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DEPARTMENT OF EDUCATION  
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JENNIFER M. GRANHOLM  
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**FISCAL YEAR 2006  
CHILD AND ADULT CARE FOOD PROGRAM  
OPERATIONAL MEMO #5**

**TO:** Child and Adult Care Food Program Institutions

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

**DATE:** November 9, 2005

**SUBJECT: Food Purchasing for Child Care Centers training materials**

Soon you will receive easy-to-use training materials regarding food purchasing. The National Food Service Management Institute (NFSMI), in cooperation with the U.S. Department of Agriculture, Food and Nutrition Services, has developed *Food Purchasing for Child Care Centers* training materials. This resource will assist you in training and implementing a food purchasing system centered on the food purchasing process. Also included is valuable general information on the procurement process and the ethics involved.

The *Food Purchasing for Child Care Centers* training material contains:

- *Food Purchasing for Child Care Centers* Participant Manual
- *Food Purchasing for Child Care Centers* Instructor Guide
- CD-ROM including *Food Purchasing for Child Care Centers* Power Point Presentation and PDF files of both manuals

Should you require additional materials, they are also available on the NFSMI Web site at [www.nfsmi.org](http://www.nfsmi.org).

If you have questions regarding these materials, contact the Child and Adult Care Food Program staff at (517) 373-7391.

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

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