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STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

**FISCAL YEAR 2009  
CHILD AND ADULT CARE FOOD PROGRAM  
OPERATIONAL MEMORANDUM #9**

**TO:** Child and Adult Care Food Program Institutions

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

**DATE:** September 14, 2009

**SUBJECT: Fiscal Year (FY) 2010 Child Nutrition Application Program (CNAP)**

The Fiscal Year (FY) 2010 Child Nutrition Application Program (CNAP) for the Child and Adult Care Food Program (CACFP) is scheduled to be available for independent child care centers and sponsors of child care centers on Monday, September 14, 2009. CNAP can be accessed on the Michigan Education Information System (MEIS) website: [www.michigan.gov/meis](http://www.michigan.gov/meis).

The following changes will be implemented with the FY 2010 application:

- Applications will be approved for a three year period;
- Some independent centers and sponsors of centers will be required to submit an entire Fiscal Year (FY) 2010 application; and
- Some independent centers and sponsors of centers will have their FY 2009 application rolled over as approved and certified for FY 2010.

If you are an independent center or sponsor of centers, and your agreement number is on the attached list, you are required to complete the entire FY 2010 application.

If you are an independent center and your agreement number is not on the list, your FY 2009 application will roll over as approved and certified for FY 2010. Remember to update your application throughout FY 2010.

If you are a sponsor of centers and your agreement number is not on the list, your FY 2009 application will roll over as approved and certified for FY 2010. However, you are required to:

- Update your budget and any necessary amendments to the management plan in support of the budget by September 30, 2009. If there are no changes in your budget or management plan, you must still amend your application and indicate in the amendment justification page that you have reviewed your budget and there are no changes.

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- Verify that key staff at each site have been trained in CACFP requirements. This is completed when you click "I Agree" on the certification page in CNAP when submitting the amended application.

For those institutions required to complete the FY 2010 application, the application must be submitted, complete and correct, by September 30, 2009. Institutions that are required to complete the FY 2010 application were selected based on the administrative review cycle and other factors.

Attached is a chart summarizing application requirements. If you have questions regarding this operational memorandum, call the CACFP office at (517) 373-7391.

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

If you are:	Action(s) required:
an independent center and your agreement number is on the list:	<ul style="list-style-type: none"> <li>• Complete the entire Fiscal Year (FY) 2010 CNAP application.</li> </ul>
an independent center and your agreement number is not on the list:	<ul style="list-style-type: none"> <li>• Your FY 2009 CNAP application rolled over as Approved and Certified for FY 2010;</li> <li>• If applicable, submit supporting documentation for Food Service Contract(s) and/or Invitation to Bid; and</li> <li>• Update your application throughout FY 2010.</li> </ul>
a sponsor of centers and your agreement number is on the list:	<ul style="list-style-type: none"> <li>• Complete the entire FY 2010 CNAP application.</li> </ul>
a sponsor of centers and your agreement number is not on the list:	<ul style="list-style-type: none"> <li>• Your FY 2009 CNAP application rolled over as Approved and Certified for FY 2010;</li> <li>• Update your budget and any necessary amendments to the management plan in support of the budget by September 30, 2009;</li> <li>• If applicable, submit supporting documentation for Food Service Contract(s) and/or Invitation to Bid;</li> <li>• If there are no changes in your budget or management plan, you must still amend your application and indicate in the amendment justification page that you have reviewed your budget and there are no changes; and</li> <li>• Verify that key staff at each site have been trained in CACFP requirements. This is completed when you click "I Agree" on the certification page in CNAP when submitting the amended application.</li> </ul>

Michigan Department of Education  
 Grants Coordination and School Support  
 Child and Adult Care Food Program  
 September 14, 2009

**Institutions Required to Complete Fiscal Year 2010 Child Nutrition Application Program (CNAP)**

040000002	330000036	41SPX0005	630000036	820000104
06SPX0001	330000054	41SPX0022	630000061	820000107
070000002	33SPX0004	41SPX0025	630000080	820000108
09901	33SPX0015	41SPX0029	630000085	820000130
09SPX0002	34040	43040	630000088	820000143
11SPX0005	380000001	44SPX0001	630000102	820000163
12010	380000030	44SPX0003	630000108	820000181
130000015	380000034	460000009	63030	820000241
130000017	38140	460000011	63050	820000243
140000003	390000005	47000	63060	820000290
17090	390000021	50SPX0001	63130	820000315
210000002	390000026	50SPX0006	63140	820000320
210000011	390000050	50SPX0007	63SPX0002	820000321
21SPX0001	390000191	50SPX0009	63SPX0005	820000327
22SPX0003	39010	520000008	63SPX0021	820000328
22SPX0004	39SPX0007	52SPX0001	63SPX0024	820000341
250000056	410000026	530000003	670000001	82010
250000060	410000032	530000004	67SPX0001	82160
250000066	410000036	550000002	700000001	82SF02000
250000069	410000043	560000003	70SPX0003	82SPX0006
251101737	410000046	560000005	70SPX0008	82SPX0012
25180	410000061	570000002	730000004	82SPX0016
25906	410000066	58030	73SPX0009	82SPX0022
25SPX0003	410000067	590000001	73010	82SPX0043
25SPX0015	410000077	590000004	73030	82SPX0060
270000001	410000085	59070	73080	82SPX0075
280000011	410000090	61010	75040	82SPX0082
32SPX0001	410000193	61020	78SPX0001	82SPX0083
330000003	41110	61240	791105439	82SPX0085
330000028	41210	61SPX0002	810000001	83010
	41SPX0003	630000003	810000022	990000038
	41SPX0004	630000020	81SPX0004	