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STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



THOMAS D. WATKINS, JR.
SUPERINTENDENT OF
PUBLIC INSTRUCTION

**FISCAL YEAR 2003
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMO #10**

TO: Child and Adult Care Food Program Sponsors

FROM: Susan Perkowski Anderson, Director
Office of School Support Services

DATE: January 9, 2003

SUBJECT: **CACFP Training**

The next New Program/Orientation on the Child and Adult Care Food Program (CACFP) will be offered on **Wednesday, February 12, 2003** at the Wayne RESA, 5454 Venoy, Room 2 and 3 in the Annex, Wayne, MI 48184.

This training is designed for: new CACFP sponsors and new staff of current sponsors responsible for record keeping. In some cases, we will recommend certain personnel responsible for ensuring program compliance attend a session as part of corrective action to an administrative review.

For your convenience, an agenda is enclosed. Some topics that will be addressed include: income eligibility forms, monitoring, meal attendance, allowable costs and claim preparation.

The training will begin promptly at 9:00 a.m. and end approximately 3:00 p.m. Please allow ample time for parking. Lunch is on your own. There is no charge to attend. **Attached is a registration form. Please fax the registration form to Ginger Czubak at (517) 373-4022** to reserve your space.

If you have any questions, please contact the Child and Adult Care Food Program at (517) 373-7391.

Enclosures (3)

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Child and Adult Care Food Program ORIENTATION

Agenda

Introductions/CACFP Updates

AWhat Do You Know?@

CACFP Resources

ANNUAL Record Keeping Requirements

- † Application
- † Income Eligibility Statements
- † Civil Rights/Ethnic Data
- † Staff Training
- ^ Site Monitoring (Multi-sites only)

DAILY Record Keeping Requirements

- † Menus
- † Meal Attendance
- † Center Attendance

MONTHLY Record Keeping Requirements

- † Reimbursement Claim
- † Reimbursement Computation
- ^ Electronic Submission of Claim
- † Status Report
- † Claim Amendment
- † State of Michigan Check
- † Title XX Requirement (for-profit centers only)
- † Procurement/Buying Procedures (comparison shopping)

OTHER RECORDS

- † Documentation of Enrollment
- † CACFP Operational Memos
- † Child Day Care License
- † Reviews and Audits
- ^ Blank Forms

AWhat Do You Know?@/Evaluations

Wayne Regional Education Service Area (RESA)
33500 Van Born Road
Wayne, Michigan 48184
Main Switchboard (734) 334-1300

Annex Address
5454 Venoy
Wayne, Michigan 48184