



STATE OF MICHIGAN  
DEPARTMENT OF AGRICULTURE  
LANSING

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**DATE:** December 8, 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  
Food Service Program  
Food and Dairy Division

*Rebecca Peterson*

**SUBJECT:** MDA Food Service Program Planning Calendar

Attached is the 2009 Food Service Program Calendar. This document can be located on the MDA website under Food Safety / Resources for Food Industry Regulators / Memos to LHDs.

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

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

**January 2009**

| <b>Routine Items</b>   | <b>Unique Items</b>   |
|--|---|
| <b><u>*1<sup>st</sup> quarter food service report due.</u></b>   | Updated STFU list issued to LHD's.  |
| MDA issues Food & Dairy annual report.   | 1-8-09 Standardized trainer sessions:<br>Field Evaluation Worksheet training  |
| <b>*January 19<sup>th</sup> - begin issuing 2008/09 licenses. Updated license application posted to MDA website for use by LHDs.</b> | Food Code / Food Law 3 day training course on January 20-22, 2009 in Lansing. |
| MDA issues STFU/Mobile stickers for 09-10  | Begin E-Health Development  |
|  | Develop Inspection Form Review Work Group                                     |

**February 2009**

| <b>Routine Items</b>  | <b>Unique Items</b> |
|---|---------------------|
| MDA sends food service licensing database to DMB with order for printing and mailing license applications and licenses to local health departments. |                     |
| <b>Kalamazoo Accreditation 2<sup>nd</sup> – 6<sup>th</sup></b>  |                     |
| <b>BHSJ Accreditation 23<sup>rd</sup> – 27<sup>th</sup></b>   |                     |
|   |                     |

**March 2009**

| <b>Routine Items</b>   | <b>Unique Items</b>                  |
|--|--------------------------------------|
| <b><u>*LHD's receive and begin processing 09/10 food service license applications and pre-printed licenses from MDA.</u></b> |                                      |
| By April 1, MDA issues legislative report- "LHD conformance with MPR requirements".  | MEHA AEC, March 18-20, Traverse City |
| MDA's review of CPBC Contract begins.  |                                      |
| <b>Marquette Accreditation 9<sup>th</sup> – 13<sup>th</sup></b>  |                                      |
| <b>Lapeer 16<sup>th</sup> – 20<sup>th</sup> accreditation 17<sup>th</sup>- 21<sup>st</sup></b>                               |                                      |

**April 2009**

| <b>Routine Items</b>                                    | <b>Unique Items</b>   |
|---|---|
| <b>Delta- Menominee Accreditation 20th – 24th</b>       | April 14- Final drafts of proposed changes to the funding formulas for all programs presented to the MALPH Funding Issues Committee for approval. |
| <b>*2<sup>nd</sup> quarter food service report due.</b> | Standardized trainer sessions:  |
|   |   |

**May 2009**

| <b>Routine Items</b>   | <b>Unique Items</b> |
|--|---------------------|
| <b>*<u>Food service establishment licenses expire May 1. 2009/10 food establishment licensing year begins.</u></b> |                     |
| <b>Chippewa Accreditation 4<sup>th</sup>-8<sup>th</sup></b>  |                     |
| <b>Ottawa Accreditation 18<sup>th</sup>-22<sup>nd</sup></b>  |                     |

**June 2009**

| <b>Routine Items</b>                                     | <b>Unique Items</b> |
|--|---------------------|
| <b>Muskegon Accreditation 1<sup>st</sup> – 5th</b>       |                     |
|  |                     |
| MDA gives final approval for local health CPBC Contract. |                     |

**July 2009**

| <b>Routine Items</b>                                    | <b>Unique Items</b>  |
|---|--|
| <b>Tuscola Accreditation 20<sup>th</sup> – 24th</b>     | Standardized trainer session:                                    |
|   | FDA “Managing Retail Food Safety” course, July 14-16 (tentative) |
| <b>*3<sup>rd</sup> quarter food service report due.</b> |  |
|   |  |

**August 2009**

| <b>Routine Items</b>   | <b>Unique Items</b> |
|--|---------------------|
| <b>Grand Traverse Accreditation 3<sup>rd</sup> – 7th</b>         |                     |
| MDA sends fee adjustment memo to LHD’s based on increase in CPI. |                     |
|  |                     |

**September 2009**

| <b>Routine Items</b>   | <b>Unique Items</b>                   |
|--|---------------------------------------|
| <b>Huron Accreditation- 28<sup>th</sup> – Oct 2<sup>nd</sup></b> | E.H. Director’s Conference, September |
|  |                                       |

**October 2009**

| <b>Routine Items</b>   | <b>Unique Items</b>   |
|--|---|
| <b>*4<sup>th</sup> quarter food service report due.</b>            | Premier Public Health Conference<br>Oct _____               |
| <b>VanBuren/Cass Accreditation 5<sup>th</sup> – 9<sup>th</sup></b> | MEHA Food Conference Oct _____                              |
| <b>Sanilac Accreditation 19<sup>th</sup> – 23<sup>rd</sup></b>     | FDA Regional Conference / NCAFDO-<br>North Dakota Oct _____ |
| Order STFU and Mobile Stickers                                     | Send out FSET Grant Proposal Application                    |
| Standardized trainer session:                                      |   |

**November 2009**

| <b>Routine Items</b>  | <b>Unique Items</b>  |
|---|--|
| MDA sends list of outstanding food service licenses to LHD's.           | FSEAC Committee meets to assess effectiveness of consumer and industry education grants and review new grant applications. |
| Food and Dairy annual report draft developed                            | Send to Lynne Stauff intent to revise any MPRs for following year.   |
| MDA approves LPHO budgets   |  |
| <b>DHD #4 Accreditation- 2<sup>nd</sup> – 6<sup>th</sup></b>            |  |
| <b>St. Clair Accreditation Nov 30<sup>th</sup> – Dec 4<sup>th</sup></b> | Start Prep for January Food Code / Food Law class  |

**December 2009**

| <b>Routine Items</b>  | <b>Unique Items</b>   |
|---|---|
| <b>* <u>Local health provides MDA with all current license year changes, deletes, and voids by 12/31.</u></b> |   |
| <b>*<u>Local health submits request for window envelopes to MDA, if needed, by 12/31.</u></b>                 | <b>Begin registering staff for 3 day Food Code / Food Law training course to be held on January _____ in Lansing.</b><br>To register go to: <a href="https://mi.train.org">https://mi.train.org</a> . |
| <b>*<u>Local health submits request for printed 08/09 blank license applications by 12/31.</u></b>            | MDA send memo regarding cutoff for annual licenses in January   |
| Food and Dairy annual report draft developed.   | MDA issues STFU/Mobile stickers for 09-10   |
| <b>St. Clair Accreditation Nov 30<sup>th</sup> – Dec 4<sup>th</sup></b>                                       | <b>Bay Accreditation- 7<sup>th</sup> – 11<sup>th</sup></b>  |