

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. SCHDCSTE

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency EDUCATION
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description School District Consultant-E	10. Division Business, Health, and Library Services
5. Working Title (What the agency calls the position) Child and Adult Care Food Program (CACFP) Consultant	11. Section Office of Nutrition Services
6. Name and Position Code Description of Direct Supervisor CAVETT, LYNN; EDUCATION CONSLTNT MGR-5	12. Unit Child and Adult Care Food Program
7. Name and Position Code Description of Second Level Supervisor HERMAN, SARA M; STATE ADMINISTRATIVE MANAGER-2	13. Work Location (City and Address)/Hours of Work 608 West Allegan, Lansing, MI 48933 / 8 a.m. – 5 p.m. Hybrid and flexible schedules may

14. General Summary of Function/Purpose of Position

The Office of Nutrition Services is the state administering agency for federal food programs such as National School Lunch and Breakfast Programs, Child and Adult Care Food Program, Summer Food Service Program, including Rural Non-congregate, Summer EBT, Fresh Fruit and Vegetable Program, Farm to Program, and commodity programs such as USDA Foods for Schools, The Emergency Food Assistance Program, and the Commodity Supplemental Food Program. Each program has required applications, monitoring and reporting, as well as training/technical assistance and outreach or program development requirements. This position provides a coordinated approach to the mission of improving health and nutrition outcomes for Michigan's children, using key partnerships and other office leaders for the successful implementation of nutrition programs. The person in this position is responsible for the positive professional culture, climate of trust, and organizational health that is the pathway toward meeting these goals.

The function of this consultant is to consult and advise family daycare home (FDCH) sponsors, childcare centers, community agencies, schools, afterschool programs, interest groups, adult day care programs, and Child and Adult Care Food Program (CACFP) staff concerning the administration and operation of the Child and Adult Care Food Program. This position functions as the consultant completing or overseeing a variety of assignments including civil rights, feeding infants, pre-primary and early elementary children, school age children, and adults. In addition, this position consults and interprets federal and state regulations and policies as they relate to the CACFP.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.
List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1**General Summary:****Percentage: 50**

Provides technical assistance and consultative services pertaining to the Child and Adult Care Food Program (CACFP).

Individual tasks related to the duty:

- Analyze and evaluate the CACFP and make recommendations to administrators, school superintendents and boards of education, and/or boards of childcare agencies and adult day care programs regarding improvements to program quality, program integrity, nutritional integrity, and program improvement and enhancement.
- Consults and advises CACFP participants, interested groups, and food service personnel on the implementation, development, improvement, interpretation and evaluation of the CACFP.
- Independently, or with co-workers, perform in-depth reviews of CACFP institutions and sponsoring organizations, including the viability, capability, and accountability of the sponsor's administrative abilities and the program operations and implementation at the facility level of childcare centers, adult day care programs, and FDCH sponsoring organizations.
- Answer phone, letter, and email inquiries related to the CACFP, nutrition, and related child development issues.
- Investigates complaints, reports of violations, and makes recommendations for improvement/compliance as required.
- Adapt research developments and current concepts in child and adult nutrition.
- Maintains records, prepares reports, and correspondence related to work.
- Assists the supervisor of CACFP to review applications, contracts, and grants submitted by current or potential program institutions and sponsoring organizations.
- Analyze and evaluate financial records associated with program management, prepare reports, and make recommendations.
- Develops and distributes policy clarifications, operational memoranda, and handbooks based on USDA guidance or regulations.
- Analyze proposed legislation and regulations. Prepare written analysis for the supervisor of CACFP.
- Analyze and evaluate audits of institutions and sponsors.
- Develops and implements procedures related to the seriously deficient process as it relates to institutions and sponsors.
- Independently or with co-workers, represents MDE in the appeal process.

Duty 2**General Summary:****Percentage: 25**

Assist with the planning, development, coordination, implementation, and evaluation of training programs and materials related to the CACFP.

