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DEPARTMENT OF EDUCATION
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**FISCAL YEAR 2006
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMO #24**

TO: Child and Adult Care Food Program Institutions (Centers)

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

DATE: August 4, 2006

SUBJECT: CACFP Application Renewal

The FY 2007 Child Nutrition Application Program (CNAP) for the Child and Adult Care Food Program (CACFP) is scheduled to be available for independent child care centers and sponsors of child care centers on August 7, 2006, for Fiscal Year 2007. CNAP can be accessed through the link on the MEIS website:
<http://michigan.gov/meis>.

You should complete your renewal on CNAP and print a copy of the completed application to keep in your current files or have it accessible onsite in an electronic file.

Per FY 2006 Operational Memo #16, security access forms for the CNAP application are not renewed annually if there are no changes to the currently authorized Level 3 user. If an institution does have changes, please refer to this operational memo for instruction.

Please note the following changes in CNAP:

- Institutions are no longer required to print, sign and send two copies of the Program Certification. When the authorized official submits the application, that person will certify that they understand and will adhere to all program regulations and requirements.
- Institutions are no longer required to send a copy of their child day care license(s) from the Department of Human Services.
- Institutions must send a copy of their organization chart.

Fiscal Year 2007 CACFP CNAP applications must be submitted, complete and correct, by September 30, 2006.

If you have questions, please call the CACFP office at (517) 373-7391.

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324