



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



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PUBLIC INSTRUCTION

**FISCAL YEAR 2006
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMO #2**

TO: Child and Adult Care Food Program Institutions

FROM: Mary Ann Chartrand
Grants Coordination and School Support

DATE: October 4, 2005

SUBJECT: FY 2006 Child and Adult Care Food Program Orientations

Training regarding the Child and Adult Care Food Program (CACFP) will be offered at 5 locations on various dates during the fiscal year. The Program Orientation will focus on the record keeping requirements of the program.

The Child and Adult Care Food Program Orientation is designed for:

- New CACFP Sponsors
- New staff of participating institutions responsible for record keeping
- Staff of current participating institutions desiring a program "refresher"

In some cases, we will recommend that personnel who are responsible for ensuring program compliance attend a session as part of corrective action from an administrative review.

Attached is a copy of the training agenda. Topics that will be addressed include: income eligibility forms, monitoring, meal attendance, allowable costs and claim preparation, and menus.

Also attached is information on the dates and locations of the sessions. The sessions will begin promptly at 9:00 a.m. and end at 3:00 p.m. Lunch is on your own. You must complete and fax the attached registration form to confirm participation, as attendance is limited. **Please note that each session has a final submission date for registration.** Maps for each location are attached. There is no charge to attend a CACFP Orientation session. **Keep a copy of the registration form for your records.**

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

Enclosures (8)

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www.michigan.gov/mde • (517) 373-3324

Michigan Department of Education Child and Adult Care Food Program

Fiscal Year 2006 Orientation Registration Form

Check the Orientation date and session you plan to attend: (*Check only one*)

- | | | | |
|--------------------------|--------------------|---|-------------------|
| <input type="checkbox"/> | November 1, 2005 | Wayne RESA, Wayne
5454 Venoy Road
Wayne, 48184-2532 | 9:00 am – 3:00 pm |
| <input type="checkbox"/> | March 14, 2006 | Washtenaw ISD, Ann Arbor
1819 S. Wagner Road
Ann Arbor, 48105 | 9:00 am – 3:00 pm |
| <input type="checkbox"/> | May 9, 2006 | Kalamazoo RESA, Kalamazoo
1819 E. Milham
Kalamazoo, 49001 | 9:00 am – 3:00 pm |
| <input type="checkbox"/> | August 15, 2006 | Wayne RESA, Wayne
5454 Venoy Road
Wayne, 48184-2532 | 9:00 am – 3:00 pm |
| <input type="checkbox"/> | September 12, 2006 | Genesee ISD, Flint
2413 W. Maple Avenue
Flint, 48507 | 9:00 am – 3:00 pm |

PLEASE FAX to: (517) 373 - 4022

Institution: _____

Agreement # _____ Telephone #: _____

Name(s), Title(s), & email of those attending:

Return this as soon as possible for the date you wish to attend. If you have any questions you may contact Connie Kraft at (517) 335-2403.

Fiscal Year 2006 Child and Adult Care Food Program Orientation Schedule

Date	Registration Deadline	Time	Location	Capacity	Address
November 1, 2005	ASAP	9:00 am to 3:00 pm	Wayne RESA Rooms 2 & 3 Annex	Limit: 60 Persons	5454 Venoy Road Wayne, 48184-2532
March 14, 2006	February 14, 2006	9:00 am to 3:00 pm	Washtenaw ISD Vogel A	Limit: 50 Persons	1819 S. Wagner Rd Ann Arbor, 48105
May 9, 2006	April 9, 2006	9:00 am to 3:00 pm	Kalamazoo ISD Rooms A & B	Limit: 50 Persons	1819 E. Milham Kalamazoo, 49002
August 15, 2006	July 15, 2006	9:00 am to 3:00 pm	Wayne RESA Rooms 2 & 3 Annex	Limit: 60 Persons	5454 Venoy Road Wayne, 48184-2532
September 12, 2006	August 12, 2006	9:00 am to 3:00 pm	Genesee ISD Erwin L. Davis Education Center Room AB	Limit: 45 Persons	2413 W. Maple Avenue Flint, 48507

Michigan Department of Education Child and Adult Care Food Program

Orientation Training Fiscal Year 2006

Introductions/CACFP Updates

Monthly Record Keeping Requirements

- Reimbursement Claim
- Reimbursement Computation
- Status Report
- Claim Amendment
- State of Michigan Check
- Title XX Requirement (for-profit centers only)

