



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



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GOVERNOR

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SUPERINTENDENT OF
PUBLIC INSTRUCTION

**FISCAL YEAR 2005
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 12, 2004

SUBJECT: FY 2005 Child and Adult Care Food Program Orientations

Training regarding the Child and Adult Care Food Program (CACFP) will be offered at 8 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 to 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 more 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. 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, as confirmation notices will not be sent.**

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

Enclosures (12)

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www.michigan.gov/mde • (517) 373-3324

MICHIGAN DEPARTMENT OF EDUCATION
CHILD AND ADULT CARE FOOD PROGRAM

2005 Orientation Registration Form

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

- November 9, 2004 Kent Intermediate School District, Grand Rapids
- February 3, 2005 Wayne RESA, Wayne
- March 9, 2005 Kalamazoo RESA, Kalamazoo
- April 12, 2005 Traverse Bay Area ISD, Traverse City
- May 17, 2005 Washtenaw ISD, Ann Arbor
- August 2, 2005 Wayne RESA, Wayne
- September 13, 2005 Genesee ISD, Flint
- September 29, 2005 Baker Olin-West, Lansing

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. You will not receive a confirmation. If you have any questions you may contact Connie Kraft at (517) 335-2403.

Department of Education, Child and Adult Care Food Program
P.O. Box 30008, 608 W. Allegan
Lansing Michigan 48909

Child and Adult Care Food Program

Fiscal Year 2005 Child and Adult Care Food Program Orientation Schedule

Date	Final Registration Date	Time	Location	Capacity	Address
November 9, 2004	ASAP	9:00 am to 3:00 pm	Kent ISD Rouge Room	Limit: 40 Persons	2930 Knapp N.E. Grand Rapids 49505
February 3, 2005	January 3, 2005	9:00 am to 3:00 pm	Wayne RESA Rooms 2 & 3 Annex	Limit: 60 Persons	5454 Venoy Road Wayne 48184-2532
March 9, 2005	February 9, 2005	9:00 am to 3:00 pm	Kalamazoo RESA	Limit: 50 Persons	1819 E. Milham Road Kalamazoo 49001
April 12, 2005	March 11, 2005	9:00 am to 3:00 pm	Traverse Bay Area ISD Confe Rm A	Limit: 20 Persons	1101 Red Drive Traverse City 49696
May 17, 2005	April 18, 2005	9:00 am to 3:00 pm	Washtenaw ISD Vogel A	Limit: 50 Persons	7819 S Wagner Rd Ann Arbor 48105
August 2, 2005	July 1, 2005	9:00 am to 3:00 pm	Wayne RESA Rooms 2 & 3 Annex	Limit: 60 Persons	5454 Venoy Road Wayne 48184-2532
September 13, 2005	August 12, 2005	9:00 am to 3:00 pm	Genesee ISD Room AB Flint	Limit: 45 Persons	2413 W. Maple Avenue Flint 48507
September 29, 2005	August 29, 2005	9:00 am to 3:00 pm	Baker Olin West Rooms B & C	Limit: 50 Persons	3423 N. Martin Luther King Lansing 48910

**Child and Adult Care Food Program
Michigan Department of Education
Lansing, Michigan**

Fiscal Year 2005

Agenda

Introductions/CACFP Updates

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)

