, MI 48917
Please make hotel reservations by April 18, 2013.

Participants will be responsible for their own lodging. MDE has reserved a block of hotel rooms at a discounted rate at the Ramada West for participants of the School Meals Program Requirements Training. For hotel reservations, phone 517-627-3211. When making your hotel reservation, mention the School Meals Program Requirements Training for the discounted rate, which includes a complimentary breakfast.

Registration for the School Meals Program Requirements Training is required and must be completed using the on-line registration process described on the next page.

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School Meals Program Requirements Training (May 7 and 8, 2013)

ON-LINE REGISTRATION PROCESS

Registration deadline is April 30, 2013.

Space is limited, so please register early. To register:

1. Go to Workshop Registration at: https://mdoe.state.mi.us/fs_registration/
2. Click on *Register For A Workshop*.
3. Click on the appropriate box to identify whether you are from an LEA/ISD/PSA or from an organization.
4. Click on down arrow to choose your desired training. Click on *School Meals Program Requirements Training*, and then click *Next*.
5. If you are registering from an LEA/ISD/PSA:
Click on down arrow to indicate your local ISD, and then click *Next*.
Click on down arrow to indicate your local district, and then click *Next*.
6. If registering from an organization, fill in organization name, and then click *Next*.
7. Fill in registration information.
8. **Scroll down and click on your desired training.**
9. Click *Submit Registration*.
10. If information is incorrect, click *Change* to make the necessary changes.
If information is correct, click *Confirm* to complete the registration process.

Your registration is NOT complete until you click *Confirm*.

PLEASE NOTE: Repeat this process for EACH person registering from your organization.

If you have any questions regarding this registration process, please contact the School Nutrition Programs Unit by email to mde-schoolnutrition@michigan.gov or by phone at 517-373-3347.

Persons with disabilities needing reasonable accommodations for effective participation in the meeting should contact the Michigan Department of Education Human Resources office at 517-373-0794 to request mobility, visual, hearing, or other assistance. Requests for accommodations should be made by April 23, 2013. We look forward to seeing you at our training.

Getting to the Hotel

From the North

Follow US-127 South to I-69 West to I-96 East. Exit 93 B Saginaw Highway, hotel is one block on the right.

From the South

Follow I-69 West to I-96 East to Exit 93 B Saginaw Highway, hotel is one block on the right.

From the East

Follow I-96 West to Exit 93 B Saginaw Highway, hotel is one block on the right.

From the West

Follow I-96 East to Exit 93 B Saginaw Highway, hotel is one block on the right.

From Airport

Turn right/West onto Grand River to I-96 East to Exit 93 B Saginaw Highway, hotel is one block on the right.