Daily Record Keeping Requirements

- Menus (Child and Infant)
- Meal Attendance
- Center Attendance

Annual Record Keeping Requirements

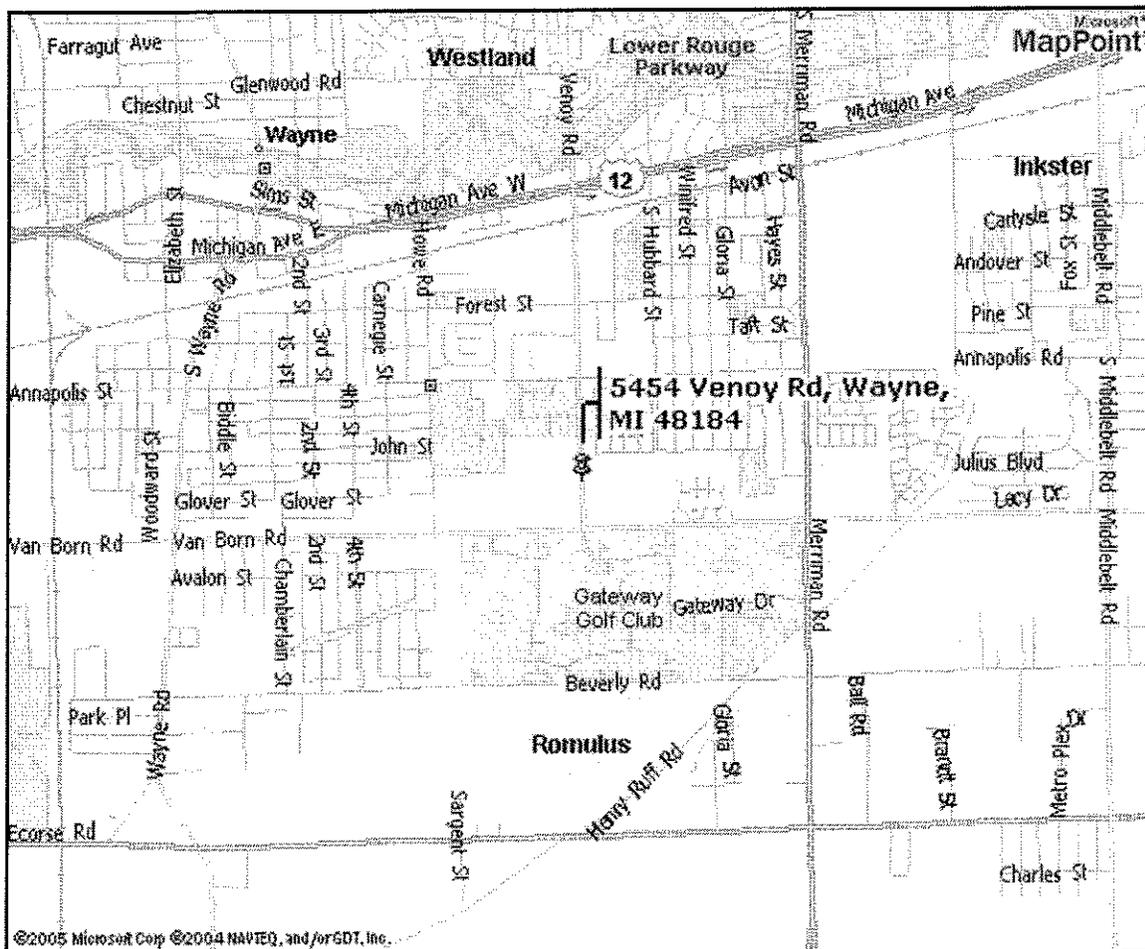
- Application/MAIN/MEIS
- Income Eligibility Statements
- Civil Rights/Ethnic Data
- Staff Training
- Site Monitoring (Multi-sites only)
- Procurement/Buying Procedures (comparison shopping)

Other Records

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



5454 Venoy Rd, Wayne, MI 48184



Your right to use maps and routes generated on the MSN service is subject at all times to the MSN Terms of Use. Data credits, copyright, and disclaimer.

Are you coming to Washtenaw Intermediate School District (WISD) or High Point School for a meeting?

Our address is:

WISD's Teaching and Learning Center
1819 S Wagner, P.O. Box 1406
Ann Arbor, MI 48106-1406
Phone: (734) 994-8100
Fax: (734) 994-2203

To reach us:

From Lansing/Flint or other points north

Take US 23 south to M-14 west. Take M-14 west about 3 miles to exit #2 Maple Miller Rd. At the end of the exit ramp is a stop sign. This is Maple Rd. Cross over Maple Rd. and continue going straight on the service drive to the next stop sign which is Miller. Turn right or west on Miller. Go about 1.5 miles to Wagner Road. Turn left or south on Wagner Rd. Travel about 2.5 miles on Wagner Rd. You will pass Dexter Rd., Jackson Rd. and Liberty Rd. After you pass Liberty Rd., you will be within about 1/2 mile of Washtenaw Intermediate School District. You will see it on your left. For High Point School and the Teaching and Learning Center and Administration, enter the second or southern-most driveway.

