



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

RICK SNYDER  
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STATE SUPERINTENDENT

**FISCAL YEAR 2018  
CHILD AND ADULT CARE FOOD PROGRAM  
OPERATIONAL MEMORANDUM #3**

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

**FROM:** Diane L. Golzynski, Assistant Director  
Office of School Support Services

**DATE:** December 1, 2017

**SUBJECT:** **Fiscal Year (FY) 2018 Child and Adult Care Food Program (CACFP) Trainings**

**ACTION:** **Registration Process for Trainings**

Recordkeeping Training on the Child and Adult Care Food Program (CACFP) will be offered at nine (9) locations with nine (9) full recordkeeping sessions. The CACFP trainings are free and are designed for new staff, as well as staff desiring a program refresher or training in any specific topic area. Personnel responsible for ensuring program compliance may attend a session to comply with corrective action from an administrative review. In addition, certificates will be available upon completion of the training and can be used toward annual training required by the Michigan Department of Health and Human Services.

Registration for CACFP trainings is required due to limited seating. Individuals registering for CACFP trainings must create an account on the [Eventbrite website](http://www.Eventbrite.com) ([www.Eventbrite.com](http://www.Eventbrite.com)). Save your account information as CACFP staff will not have access to that information. The registration process for Eventbrite is posted on the [CACFP website](http://www.michigan.gov/cacfp) ([www.michigan.gov/cacfp](http://www.michigan.gov/cacfp)) under Training. Registration instructions are also attached to this memo. All training sessions will begin promptly at the time indicated. Questions regarding these trainings may be directed to CACFP staff at 517-373-7391.

Persons with disabilities needing reasonable accommodations for effective participation in the workshop should contact the CACFP office at 517-373-7391. All requests for accommodations should be made at least two weeks prior to training.

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

**Child and Adult Care Food Program  
Fiscal Year 2018 Training  
Eventbrite Online Registration Instructions**

To register:

1. Go to the [Eventbrite website](http://www.Eventbrite.com) (www.Eventbrite.com).
2. Create an account, which will require an email address and a password. Please save your account information.
3. Search for CACFP trainings by the city of the training location or by the training date. You may also type: Child and Adult Care Food Program in the search field to bring up all sessions.
4. Complete the required registration information:
  - First Name and Last Name
  - E-Mail Address
  - Job Title
  - Company/Organization Name
  - Work Phone Number
  - CACFP Agreement Number. If no agreement number, type "applying" in this field.
  - County Name (example Ingham, Wayne, Oakland, etc.) Do not type Michigan.
  - Sponsor (multiple feeding sites) or Independent (single feeding site)  
Check the appropriate box. Choose only one.
  - Select the session(s) you would like to attend.
5. Review your information. When the required fields are complete, click "complete registration." Print registration confirmation.
6. To cancel a reservation, go to [Eventbrite website](http://www.Eventbrite.com) (www.Eventbrite.com), log in, and cancel the reservation.

Questions regarding this online registration process can be directed to Katherine Foreman, CACFP Training Coordinator at [foremank4@michigan.gov](mailto:foremank4@michigan.gov) or by phone at 517-335-2403.

## Fiscal Year 2018 CACFP Record Keeping Training Schedule

<b>Day</b>	<b>Month</b>	<b>Date</b>	<b>Location</b>	<b>Address</b>
Wednesday	January	10	Lansing Michigan Works	2110 South Cedar Street Lansing, MI 48910
Thursday	February	8	Frederick Douglass Academy	2001 West Warren Avenue Detroit, MI 48208
Wednesday	March	7	Food Bank of Eastern Michigan	1938 Howard Street Flint, MI 48507
Thursday	April	12	Kalamazoo RESA	1819 E. Milham Avenue Portage, MI 49002
Thursday	April	26	Marquette-Alger RESA	321 East Ohio Street Marquette, MI 49855
Thursday	May	31	Wayne RESA Annex Bldg.	5454 Venoy Road Wayne, MI 48184
Thursday	June	14	Gaylord Community Schools	615 South Elm Street Gaylord, MI 49735
Thursday	August	9	Saginaw Transitions Center	3860 Fashion Square Saginaw, MI 48638
Thursday	September	13	Washtenaw ISD	1819 South Wagner Road Ann Arbor, MI 48103