



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

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SUPERINTENDENT OF
PUBLIC INSTRUCTION

**FISCAL YEAR 2010
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMORANDUM #2**

TO: Child and Adult Care Food Program Institutions

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

DATE: January 6, 2010

**SUBJECT: Fiscal Year (FY) 2010 Child and Adult Care Food Program (CACFP)
Trainings**

Three (3) record keeping trainings have been scheduled for Child Care Centers in the Child and Adult Care Food Program (CACFP) for Fiscal Year 2010. Additional trainings will be scheduled at a later date for summer and fall.

The CACFP trainings are designed for new staff as well as staff desiring a program refresher. In some cases, CACFP staff 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 registration form. The dates and locations of the sessions are also listed. The training schedule is posted on the CACFP website under Training at www.michigan.gov/cacfp. Sessions will begin promptly at 9:00 a.m. and will end no later than 3:00 p.m. Lunch and/or snacks will not be provided.

Registration is required, as seating is limited. Complete the attached registration form and fax or e-mail to confirm participation. Keep a copy of the registration form for your records. There is no charge to attend a CACFP training session. Certificates will be available upon completion of the training which can be used toward the annual training required by the Department of Human Services. For driving directions, use <http://randmcnally.com>.

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

Attachment

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Michigan Department of Education
Grants Coordination and School Support
Child and Adult Care Food Program

**Fiscal Year 2010 CACFP Training
Registration Form**

Complete one registration form for each person attending.

Attendee Information

Name/Title _____ Agreement # _____

Name of Institution _____

County _____ Phone Number _____

E-mail address* _____

*Required to send your confirmation. A seat may not be reserved for you if an e-mail address is not provided.

Select a Training Date

February 25, 2010
Eaton ISD
1790 E. Packard
Charlotte, MI 48813

April 1, 2010
Wayne RESA
Education Center
33500 Van Born
Wayne, MI 48184

April 20, 2010
Kalamazoo RESA
1819 E. Milham
Kalamazoo, MI 49002

Agenda

9:00 - 12:00 Application, Staff Training, Procurement, Income Eligibility
Statements, Enrollment, Civil Rights, Menus, Meal Patterns, Meal
Attendance, and Costs

12:00 - 1:00 Break

1:00 - 3:00 Claim for Reimbursement and Monitoring Requirements

Fax Registration Form to Connie Kraft at (517) 373-4022,
or email registration form to: kraftc@michigan.gov.