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)
Child and Adult Care Food Program
ORIENTATION

Agenda

Introductions/CACFP Updates

What Do You Know?@

CACFP Resources

ANNUAL Record Keeping Requirements
   Ū Application
   Ū Income Eligibility Statements
   Ū Civil Rights/Ethnic Data
   Ū Staff Training
   à Site Monitoring (Multi-sites only)

DAILY Record Keeping Requirements
   Ū Menus
   Ū Meal Attendance
   Ū Center Attendance

MONTHLY Record Keeping Requirements
   Ū Reimbursement Claim
   Ū Reimbursement Computation
   à Electronic Submission of Claim
   Ū Status Report
   Ū Claim Amendment
   Ū State of Michigan Check
   Ū Title XX Requirement (for-profit centers only)
   Ū Procurement/Buying Procedures (comparison shopping)

OTHER RECORDS
   Ū Documentation of Enrollment
   Ū CACFP Operational Memos
   Ū Child Day Care License
   Ū Reviews and Audits
   à Blank Forms

What Do You Know?@Evaluations