



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



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**FISCAL YEAR 2007  
CHILD AND ADULT CARE FOOD PROGRAM  
OPERATIONAL MEMORANDUM #2**

**SUPERSEDES OPERATIONAL MEMORANDUM #2 DATED OCTOBER 19, 2006**

**TO:** Child and Adult Care Food Program Centers and Sponsors of Centers

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

**DATE:** October 30, 2006

**SUBJECT:** Changes on the Fiscal Year 2007 Claim for Reimbursement for Centers

**This Operational Memorandum #2 supersedes the Operational Memorandum #2 dated October 19, 2006. The only change is the removal of section 3 under "Changes on Entering Institution Information." Section 3 has now been deleted.**

Beginning with Fiscal Year (FY) 2007 the Child and Adult Care Food Program (CACFP) reimbursement for meals and snacks served in participating child care centers will be based on:

- total number of meals and snacks claimed by type;
- multiplied by the reimbursement rate for each category;
- plus the cash-in-lieu rate for total number of lunches and suppers claimed.

This is a change from previous years in which centers were reimbursed based on the total meals/snacks multiplied by the reimbursement rate (plus the cash-in-lieu rate) or total net CACFP program costs, whichever was less.

As a result of this change, the Michigan Department of Education (MDE) revised the claim for reimbursement beginning with the October 2006 claim. Costs and income will be collected on the claim for reimbursement in order to comply with non-profit food service requirements.

Institutions will continue to complete their claim for reimbursement through the Michigan Education Information System (MEIS). The access to the claim through MEIS has not changed, and the appearance of the claim Main Menu will remain the same.

**Changes on Entering Institution Information:**

- 1) General Information:  
Institutions must now enter Total Monthly CACFP **Enrollment** for all programs.

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2) Food Service Income:

**Program Income** is most commonly defined as the participant payments for meals in institutions which operate pricing programs and/or payments received from program adults. Additional examples of Program Income can be found in FNS Instruction 796-2, Revision 3.

**Other Income** most commonly includes funds committed by the institution to cover CACFP costs and/or funds received for CACFP food service activities from any other Federal, State, intermediate or local government source. Other Food Service Revenue as reported in the FY 2006 claim is now considered Other Income. Additional examples of Other Income can be found in FNS Instruction 796-2, Revision 3.

**Total Income** will automatically calculate after entering Program and Other Income.

**Changes on Entering Site Information:**

- 1) To access Site Data Entry, scroll down the Institution Summary page to the Site Listing boxes. There will be one Site Listing box for each approved site for the claim month. To enter site information, click on the Enter/Edit Site Details button on the bottom of each Site Listing box.
- 2) On the Site Data Entry page, sponsors of centers will note the Next and Previous buttons located at the right and left bottom. This will allow movement from one site to the next site without returning to the Institution Summary page. Remember to save all information from each site before proceeding to the next site. If a sponsoring institution chooses not to claim meals at a specific site, click "Save" to enter zeros in the Site Details page before moving on to the next site. Data entry boxes will appear for approved meal types. Non-approved meal types will display N/A.
- 3) When information is completed for all sites, click on the Certify button, located at the bottom of the Site Data Entry page. (This button will only appear after all available sites have had meals entered and saved.) The Certification page will now display.
- 4) To certify, click the Yes Certify button on the Certification page. The main menu will now display with the date and time of certification. If certification is not desired at this time, click the No Do Not Certify button. At a later date, you may return to the Certification page by clicking on the Certify button next to the appropriate month on the Main Menu.

If you have any questions, please call the CACFP at (517) 373-7391.

**Please keep this memo on file or in a notebook for quick and easy reference.**