



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
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**FISCAL YEAR 2008
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMORANDUM #13**

TO: Child and Adult Care Food Program Institutions

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

DATE: June 5, 2008

SUBJECT: Civil Rights E-Learning Course

All institutions that receive federal financial assistance are responsible for providing civil rights training to employees on an annual basis. This includes frontline staff who interact with participants and those who supervise frontline staff. To assist institutions on this annual requirement, the Michigan Department of Education has developed a Civil Rights E-Learning Course.

This course is hosted at Michigan LearnPort®. Michigan LearnPort® is a web-based professional development delivery system created in partnership with Michigan Virtual University and the Michigan Department of Education. This E-Learning course will allow your staff the flexibility to meet their professional development goals.

You must register with Learnport® in order to take the E-Learning class. To register and take the class, go to www.michigan.gov/cacfp. Under Training, click on Civil Rights E-Learning Course. You will be provided with directions on how to register and how to begin taking the course.

Please direct any questions to the Child and Adult Care Food Program at (517) 373-7391.

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