Daily Record Keeping Requirements

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

Monthly Record Keeping Requirements

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

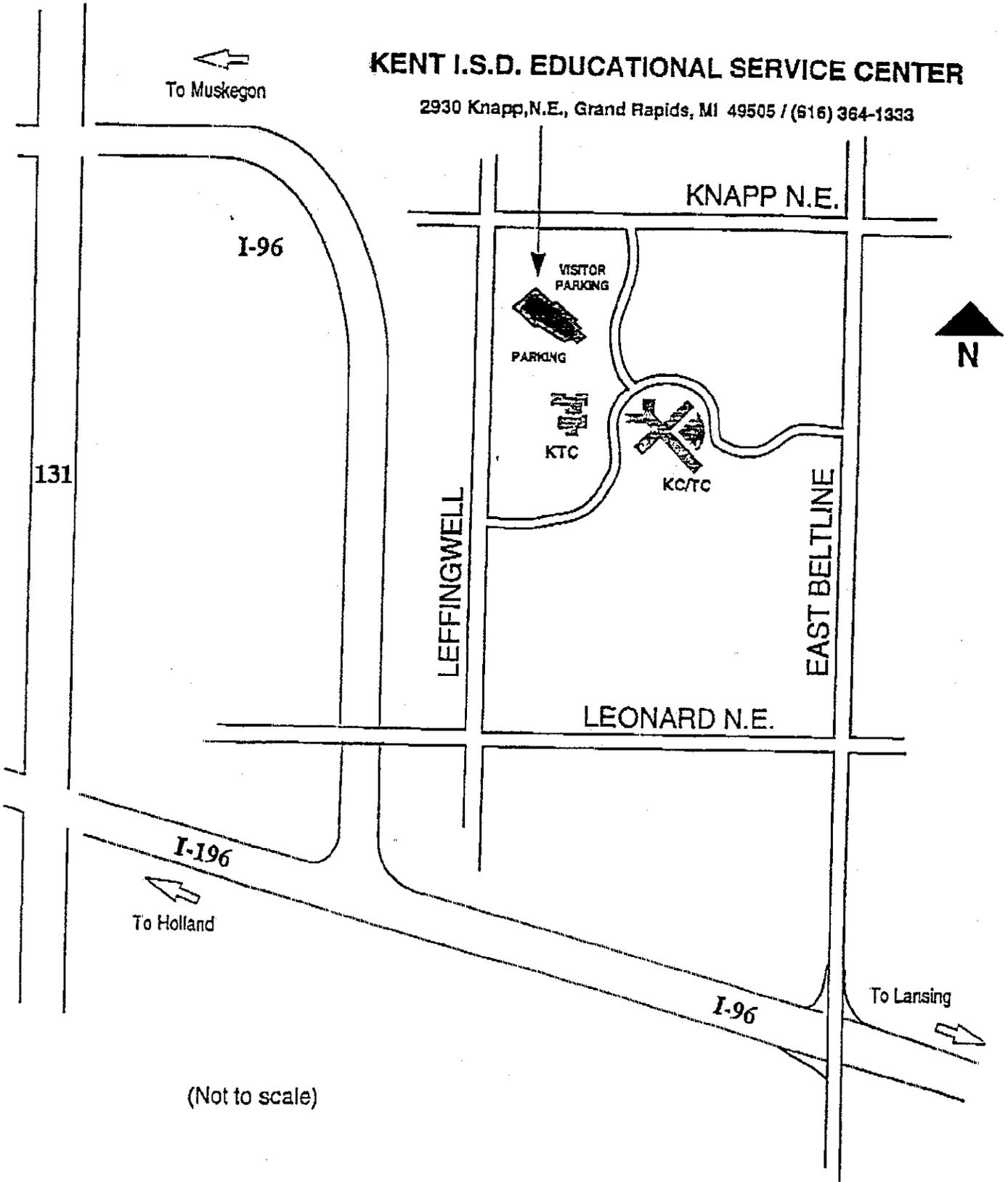
Other Records

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

CACFP Resources

KENT I.S.D. EDUCATIONAL SERVICE CENTER

2930 Knapp, N.E., Grand Rapids, MI 49505 / (616) 364-1333



(Not to scale)

Wayne Regional Education Service Area (RESA)

