



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

RICK SNYDER  
GOVERNOR

BRIAN J. WHISTON  
STATE SUPERINTENDENT

January 29, 2016

Re: School Meals Overview Training: March 2, 9, and 16, 2016

The staff of the Michigan Department of Education's School Nutrition Programs Unit is pleased to announce a three-day training for food service directors/personnel. This comprehensive training is for food service directors/managers and will cover items the staff must know to be in compliance with all program requirements.

Registration priority for this training will go to School Food Authorities (SFAs) first. Please note that vendors and distributors may be turned away if all available slots are filled by SFAs. Vendors and distributors will be placed on a waiting list and they will be notified after the registration deadline in order of registration received.

Cost: No charge for training.

Date: March 2, 9, and 16, 2016

Time: March 2, 2016	8:00 a.m. to 8:30 a.m. – registration
	8:30 a.m. to 4:00 p.m. – training
March 9, 2016	8:00 a.m. to 8:30 a.m. – registration
	8:30 a.m. to 4:00 p.m. – training
March 16, 2016	8:00 a.m. to 8:30 a.m. – registration
	8:30 a.m. to 4:00 p.m. – training

Meals: Lunch will be provided all three days.

Registration Deadline: February 24, 2016

Location: Michigan Library and Historical Center (Lake Michigan Room)  
702 W. Kalamazoo St.  
Lansing, MI 48909

[Registration](#)<sup>i</sup> for the training is required and must be completed as space is limited, so please register early.

Persons with disabilities needing reasonable accommodations for effective participation in the meeting should contact the Michigan Department of Education Human Resources office at 517-373-3347 to request mobility, visual, hearing, or other assistance. Requests for accommodations should be made by February 16, 2016.

---

<sup>i</sup> <https://www.eventbrite.com/e/school-meals-overview-training-smot-registration-20888869170>

**STATE BOARD OF EDUCATION**

JOHN C. AUSTIN – PRESIDENT • CASANDRA E. ULBRICH – VICE PRESIDENT  
MICHELLE FECTEAU – SECRETARY • PAMELA PUGH – TREASURER  
LUPE RAMOS-MONTIGNY – NASBE DELEGATE • KATHLEEN N. STRAUS  
EILEEN LAPPIN WEISER • RICHARD ZEILE

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909  
[www.michigan.gov/mde](http://www.michigan.gov/mde) • 517-373-3324