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STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

**FISCAL YEAR 2016
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMORANDUM #15**

TO: Child and Adult Care Food Program Institutions

FROM: Marla J. Moss, Director
Office of School Support Services

DATE: June 28, 2016

SUBJECT: Fiscal Year (FY) 2017 Child and Adult Care Food Program Application Certification

ACTION: Complete the Fiscal Year 2017 Application Certification -
Due September 30, 2016

All institutions participating in the Child and Adult Care Food Program (CACFP) are required to initiate a certification for FY 2017 to continue participation. The certification must be completed through the Michigan Electronic Grants System Plus (MEGS+).

The MEGS+ certification for CACFP is expected to be available for centers on June 30, 2016. MEGS+ may be accessed through the [Michigan Education Information System \(MEIS\)](http://www.michigan.gov/meis) (www.michigan.gov/meis). The due date for the FY 2017 certification is September 30, 2016. Per CACFP regulations, the Michigan Department of Education (MDE) has thirty (30) days to review and respond to applications. If the application certification is not complete, correct, and approved by MDE on or before Wednesday, November 30, 2016, it will result in the loss of claims beginning with the October 2016 claim.

Any pages of the application that have changed since the last submittal must be completed during the certification process. Each page must have the box checked which states "I certify that the above data are complete and correct."

Independent centers and sponsors of centers must submit budget worksheets to support their FY 2017 certification. The worksheets are available on the [CACFP website](http://www.michigan.gov/cacfp) (www.michigan.gov/cacfp) under Financial Resources. Regional trainings for budget worksheets are listed in FY 2016 Operational Memorandum #13. A webcast is available on the [CACFP website](http://www.michigan.gov/cacfp) (www.michigan.gov/cacfp) under Training.

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Schools participating in CACFP that were operating a successful National School Lunch Program in FY 2016 will not be required to complete budget worksheets and the full management plan for FY 2017. 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 of the eligibility requirements set forth in 7 CFR 226.6(b)(2) for the institution, its facilities, and all of 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 2017 application certification, any sites added to the FY 2016 application must also be added to the FY 2017 application if they participate in both years.

Failure to submit the annual certification by November 30, 2016, for FY 2017 will result in the loss of claims beginning with the October 2016 claim. Claims for FY 2017 cannot be paid until the annual certification is completed and approved by MDE.

Continue to update your application throughout FY 2017. 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.

Attachments: CACFP Staff List

**Michigan Department of Education
Child and Adult Care Food Program Staff
608 W. Allegan St.
Lansing, Michigan 48933**

Mailing: P.O. Box 30008, Lansing, MI 48909

Phone: (517) 373-7391

Fax: (517) 373-4022

Website: [CACFP](http://www.michigan.gov/cacfp) (www.michigan.gov/cacfp)

The following staff members are available to assist in the implementation and administration of the Child and Adult Care Food Program (CACFP).

Ms. Lynn Cavett, Supervisor – cavettl@michigan.gov	517-373-7391
Mr. Doug Wilson, Department Manager – wilsond23@michigan.gov	517-241-4683
Ms. Melissa Lonsberry, Consultant – lonsberrym@michigan.gov	517-241-0526
Ms. Stephanie Schenkel, Consultant – schenkels2@michigan.gov	517-335-7894
Ms. Theresa Galbavi, Secretary – galbavit@michigan.gov	517-373-7391
Ms. Katherine Foreman, Secretary – foremank4@michigan.gov	517-335-2403
Mr. Richard Aguirre, Financial Analyst – aguirreR1@michigan.gov	517-373-1074

CACFP Program Analysts

Ms. Barb Cotner - cotnerb@michigan.gov	517-241-0961
Mr. Patrick Fox – foxp1@michigan.gov	517-241-1110
Ms. Dana Galardi – galardid@michigan.gov	517-241-3926
Mr. Bob Smith – smithb9@michigan.gov	517-373-3682
Ms. Terri Thelen – thelent5@michigan.gov	517-335-0705

Staff members are available to answer questions and to provide training and technical assistance. Questions related to claims for reimbursement, payments, and audits should be directed to Mr. Richard Aguirre.

When contacting the CACFP office by phone, fax, e-mail, or in writing, always include the organization name, phone number with area code, and CACFP agreement number.