Individual tasks related to the duty:

- Assist with the planning, coordination, development, implementation, and evaluation of potential applicant training.
- Assist with the planning, coordination, development, implementation, and evaluation of training programs and materials to orient new institutions and sponsoring organizations.
- Assist with the planning, coordination, development, implementation, and evaluation of training programs and materials to improve record keeping skills of institutions and sponsoring organizations.
- Assist with the planning, coordination, development, implementation, and evaluation of training programs and materials including but not limited to: regulations, program integrity, food purchasing, nutrition, food production, menu planning, safety and sanitation, cost control, personnel management, financial viability, and nutrition education. Training is designed to improve skill level of all personnel associated with the CACFP.
- Develop, revise, and update applications, agreements, policy statements, claims for reimbursement, reports, and forms used by all participants in the CACFP.
- Develop reports, needs assessments, evaluations and forms used by CACFP staff.

Duty 3**General Summary:****Percentage: 20**

Assist with the development and administration of related systems work pertaining to FDCH sponsors and provide guidance, oversight, and monitoring for Child Nutrition Program Civil Rights.

Individual tasks related to the duty:

- Assist with the development and administration of the online Next Generation Grant, Application and Cash Management System (NexSys) Coordinated Application, MiND 2.0 and GEMS/MARS systems for Family Day Care Home Sponsoring Organizations.
- Review and monitor FDCH applications annually and as amended for compliance with program regulations and performance standards.
- Schedule and conduct administrative reviews within the Gems/Mars system.
- Review FDCH sponsoring organization claims within the MiND 2.0 system.
- Civil Rights Compliance and Enforcement per USDA Federal Regulations including investigating complaints, reports of violations, and making recommendations for improvement/compliance as required.

Duty 4**General Summary:****Percentage: 5**

Other duties as assigned.

Individual tasks related to the duty:

- Other duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Provides technical assistance and consultative services pertaining to the Child and Adult Care Food Program (CACFP) to potential and current sponsors, staff, and leadership.

17. Describe the types of decisions that require the supervisor's review.

When situations arise that conflict with current practices or procedures or when new or unusual events or circumstances occur.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Job takes place both inside the office and in the field. Person needs to sit, work at a PC, lift, and carry training materials and often stand for prolonged periods of time while conducting training sessions. Travel, including overnight stays within the state as well as out of state, is required. Travel is reimbursed per State of Michigan instruction. State of Michigan vehicles can be used for business purposes only. Travel schedules are determined by employee in conjunction with their supervisor. Approximately 30% of work is spent traveling.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

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| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Prepared by management.

23. What are the essential functions of this position?

The Office of Nutrition Services is the state administering agency for federal food programs such as National School Lunch and Breakfast Programs, Child and Adult Care Food Program, Summer Food Service Program, including Rural Non-congregate, Summer EBT, Fresh Fruit and Vegetable Program, Farm to Program, and commodity programs such as USDA Foods for Schools, The Emergency Food Assistance Program, and the Commodity Supplemental Food Program. Each program has required applications, monitoring and reporting, as well as training/technical assistance and outreach or program development requirements. This position provides a coordinated approach to the mission of improving health and nutrition outcomes for Michigan's children, using key partnerships and other office leaders for the successful implementation of nutrition programs. The person in this position is responsible for the positive professional culture, climate of trust, and organizational health that is the pathway toward meeting these goals.

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24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New Establishment

25. What is the function of the work area and how does this position fit into that function?

The Office of Nutrition Services (ONS) is responsible for the administration of several Child Nutrition Programs (National School Lunch, Breakfast and Special Milk, Child and Adult Care Food Program, Summer Food Service Program), and Food Distribution Programs. This position is primarily responsible for providing consultative services as described in #15 above.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a master's degree in education or a field related to education program administration (non-academic).

EXPERIENCE:**School District Consultant 11**

No specific type or amount is required.

School District Consultant 12

One year of post-master's, professional experience in school program management in a consultative capacity or administrative experience in school program management equivalent to a School District Consultant 11.

School District Consultant P13

Two years of post-master's, professional experience in school program management in a consultative capacity or administrative experience in school program management, including one year equivalent to a School District Consultant 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

This position requires a self-motivated person who can work independently as well as with others. The candidate must possess the ability to communicate both verbally and in writing. Knowledge of nutrition principles, presentation skills, group facilitation, and financial viability are also essential.

CERTIFICATES, LICENSES, REGISTRATIONS:

Registered Dietitian preferred but not required. Driver's license preferred.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

TASHA HARPER

Appointing Authority

7/7/2026

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date