33500 Van Born Road

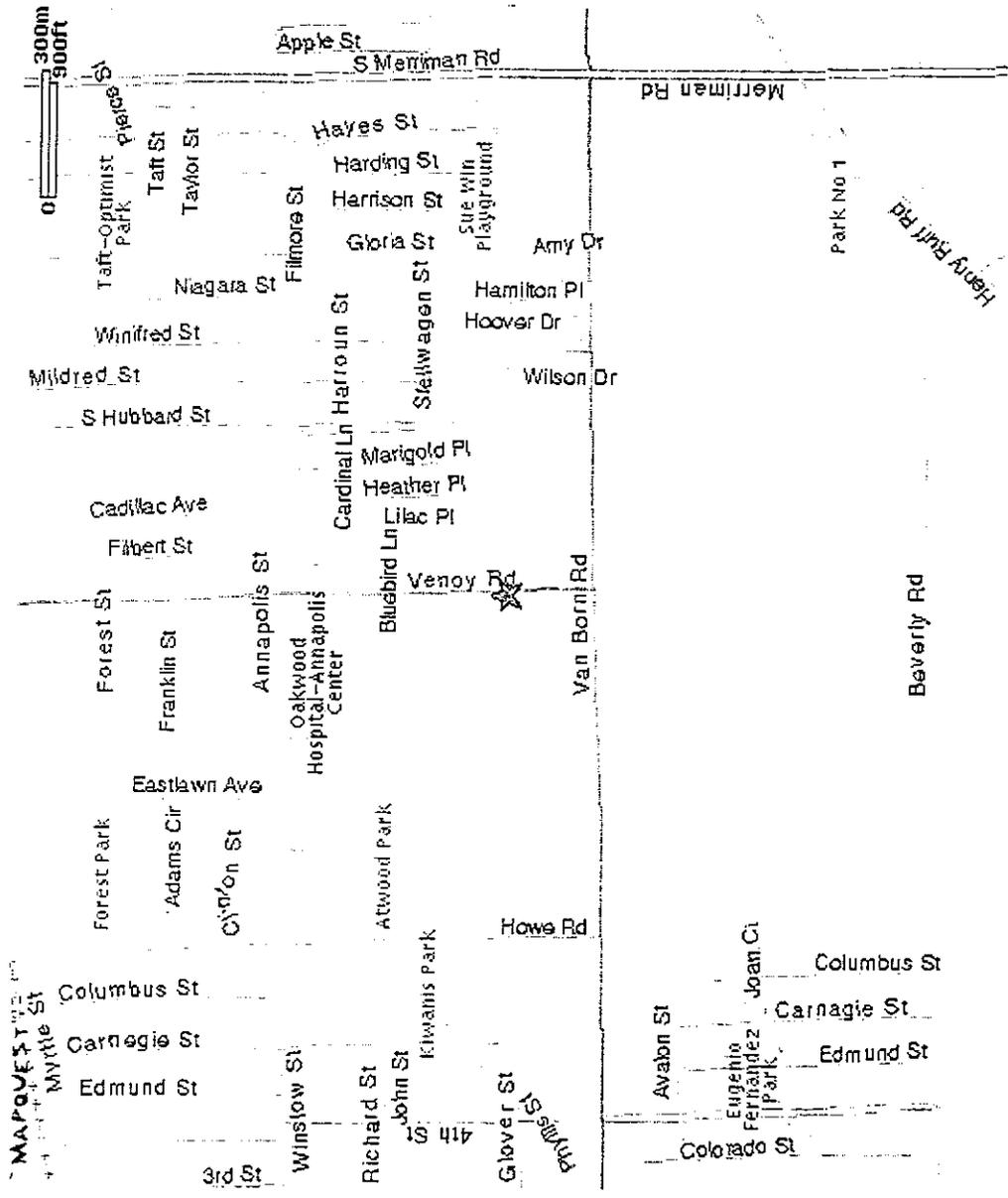
Wayne, Michigan 48184

Main Switchboard (734) 334-1300

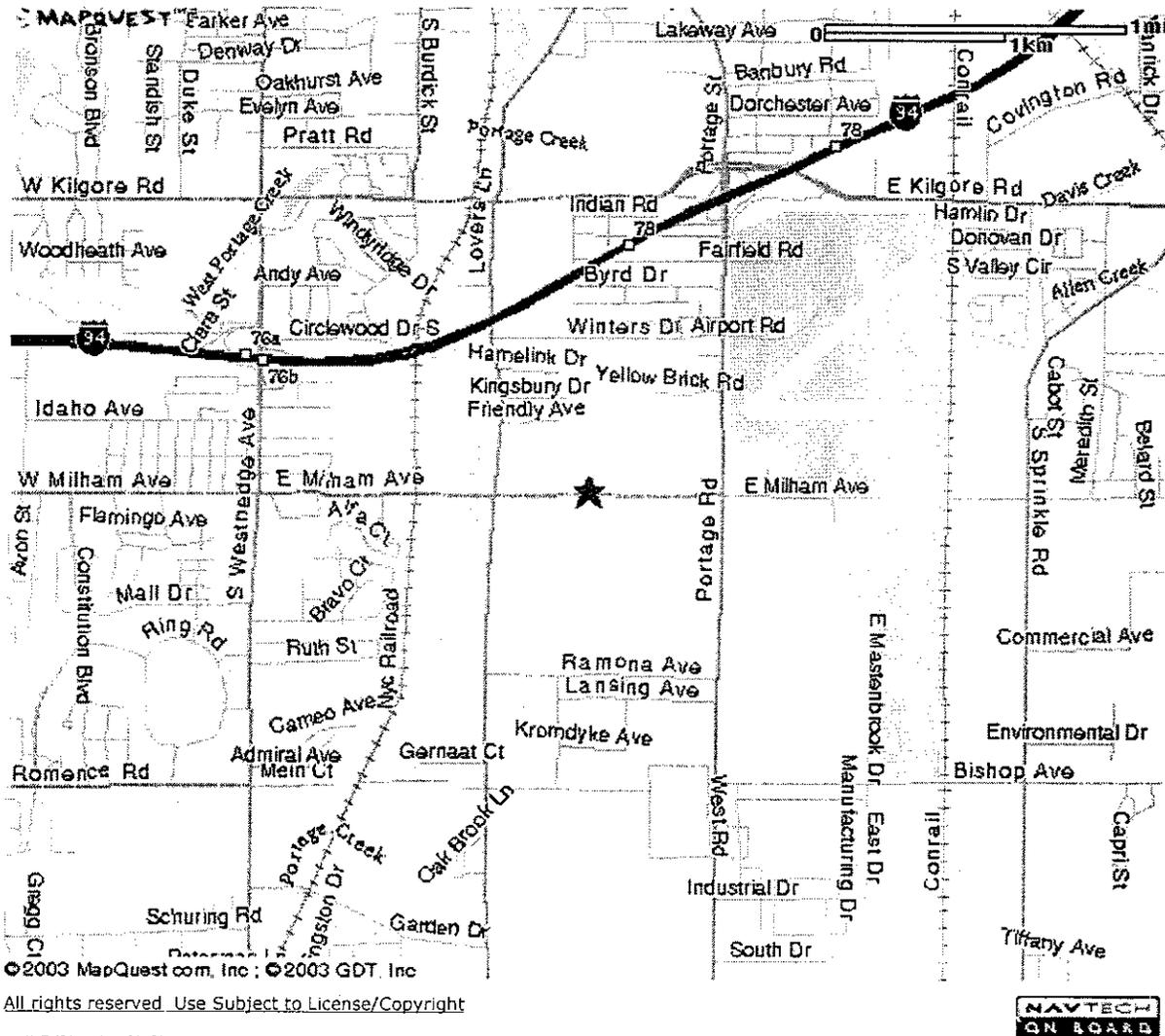
Annex Address

5454 Venoy

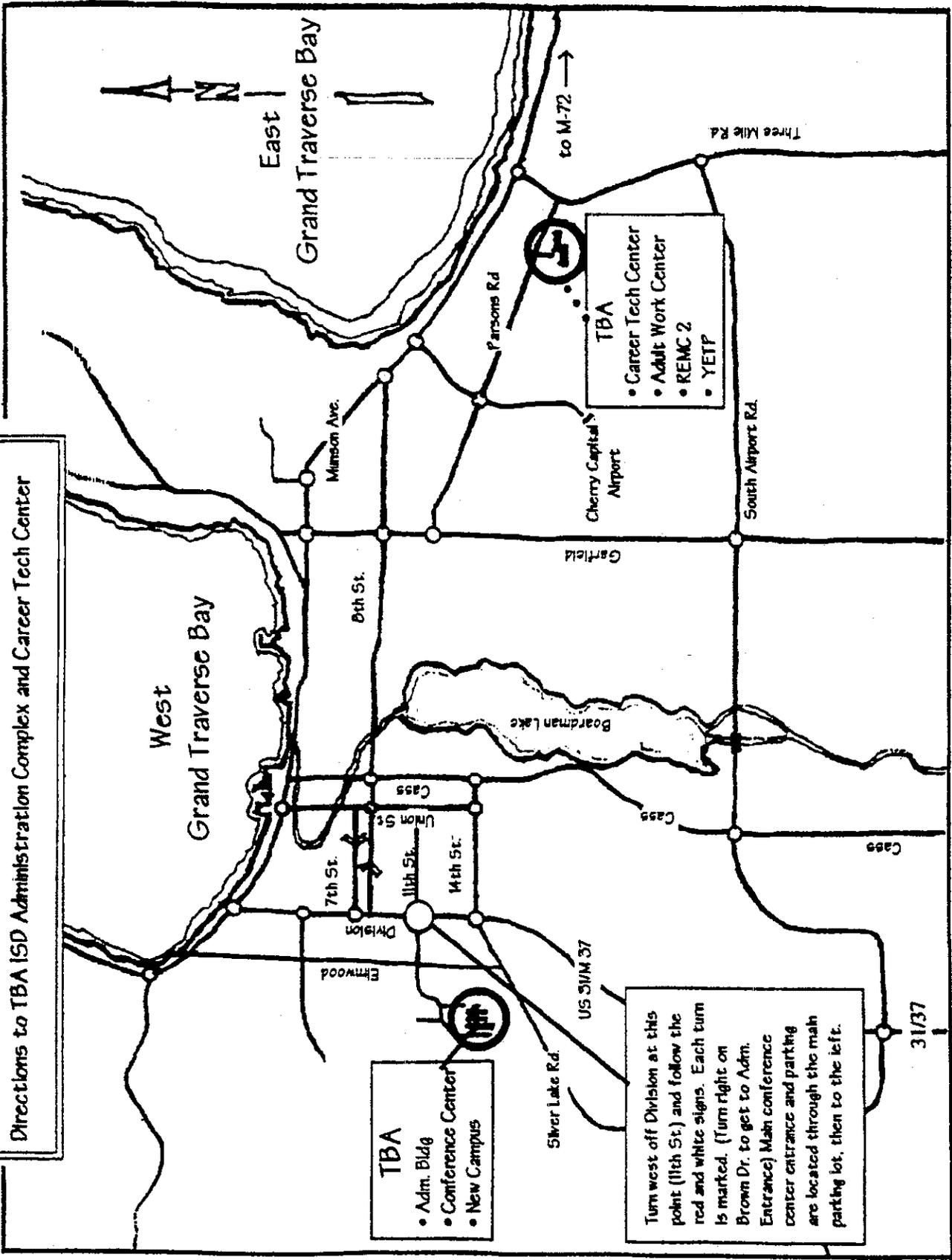
Wayne, Michigan 48184



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



Directions to TBA ISD Administration Complex and Career Tech Center



- TBA**
- Adm. Bldg
 - Conference Center
 - New Campus

- TBA**
- Career Tech Center
 - Adult Work Center
 - REMC 2
 - YETP

Turn west off Division at this point (11th St.) and follow the red and white signs. Each turn is marked. (Turn right on Brown Dr. to get to Adm. Entrance) Main conference center entrance and parking are located through the main parking lot, then to the left.

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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.

