



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



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**FISCAL YEAR 2007
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMORANDUM #14**

TO: Child and Adult Care Food Program Institutions

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

DATE: September 29, 2007

**SUBJECT: Fiscal Year (FY) 2008 Child and Adult Care Food Program
(CACFP) Trainings**

The Michigan Department of Education (MDE) has scheduled Child and Adult Care Food Program (CACFP) trainings for October, November, and December. Soon, you will receive a survey regarding your preferences on trainings. Please take time to respond to this online survey. MDE will schedule trainings for January 2008 through September 2008 once survey results are tabulated.

The CACFP trainings are designed for new staff as well as current staff who desire additional training. In some cases, the Michigan Department of Education (MDE) will recommend that personnel who are responsible for ensuring program compliance attend a session as part of corrective action from an administrative review.

Attached is a copy of the training schedule. Training topics are listed under "Topic" on the schedule. The dates and locations of the sessions are also listed. The sessions will begin promptly at 9:00 a.m., and end no later than 2:00 p.m. Refreshments and drinks are not provided; however, you may bring your own. Lunch is on your own.

Registration is required, as seating is limited. You may register for more than one session. Complete the attached registration form and fax or e-mail to confirm participation. Keep a copy of the registration form for your records. Please note that each session has a deadline for registration. There is no charge to attend a CACFP training session. For driving directions, use <http://mapquest.com>.

Questions regarding these trainings may be directed to the CACFP staff at (517) 373-7391.

Enclosures

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**Michigan Department of Education
Child and Adult Care Food Program**

Fiscal Year 2008 Training Registration Form

Check the training date(s) and session(s) you plan to attend:

Date	Location	Topic
<input type="checkbox"/> October 23, 2007	Office of Professional Development Training Center Cascade Commons 5321 28 th Street Court, SE Grand Rapids, MI 49546	Claim Preparation
<input type="checkbox"/> November 14, 2007	Kalamazoo RESA 1819 E. Milham Kalamazoo, MI 49002	Building Menus and Nutrition Update
<input type="checkbox"/> December 12, 2007	Washtenaw ISD 1819 S. Wagner Ann Arbor, MI 48106	Recordkeeping

PLEASE FAX to: (517) 373 – 4022 OR E-mail to: kraftc@michigan.gov

Institution: _____

Agreement #: _____ Telephone #: _____

Name(s), Title(s), and e-mail address of those attending:

Refreshments and drinks are not provided but are allowed.

Remember to include an e-mail address to receive your confirmation. If an e-mail address is not received, a seat will not be reserved for you. Seating is limited. Return registration form as soon as possible for the date you wish to attend. If you have questions, you may contact Connie Kraft at (517) 335-2403.

**Michigan Department of Education
Child and Adult Care Food Program**

Fiscal Year 2008 Training Schedule

Date	Registration Deadline	Topic	Capacity	Location	Address
October 23, 2007	October 16, 2007	Claim Preparation	35	Office of Professional Development Training Center Cascade Commons	5321 28 th Street Court, SE Grand Rapids, MI 49546
November 14, 2007	November 7, 2007	Building Menus and Nutrition Update	50	Kalamazoo RESA Wile Auditorium	1819 E. Milham Kalamazoo, MI 49002
December 12, 2007	December 5, 2007	Recordkeeping	50	Washtenaw ISD Seminar Rooms 1 and 2	1819 S. Wagner Ann Arbor, MI 48106

All sessions begin at 9:00 a.m. and will end no later than 2:00