



STATE OF MICHIGAN
DEPARTMENT OF AGRICULTURE
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

DON KOIVISTO
DIRECTOR

DATE: October 26, 2007

TO: All Local Health Departments (LHD's)
Attn: Medical Director / Health Officer / Director of Environmental Health
Michigan Department of Agriculture (MDA)
Attn: Food and Dairy Division Managers

FROM: Becky Peterson
Food Service Program
Food and Dairy Division

A handwritten signature in cursive script that reads "Rebecca Peterson".

SUBJECT: MDA Food Service Program Planning Calendar

Attached is the October 2007 thru September 2008 Food Service Program Calendar. This document can be located on the MDA website under "Additional Links", Food Service Program Calendars.

Distribution List:
MIFood Listserve
MDA Food Inspection Program Staff
MDA Food Service Program Staff

***LHD action items appear like this.**

October 2007

Routine Items	Unique Items
*4th quarter food service report due.	Passage of updated Michigan Food Law expected.
Jackson accreditation Oct 29-Nov 2	*Training for new food code/food law changes
Dickinson-Iron accreditation Oct 22-26	MEHA Food Conference Oct 10-12
	FDA Regional Conference- D.C. Oct 29-Nov 1
	NCAFDO- Grand Rapids Oct 15-17
	Premier Public Health Conference Oct 17-18, Dearborn
	*Standardized trainer sessions: interactive inspections and FC/FL updates- to be scheduled.
	*Review any desired MPR changes with MPR Advisory Workgroup.
	*Manager certification rules workgroup meets
	*Risk-based inspection schedule workgroup meets
	*MDA Licensing Improvement Project ongoing with LHD representatives
	FSEAC Committee meets to assess effectiveness of consumer and industry education grants and discuss new grant process.
	MDA issues results of LHD/MDA survey.
	MDA issues self-assessment of LHD compliance with FDA Voluntary Retail Standards.

November 2007

Routine Items	Unique Items
MDA sends list of outstanding food service licenses to LHD's.	*Training for new food code/food law changes
Allegan Accreditation 5 th -9th	*Standardized trainer sessions: interactive inspections and FC/FL updates- to be scheduled.
Saginaw accreditation 26 th -30th	*Review any desired MPR changes with MPR Advisory Workgroup.
MDA approves LPHO budgets	*Manager certification rules workgroup meets.
Food and Dairy annual report draft developed	MDA requests permission to develop rules from Agriculture Commission.
	*Risk-based inspection schedule workgroup meets

December 2007

Routine Items	Unique Items
<u>* Local health provides MDA with all current license year changes, deletes, and voids by 12/31.</u>	*Training for new food code/food law changes
<u>*Local health submits request for window envelopes to MDA, if needed, by 12/31.</u>	MDA sends '08 STFU & Mobile stickers to LHD's.
<u>*Local health submits request for printed 08/09 blank license applications by 12/31.</u>	MDA send memo regarding cutoff for annual licenses in January
Food and Dairy annual report draft developed.	*Manager certification rules workgroup meets
*Begin registering staff for 3 day Food Code / Food Law training course to be held on January 22-24, 2008 in Lansing. To register go to: https://mi.train.org.	*Risk-based inspection schedule workgroup meets
<u>Genesee accreditation 10th-14th</u>	*Review any desired MPR changes with MPR Advisory Workgroup.
MDA issues STFU/Mobile stickers for 07-08.	MDA begins formal rule making process to develop manager certification rules. Continues throughout year.

January 2008

Routine Items	Unique Items
Food Code / Food Law 3 day training course on January 22-24, 2008 in Lansing.	Fee portions of updated food law become effective.
MDA issues Food & Dairy annual report.	*Review any desired MPR changes with MPR Advisory Workgroup
*January 14th - begin issuing 2008/09 licenses. Updated license application posted to MDA website for use by LHDs.	MDA prepares to conduct risk reduction initiative mid-course surveys. Surveys continue throughout year.
Updated STFU list issued to LHD's.	MDA compile accreditation summary for 2007, and distribute to MPH, LHDs.
*1st quarter food service report due.	

February 2008

Routine Items	Unique Items
MDA sends food service licensing database to DMB with order for printing and mailing license applications and licenses to local health departments.	
Ingham accreditation 18 th -22 nd	

March 2008

Routine Items	Unique Items
*LHD's receive and begin processing 08/09 food service license applications and pre-printed licenses from MDA.	Standards review Committee reviews and approved MPRs, Indicators and Guidance Document.
By April 1, MDA issues legislative report- "LHD conformance with MPR requirements".	MEHA AEC, March 12-14, Bay City
MDA's review of CPBC Contract begins.	
Calhoun accreditation 3 rd -7 th	
Central Michigan accreditation 17 th -21 st	

April 2008

Routine Items	Unique Items
Macomb accreditation 7 th -11 th	Non-fee portions of Food Law update become effective 4/1/08.
*2nd quarter food service report due.	Conference for Food Protection (CFP) National Conference. San Antonio, TX, April 11-16, 2008.

May 2008

Routine Items	Unique Items
*Food service establishment licenses expire May 1. 2008/09 food establishment licensing year begins.	
Lenawee accreditation 5 th -9 th	
Ionia accreditation 19 th -23rd	

June 2008

Routine Items	Unique Items
Livingston accreditation 6 th -10 th	
Midland accreditation 16 th -20 th	
MDA gives final approval for local health CPBC Contract.	

July 2008

Routine Items	Unique Items
Monroe accreditation 7 th -11 th	
Oakland accreditation 21 st -25 th	
*3rd quarter food service report due.	

August 2008

Routine Items	Unique Items
Wayne accreditation 4 th -8 th	
MDA sends fee adjustment memo to LHD's based on increase in CPI.	

September 2008

Routine Items	Unique Items
	E.H. Director's Conference, September 17-19