



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

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GOVERNOR

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STATE SUPERINTENDENT

**FISCAL YEAR 2013
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMORANDUM #35**

TO: Child and Adult Care Food Program Institutions

FROM: Kyle L. Guerrant, Director *L.G. 9-12-13*
Office of School Support Services

DATE: September 12, 2013

SUBJECT: **Monitoring of Licensing Requirements in the Child and Adult Care Food Program**

ACTION: **Sponsoring organizations may monitor licensing requirements and must report health and safety violations to appropriate contacts where imminent threat is present**

This memorandum will provide guidance and clarification on the Child and Adult Care Food Program (CACFP) monitoring of licensing requirements. Review of licensing requirements is not required by the Michigan Department of Education (MDE) and is not an allowable use of CACFP funds.

CACFP administrative funding provided to sponsors supports a variety of oversight functions including monitoring, training, technical assistance, eligibility determinations, claims processing, enrollment paperwork, and program outreach. These requirements are supported by CACFP funds.

To the extent that licensing and CACFP requirements overlap, CACFP sponsors may share information on those items with licensing authorities. MDE does not require CACFP sponsors to monitor a facility's compliance with Bureau of Child and Adult Licensing (BCAL) or report licensing violations to the BCAL except for health and safety violations where an imminent threat is present.

Monitors that discover conduct or conditions that pose an imminent threat to the health and safety of participants or the public must immediately notify the appropriate state or local licensing, health, or law enforcement authorities and take action that is consistent with the recommendations and requirements of those

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authorities [7CFR 226.16(d)(viii)]. (See CACFP 13-2013, Health and Safety in the Child and Adult Care Food Program, July 26, 2013.) Attached is a matrix that will assist you in directing any reports or information to the appropriate department.

If you have any additional questions concerning this memorandum, contact CACFP at 517-373-7391 or go to <http://www.fns.usda.gov/cnd/Care/Regs-Policy/PolicyMemoranda.htm> to view the federal guidance.

Attachment: Complaints – Who to Contact

Complaints? Who to contact	For Unlicensed	For Licensed
For Neglect & Abuse	Call Centralized Intake for Abuse & Neglect at 855-444-3911 and complete DHS-3200 form	Call Centralized Intake for Abuse & Neglect at 855-444-3911 and complete DHS-3200 form
For Overcapacity/Health & Safety Issues	Email the complaint to MDE @ mde-cnap-cacfp@michigan.gov	Complete the Online Complaint Form @ www.michigan.gov/bcalcomplaints

Centralized Intake for Abuse and Neglect goes into effect 8:00 am 3/5/2012.

Set up to take calls for Children's Protective Services (CPS) and Adult Protective Services (APS).

The Department of Human Services (DHS) has established this to ensure consistency across the state in how complaints are documented and assigned for investigation.

The phone number is available at all times during the year.

The Centralized Intake for Abuse and Neglect is 855-444-3911.

Complete the DHS-3200 form within 72 hours of the verbal phone call

To file a complaint for licensed facilities involving over capacity:

1. Go to www.michigan.gov/bcalcomplaints
2. Scroll down to the section on how to file a complaint and click into "On-line Complaint Form"
3. Complete the form, print before submission.
4. Submit the complaint

To file a complaint for unlicensed facilities involving over capacity:

1. Send an email to mde-cnap-cacfp@michigan.gov

To complete the DHS-3200:

1. Go to www.michigan.gov/dhs
2. Click into Forms and instructions and click onto DHS-3200 form
3. Complete the DHS-3200 form
4. Mail, fax, or email the completed form.

a. Mail to: Centralized Intake for Abuse & Neglect
5321 28th Street, S.E.

Grand Rapids, MI 49546

b. Fax to: 616-977-1154 or 616-977-1158

c. Email to: DHS-CPS-CIGroup@michigan.gov