



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

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**FISCAL YEAR 2018
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMORANDUM #10**

TO: Child and Adult Care Food Program Institutions

FROM: Diane L. Golzynski, Director
Office of Health and Nutrition Services

DATE: August 13, 2018

SUBJECT: Fiscal Year (FY) 2019 Child and Adult Care Food Program (CACFP) Trainings

ACTION: Registration Process for Application Re-Certification Trainings

Re-Certification of the Child and Adult Care Food Program (CACFP) Application and Budget Worksheet workshops will be offered at five (5) locations. CACFP trainings are free of charge and are designed for independent centers and sponsors of centers that are re-applying for the CACFP. All attendees must be an approved CACFP participant to attend this workshop and have a Level 2 or higher security access in the Michigan Electronic Grant System Plus (MEGS+). At this workshop, participants will receive hands-on assistance from the CACFP staff to re-certify applications and complete budget worksheets.

Registration for CACFP trainings is required due to limited seating. Individuals registering for CACFP trainings must create an account on the [Eventbrite website](http://www.Eventbrite.com) (www.Eventbrite.com). Save account information as CACFP staff will not have access to that information. The registration process for Eventbrite is posted on the [CACFP website](http://www.michigan.gov/cacfp) (www.michigan.gov/cacfp) under Training. Registration instructions are also attached to this memo. All training sessions will begin promptly at the time indicated. Questions regarding these trainings may be directed to CACFP staff at 517-241-5353.

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Schools participating in CACFP that were operating a successful National School Lunch Program in FY 2018 will not be required to complete budget worksheets and the full management plan for FY 2019. Such schools must only initiate their application, make any changes, and certify their application.

In addition, the following information must be submitted by all institutions:

- A single certification that any information previously submitted to MDE to support all the eligibility requirements set forth in 7 CFR 226.6(b)(2) for the institution, its facilities, and all its current principals is current, or that the institution has submitted any changes or updates to MDE.
- Updated licensing information for each independent center and facility participating in CACFP or certification that licensing information in the application is complete and correct. Unlicensed facilities must certify that facilities meet all health and safety requirements per 7 CFR 226.6(f)(1)(vi).
- Information as required for fields in the application that have changed since the last certification.
- Non-Profit Organizations and For-Profit Organizations:
 - Information on the independent governing board of directors. The governing board must meet regularly and have the authority to hire and fire the institution's executive director.

Special Notes

Once an institution initiates the FY 2019 application certification, any sites added to the FY 2018 application must also be added to the FY 2019 application if they participate in both years.

Failure to submit the annual certification by November 30, 2018, for FY 2019 will result in the loss of claims beginning with the October 2018 claim. Claims for FY 2019 cannot be paid until the annual certification is completed and approved by MDE.

Continue to update your application throughout FY 2019. Per the certification and permanent agreement with MDE, institutions must submit an amended application as changes occur. Attached is a list of CACFP staff members available for assistance.

**Child and Adult Care Food Program
Fiscal Year 2019 Application and Budget Training
Eventbrite Online Registration Instructions**

To register:

1. Go to the [Eventbrite website](http://www.Eventbrite.com) (www.Eventbrite.com).
2. Create an account, which will require an email address and a password. Save account information.
3. Search for CACFP trainings by the city of the training location, by the training date, or by typing: Child and Adult Care Food Program in the search field to display all sessions.
4. Complete all the required registration information:
 - First Name and Last Name
 - E-Mail Address
 - Job Title
 - Company/Organization Name
 - Work Phone Number
 - CACFP Agreement Number
 - County Name (example Ingham, Wayne, Oakland, etc.)
 - Sponsor (multiple feeding sites) or Independent (single feeding site)
Register for the appropriate site; choose only one
 - Select the session(s) to attend
5. Review information. At least one attendee for a current participating institution must have Level 2 or higher security access in the MEGS+ system to receive assistance to re-certify the application/budget. When all the required fields are complete, click "complete registration." Print registration confirmation.
6. To cancel a reservation, go to [Eventbrite website](http://www.Eventbrite.com) (www.Eventbrite.com), log in, and cancel the reservation.

Questions regarding this online registration process can be directed to the CACFP Training Coordinator, Katherine Foreman, at foremank4@michigan.gov or by phone at 517-335-2403.

Fiscal Year 2019 CACFP Application Re-Certification Training

Day	Month	Date	Location	Address
Thursday	August	23	West MI Works	215 Straight Avenue NW Grand Rapids, MI 49504
Thursday	August	29	Detroit Public Library	5201 Woodward Avenue Detroit, MI 48202
Wednesday	September	12	Genesee ISD-Davis Building	2413 West Maple Avenue Flint, MI 48507
Wednesday	September	19	Lansing Michigan Works	2110 South Cedar Street Lansing, MI 48910
Wednesday	September	26	Washtenaw ISD	1819 South Wagner Road Ann Arbor, MI 48103