From Monroe or other points south

Take US 23 north to I-94 west. Take I-94 west about 5 miles to exit #175 Saline-Ann Arbor Rd. At the end of the exit ramp, turn right or north on Saline-Ann Arbor Rd. Travel about 1.5 miles to Scio Church Rd. You can only turn left or west on Scio Church Rd. Travel on Scio Church Rd. about 3.5 miles to Wagner Rd. Turn right or north on Wagner Rd. Within about 1/2 mile, you will see Washtenaw Intermediate School District on your right. For High Point School and the Teaching and Learning Center and Administration, enter the first or southern-most driveway.

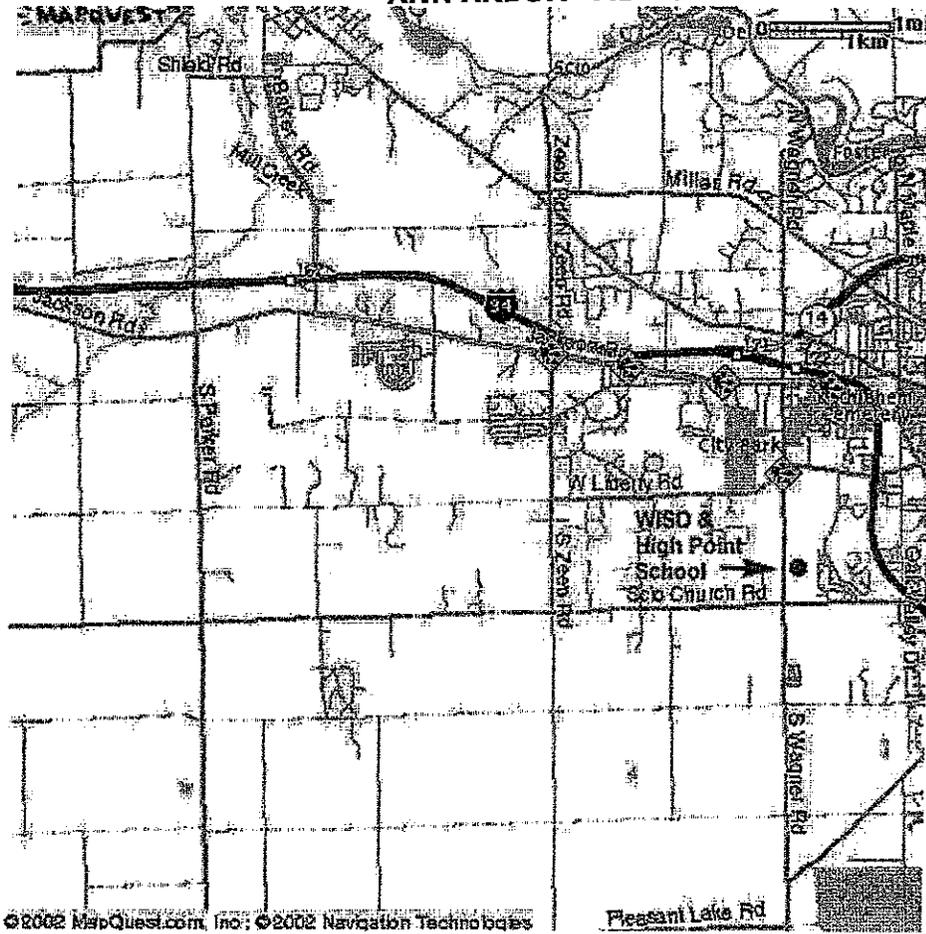
From Detroit or other points east

Take I-94 west. Go past the junction of US 23 and continue on I-94 west about 5 miles to exit #175 Saline-Ann Arbor Rd. At the end of the exit ramp, turn right or north on Saline-Ann Arbor Rd. Travel about 1.5 miles to Scio Church Rd. You can only turn left or west on Scio Church Rd. Travel on Scio Church Rd. about 3.5 miles to Wagner Rd. Turn right or north on Wagner Rd. Within about 1/2 mile you will see Washtenaw Intermediate School District on your right. For High Point School and the Teaching and Learning Center and Administration, enter the first or southern-most driveway.

