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**FISCAL YEAR 2008
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMORANDUM #11**

TO: Child and Adult Care Food Program Institutions

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

DATE: April 18, 2008

SUBJECT: Sponsor Responsibilities Webcast

The Michigan Department of Education (MDE) has an exciting new training opportunity for sponsors of facilities or centers, or for independent centers who may be considering sponsoring other facilities. This training opportunity is entitled "Sponsor Responsibilities" and is located on the Child and Adult Care Food Program (CACFP) website, www.michigan.gov/cacfp under Training.

The format for this training is a webcast. To access the training, click on "Sponsor Responsibilities Webcast" under Training at www.michigan.gov/cacfp. Before viewing the webcast, you will be asked to register by entering your first name, last name, email address, title, institution name, and institution agreement number. Click the "Register" button to complete the registration process.

Once you have registered, you will be directed to the webcast. The video portion of the webcast, located on the left hand side of the screen, will automatically begin. For your convenience, you can download a copy of the power point by clicking on "Click Here for Presentation Resources" at the top of the screen. You are only required to register one time for this webcast, in the event you watch the webcast more than once.

If you have any questions regarding this memorandum, you may contact the Child and Adult Care Food Program staff at 517-373-7391.

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