



STATE OF MICHIGAN
DEPARTMENT OF AGRICULTURE
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

DON KOIVISTO
DIRECTOR

DATE: August 12, 2008

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, Supervisor
Food Service Program
Food and Dairy Division

A handwritten signature in black ink that reads 'Rebecca Peterson'.

SUBJECT: Cycle 4 Accreditation and Self Assessment Training

Cycle 4 Accreditation and Self Assessment Training

This presentation is designed to instruct local and district health department administrators, food supervisors, and standardized trainers about the changes to the cycle 4 accreditation process for the Michigan Department of Agriculture Food Service Program.

Ideally, the accreditation quality assurance or self-assessment food team should attend the course to learn (1) how self-assessments are conducted, and (2) the criteria for using Option 2.

The course runs from 9 AM to 4:30 PM. Additional information can be found on MITRAIN.

Courses will be held on the following dates at these locations:

09-22-2008	Barry-Eaton Health Department, Hastings
09-26-2008	Wayne County Health Department, Wayne
09-30-2008	Marquette County Health Department, Marquette
10-02-2008	MDOT facility, Gaylord
10-06-2008	Mid Michigan Community College, Harrison
10-10-2008	Genesys Learning Institute, Grand Blanc

To sign up for the course, go to <https://mi.train.org> and sign in. Select the tab identified as *COURSE SEARCH* at top of page. Go to the left hand margin and select *Course ID*,

then select *Course Provider*. Fill in and select *Michigan Department of Agriculture, Food and Dairy Division, Food Service Program*. Register for the course entitled *Cycle 4 Accreditation and Self Assessment Training*. Once your course is chosen, you will have the opportunity to print directions to the facility.

Every participant is asked to bring the following files for review:

2 fixed establishment files

3 Temporary food licenses/inspection forms

2 plan review files (full plans with the facility opened)

1 mobile commissary verification form- if applicable

2 vending location files

Your complaint log, policy, and 2 complaints

FBI log, policy, and 2 FBI complaints

2 self-assessment form packets.

You will be self-assessing your own files during the training. No one else will have access to your files

We look forward to seeing you! If you have any questions, please contact Becky Peterson at (517) 241 -0140.

Distribution List:

MIFood Listserve

MDA Food Section Staff