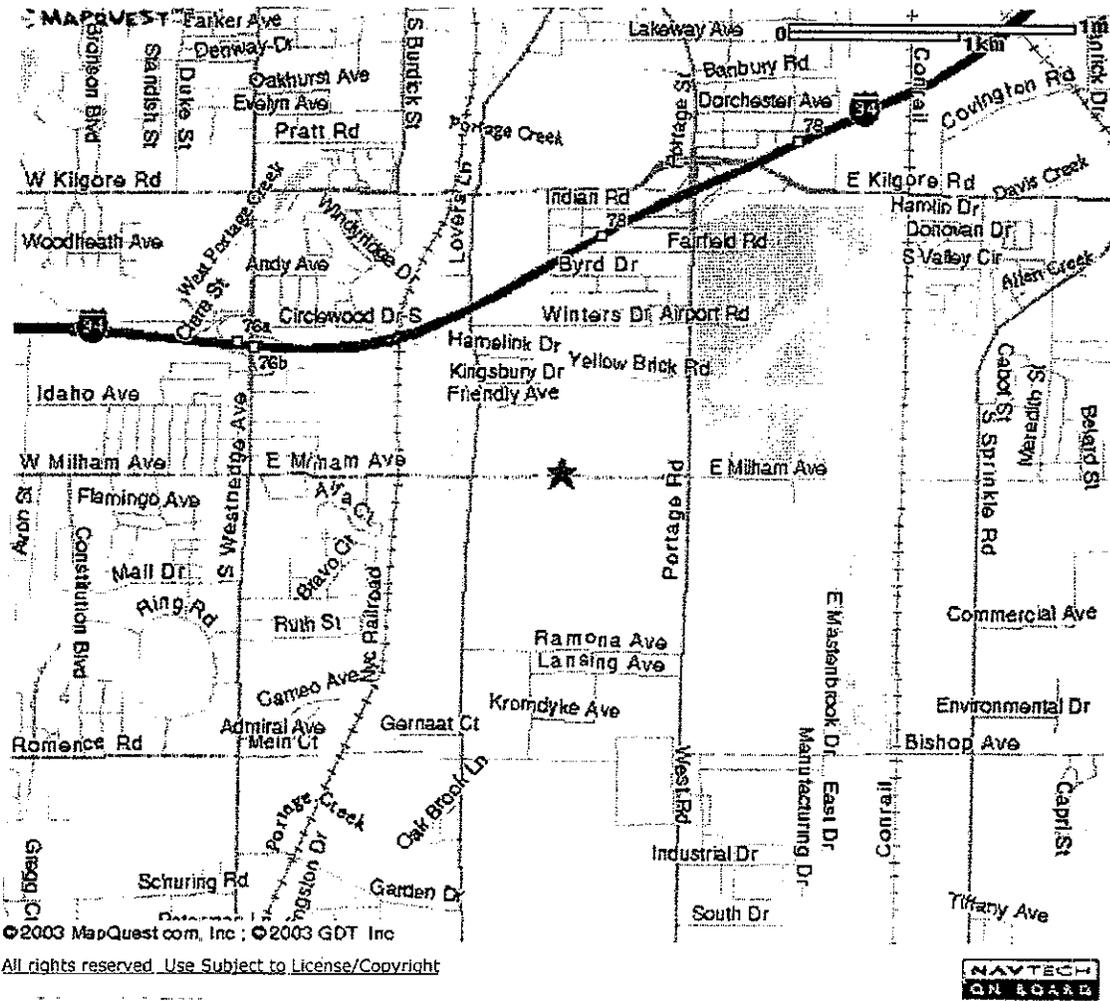
From Jackson or other points west

Take I-94 east to exit #169 Zeeb Rd. At the end of the exit ramp, turn right or south. Take Zeeb Rd. about 1.5 miles to Liberty Rd. Turn left or east on Liberty Rd. Take Liberty Rd. about 2 miles to Wagner Rd. Turn right or south on Wagner Rd. Within about 1/2 mile you will see Washtenaw Intermediate School District on your left. Enter the second or southern-most driveway.

**WASHTENAW ISD
1819 S WAGNER
ANN ARBOR MI 48106-1406**



Kalamazoo Regional Service Educational Area
1819 E. Milham Road
Kalamazoo, Michigan 49001



Genesee Intermediate School District

Map to GISD Buildings

1 ERWIN L. DAVIS EDUCATION CENTER
2413 West Maple Avenue, Flint, Michigan 48507-3493
(810) 591-4400

