



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



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**FISCAL YEAR 2005  
CHILD AND ADULT CARE FOOD PROGRAM  
OPERATIONAL MEMO # 17**

TO: Child and Adult Care Food Program Institutions

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

DATE: May 5, 2005

SUBJECT: **Documentation to Verify Required Meal Pattern**

To meet Child and Adult Care Food Program meal requirements, each meal/snack shall contain, at a minimum, the indicated food components contained in 7CFR 226.20. Fluid milk must be served at breakfast, lunch, and supper. Milk may also be served at snack.

Child Care Centers must document that enough food, including milk, was purchased and served to meet the minimum requirements for the meals and snacks claimed. The Michigan Department of Education (MDE) will review receipts and menus during an administrative review and/or audit to determine if enough milk and food was purchased.

If documentation is not available to show that enough food and milk were served, the institution will be declared seriously deficient in its operation of the Child and Adult Care Food Program for "serving a significant number of meals that do not meet program requirements" [7CFR 226.6(c)(3)(ii)(I)].

If you have questions regarding this memo, please call our office at (517) 373-7391.

**Please keep this on file or in a notebook for quick and easy reference.**

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