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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

**FISCAL YEAR 2004
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMO #18**

TO: Child and Adult Care Food Program Institutions

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

DATE: December 16, 2005

SUBJECT: **Who is an "Authorized Official?" - REVISED**

An authorized official of an institution in the Child and Adult Care Food Program (CACFP) is required to sign several documents for participation. The Authorized Official is the person in authority who is financially and administratively responsible for the administration and operation of the institution.

The person in authority who signs the Program Certification should be the same person who certifies the Application. **Signature stamps are unacceptable. For your protection, the original signature of the authorized official is required.** MDE approval is required for someone other than an eligible Authorized Official to certify the Application and sign the Program Certification. Direct the approval request via e-mail as follows:

- Single-site institutions with Agreement Numbers beginning with 41, 63, or 82, notify Robert Smith at smith.bob@michigan.gov.
- Single-site institutions with Agreement Number beginning with any other number, notify Christine Clements at clementsc@michigan.gov.
- Multi-site sponsors with Agreement Numbers beginning with 01-31, notify Donna Osbo at osbod@michigan.gov
- Multi-site sponsors with Agreement Numbers beginning with 32-63, notify Patrick Fox at foxpj@michigan.gov

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- Multi-site sponsors with Agreement Numbers beginning with 64-83, notify Daniel Alvarez at alvarezd@michigan.gov

<u>Institution type:</u>	<u>Those eligible to sign:</u>
School District:	Superintendent, Business Manager, Principal, or Chief Financial Officer
Public Agency (Government Agency):	Chief Executive Officer, Executive Director, Chairman of the Board of Directors, or Chief Financial Officer
Community Service Agency:	Chief Executive Officer, Executive Director, Chairman of the Board of Directors, or Chief Financial Officer
Religious Organization:	Pastor, Rabbi, or Chairman of the Board
Non-Profit Organization:	Chief Executive Officer, Executive Director, Chairman of the Board of Directors, or Chief Financial Officer
Profit Organization:	Owner
Postsecondary Institution:	President, Vice-President, Dean, or Executive Director

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

Keep this memorandum on file or in a notebook for quick and easy access.