



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

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SUPERINTENDENT OF
PUBLIC INSTRUCTION

**FISCAL YEAR 2008
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMORANDUM #7**

TO: Child and Adult Care Food Program Institutions

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

DATE: February 4, 2008

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

Training on the Child and Adult Care Food Program (CACFP) will be offered at nine (9) locations with twelve (12) dates to choose from during FY 2008. The morning session will focus on record keeping requirements for independent centers and sponsors of facilities and centers. Afternoon sessions will offer concurrent breakout sessions that include: infant menus, afterschool at-risk program, sponsoring organization responsibilities, and building menus.

The CACFP trainings are designed for new staff as well as staff desiring a program refresher. 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 registration form. The dates and locations of the sessions are also listed. The Lansing and Grand Rapids locations will be added as soon as information is available. 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 2:30 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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www.michigan.gov/mde • (517) 373-3324

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

**Fiscal Year 2008 CACFP Training
Registration Form**

Complete one registration form for each person attending.

Name/Title _____ Agreement # _____

Name of Institution _____

County _____ Phone Number _____

E-mail address* _____

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

Select a Training Date

- | | | |
|--|--|--|
| <input type="checkbox"/> March 4, 2008
Macomb ISD
44001 Garfield Road
Clinton Township, MI 48038 | <input type="checkbox"/> March 6, 2008
Kalamazoo RESA
1819 E. Milham
Kalamazoo, MI 49002 | <input type="checkbox"/> March 6, 2008
Bay-Arenac ISD
4228 Two Mile Road
Bay City, MI 48706 |
| <input type="checkbox"/> March 18, 2008
Wayne RESA
33500 Van Born
Wayne, MI 48184 | <input type="checkbox"/> August 5, 2008
Kalamazoo RESA
1819 E. Milham
Kalamazoo, MI 49002 | <input type="checkbox"/> August 5, 2008
Michigan Historical Library
Forum
702 W. Kalamazoo
Lansing, MI 48909-7507 |
| <input type="checkbox"/> August 6, 2008
Traverse Bay ISD
1101 Red Drive
Traverse City, MI 49696 | <input type="checkbox"/> August 7, 2008
Wayne RESA
33500 Van Born
Wayne, MI 48184 | <input type="checkbox"/> September 9, 2008
Marquette-Alger RESA
321 E. Ohio
Marquette, MI 49855 |
| <input type="checkbox"/> September 9, 2008
Wayne RESA
33500 Van Born
Wayne, MI 48184 | <input type="checkbox"/> September 10, 2008
Oakland ISD
2111 Pontiac Lake Road
Waterford, MI 48328 | <input type="checkbox"/> September 11, 2008
Office of Professional
Development
OPD Training Room
Cascade Commons
5321 28 th Street Court
SE Grand Rapids, MI 49546 |

Training Agenda

9:00 – 12:00 Record Keeping Requirements

12:00 – 1:00 Lunch Break

P.M. Sessions – Select one topic from each of the following sessions:

- 1:00 – 1:45 Building Menus
 Sponsoring Organization Responsibilities
- 1:45 – 2:30 Record Keeping for Afterschool Program in At-Risk areas
 Infant Menus

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