



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

July 25, 2012

Re: School Nutrition Programs Summer Workshop

New Meal Pattern Training: This training will detail the new requirements related to the new meal pattern which will be in effect for the 2012-2013 school year.

6 Cent Certification Training: This training will provide guidance on how to fill out the forms in order to submit the required documentation for the additional 6 cents in reimbursement.

School Meals Program Requirements Training: This two-day comprehensive training is for new food service directors or for those who desire a review of the National School Lunch Program, School Breakfast Program, and Special Milk Program. The training will cover items the director/coordinator must know to be in compliance with all program requirements. Training manuals will be provided to all participants.

Registration for these trainings is required and must be completed using the on-line registration process described below. The trainings are as follows:

DAY/DATE	LOCATION	TIME	TARGET AUDIENCE
New Meal Pattern Training Tuesday, August 21, 2012	Radisson Hotel 111 N. Grand Avenue Lansing, Michigan	8:30 am – 12:00 pm	Food Service Directors/ Managers
6 Cent Certification Training Tuesday, August 21, 2012	Radisson Hotel 111 N. Grand Avenue Lansing, Michigan	1:00 pm – 4:00 pm	Food Service Directors/ Managers
School Meals Program Requirements Training Wednesday and Thursday, August 22-23, 2012 This is a two-day training	Radisson Hotel 111 N. Grand Avenue Lansing, Michigan	8:30 am – 4:00 pm (August 22) 8:30 am – 3:00 pm (August 23)	Food Service Directors/ Managers

Participants will be responsible for their own lodging. We have reserved a block of hotel rooms at a discounted rate at the Radisson Hotel for participants of the School Nutrition Program Summer Workshop. For hotel reservations, phone 517-482-0188. When making your hotel reservation, mention the School Nutrition Program Summer Workshop for the state rate which includes a continental breakfast.

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New Meal Pattern Training (August 21 am)

6 Cent Certification Training (August 21 pm)

School Meals Program Requirements Training (August 22 and 23)

ON-LINE REGISTRATION PROCESS

Registration deadline is August 10, 2012:

Space is limited, so please register early. To register:

1. Go to Workshop Registration at: https://mdoe.state.mi.us/fs_registration/.
2. Click on *Register For A Workshop*.
3. Click on the appropriate box to identify whether you are from an LEA/ISD/PSA or from an organization.
4. Click on down arrow to choose your desired training. Click on *New Meal Pattern Training*, or *6 Cent Certification Training*, or *School Meals Program Requirements Training*, and then click *Next*. **Note: If would like to attend all 3 trainings, you will need to submit a separate registration for each training.**
5. If you are registering from an LEA/ISD/PSA:
Click on down arrow to indicate your local ISD, and then click *Next*.
Click on down arrow to indicate your local district, and then click *Next*.
6. If registering from an organization, fill in organization name, and then click *Next*.
7. Fill in registration information.
8. **Scroll down and click on your desired training.**
9. Click *Submit Registration*.
10. If information is incorrect, click *Change* to make the necessary changes.
If information is correct, click *Confirm* to complete the registration process.

Your registration is NOT complete until you click *Confirm*.

PLEASE NOTE: Repeat this process for EACH person registering from your organization.

If you have any questions regarding this registration process, please contact the School Nutrition Programs Unit by email to mde-schoolnutriton@michigan.gov or phone 517-373-3347.

Persons with disabilities needing reasonable accommodations for effective participation in the meeting should contact the Michigan Department of Education Human Resources office at 517-373-0794 to request mobility, visual, hearing, or other assistance. Requests for accommodations should be made by August 10, 2012. We look forward to seeing you at our workshops.

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