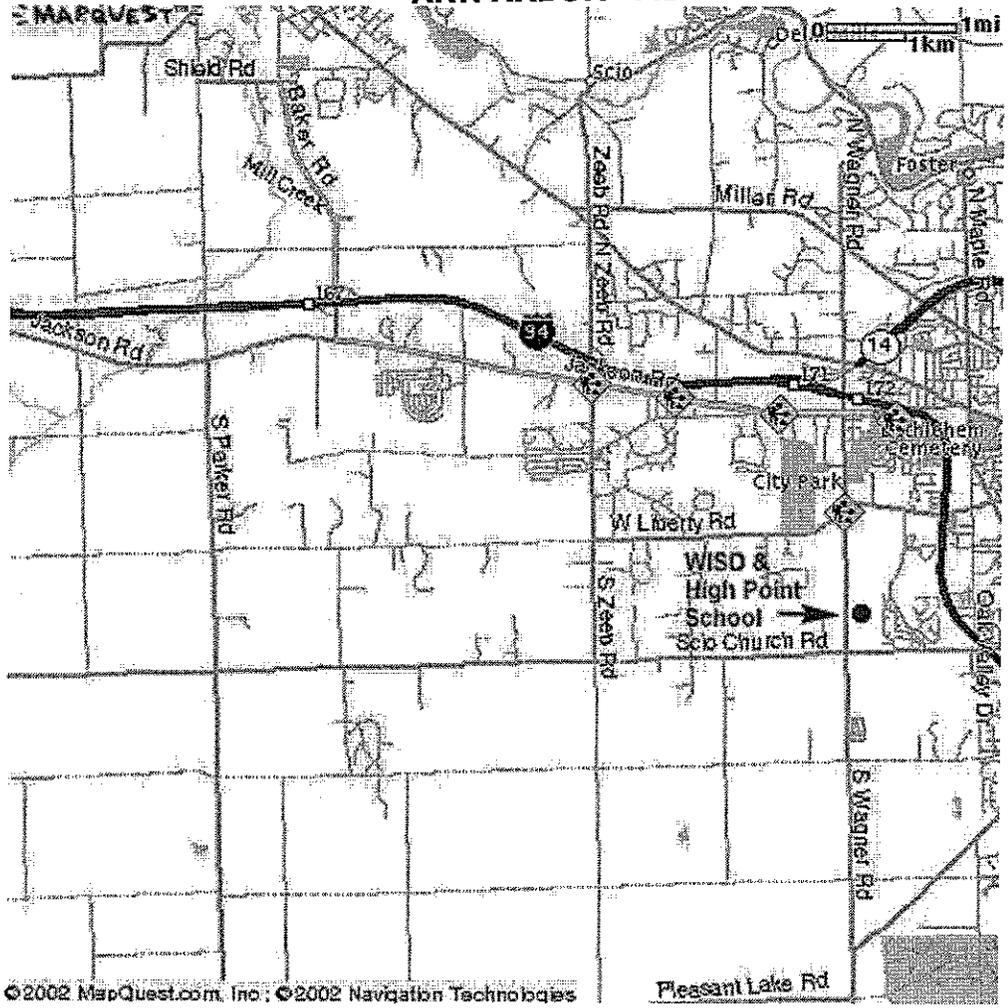
From Detroit or other points east

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.

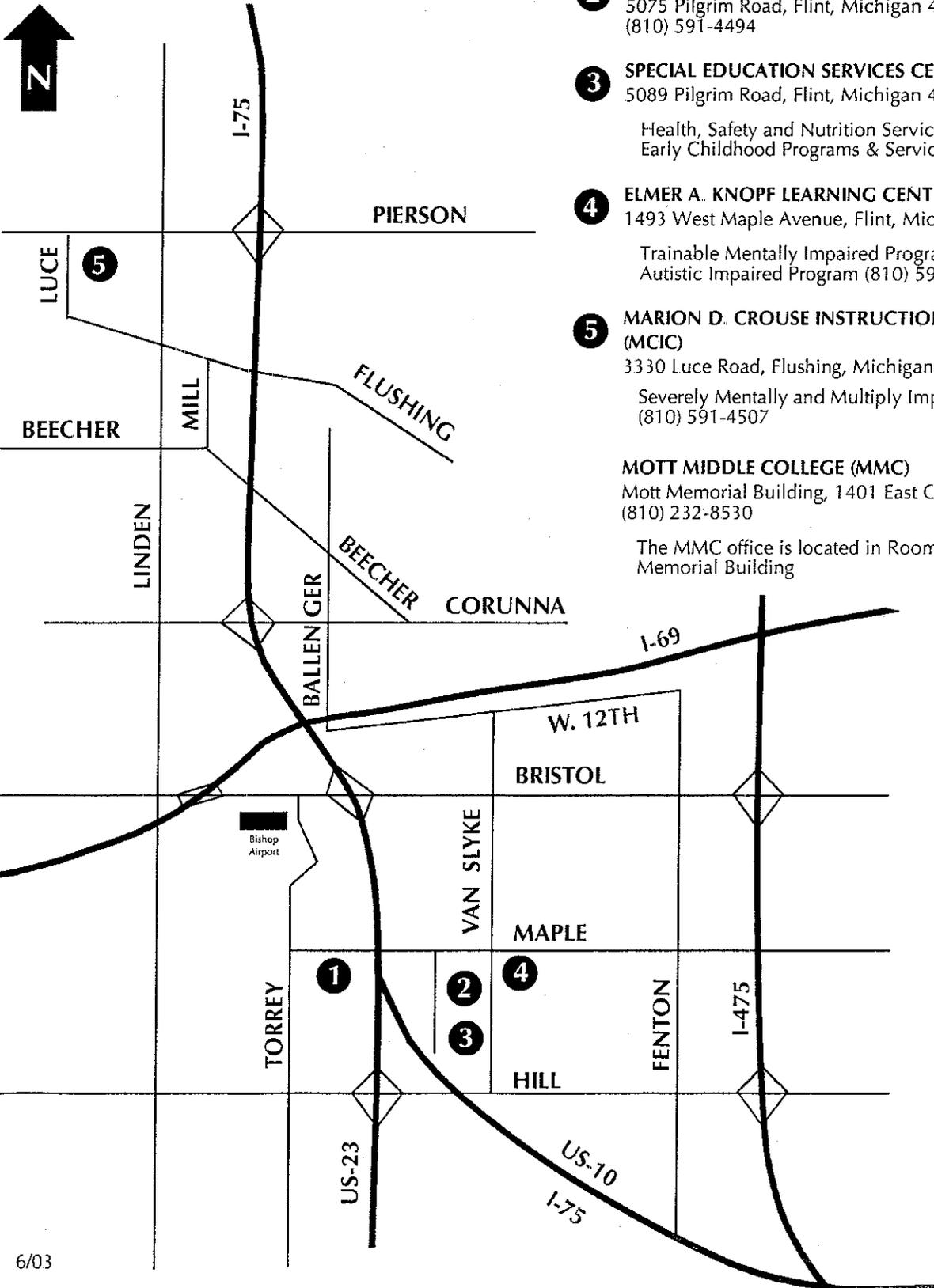
**WASHTENAW ISD
1819 S WAGNER
ANN ARBOR MI 48106-1406**



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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
- 2** SPECIAL EDUCATION SERVICES CENTER – NORTH
5075 Pilgrim Road, Flint, Michigan 48507
(810) 591-4494
- 3** SPECIAL EDUCATION SERVICES CENTER – SOUTH
5089 Pilgrim Road, Flint, Michigan 48507
Health, Safety and Nutrition Services (810) 591-4471
Early Childhood Programs & Services (810) 591-4883
- 4** ELMER A. KNOPF LEARNING CENTER (EKLC)
1493 West Maple Avenue, Flint, Michigan 48507
Trainable Mentally Impaired Program (810) 591-4489
Autistic Impaired Program (810) 591-4485
- 5** MARION D. CROUSE INSTRUCTIONAL CENTER (MCIC)
3330 Luce Road, Flushing, Michigan 48433
Severely Mentally and Multiply Impaired Program
(810) 591-4507

MOTT MIDDLE COLLEGE (MMC)

Mott Memorial Building, 1401 East Court Street, Flint
(810) 232-8530

The MMC office is located in Room 1123 of the Mott Memorial Building

Driving directions:

Baker Olin West

**3423 N. Martin Luther King Jr. Blvd
Lansing, MI 48910**

Coming from Detroit

Take I-96 W to I-127 N

Take I-127 N to the I-496 W exit

Take I-496 to exit 5 - Martin Luther King, Jr. Blvd. (MLK Blvd.)

Use the far right lane on the exit ramp

Turn right on MLK Blvd. (North)

Follow MLK Blvd. all the way to Baker Olin North/South.

It is a brick building and will be on the left hand side. Baker Olin West is located behind the North/South building (it is actually the same building)

Drive behind the building for parking and entry. If you get to the airport, you have gone too far and need to turn around.

Coming from Jackson

Take I-127 N to I-496 W

Take I-496 to exit 5 - Martin Luther King, Jr. Blvd. (MLK Blvd.)

Use the far right lane on the exit ramp

Turn right on MLK Blvd. (North)

Follow MLK Blvd. all the way to Baker Olin North/South.

It is a brick building and will be on the left hand side. Baker Olin West is located behind the North/South building (it is actually the same building).

Drive behind the building for parking and entry. If you get to the airport, you have gone too far and need to turn around

Coming from Grand Rapids

Take I-96 E to I-496 E

Take I-496 E to exit 5 - Martin Luther King, Jr. Blvd. (MLK Blvd.)

Use the far left lane on the exit ramp

Turn left onto MLK Blvd. (North)

Follow MLK Blvd. all the way to Baker Olin North/South.

It is a brick building and will be on the left hand side. Baker Olin West is located behind the North/South building (it is actually the same building).

Drive behind the building for parking and entry. If you get to the airport, you have gone too far and need to turn around.

The building is located across the street from Bio Port. The meeting is in Room B & C. You will have to be escorted to the room.

BAKER OLIN WEST
3423 N MARTIN LUTHER KING JR. BLVD
LANSING MI 48910

