Minnesota Department of Education

Management Plan Certification

Child and Adult Care Food Program
Family Daycare Home Sponsors 2012 – 2013

Sponsor Name: _____ **Sponsor ID #:** _____

Review each section within this certification and indicate where there has been "no change" or "changes" for each question from the management plan on file with the Minnesota Department of Education (MDE) Food and Nutrition (FNS). Refer to the original management plan questions for additional detail if needed. For each question where there has been a change or a submission is required: label each supporting document with the current date, indicate if it is a replacement or an addition and make sure to identify the specific question number the document pertains to.

FINANCIAL VIABILITY		
No Change	Changes (see attached)	
		V1. Provider Recruitment Policy
		V2. Outreach Materials
	Required	V3. IRS Form 990
		V4. Organizational Administrative Structure
		V5. Resources
	Required	V6. Audits over $500,000 *must be posted to the Federal Auditor's Clearinghouse prior to September 1*
		V7. Disallowed Costs: plan to repay disallowed costs using other funding sources than CACFP
	Required	V8. Budget: must be submitted annually (spreadsheet available on website)
		V9. Budget Adjustments: procedure for making budget adjustments
	Required	V10. Cost Allocation Plan: if used, for any administrative expenditures
		V11. Emergency Funds
ORGANIZATIONAL CAPABILITY		
		C1. Mission Statement
		C2. Organizational Chart
		C3. Job Descriptions
		C4. Family Relationships: between employees, director, board members, professionals, contractors, etc.
		C5. Employee Benefits: benefits offered and eligibility requirements
		C6. Performance Reviews: method and frequency
		C7. Outside Employment Policy
		C8. Sponsor Compensation Plan: for compensation charged to the program

INTERNAL CONTROLS		
No Change	Changes (see attached)	
		A1. State Law: how the organization complies with Minnesota Statutes § 317A.031-361 for non-profits
		A2. Articles and By-Laws
		A3. Board Composition: members, positions, terms, birth dates (form available on Website)
		A4. Board Meetings: frequency of board meetings
	Required	A5. Budget Approval: document the approval of the annual CACFP budget
		A6. Compensation Approval for Organization Officers
		A7. Administrative Role: of the Board of Directors
		A8. Training of Board Members
		A9. Financial Management and Accounting Systems
		A10. Back-up accounting system
		A11. Internal controls: to ensure fiscal integrity and accountability
		A12. Fund Separation: procedures between Administrative and Provider Reimbursement Funds
		A13. Described the organization's procedure for returning funds to the state agency due to overpayments
		A14. Procurement of purchases over $100,000
		A15. Expenditure Tracking: system used to track actual expenditures to the approved budget
		A16. Admin Claim: procedure for compiling and claiming administrative costs
		A17. Year-End Adjustments: procedure for making year-end adjustments
		A18. Non-CACFP Expenditures: procedures for unallowable expenses
		A19. Corporation Costs: handling of costs not allowable under the CACFP
		A20. Equipment Inventory: list of supplies and equipment purchased with CACFP funds at or over $100
		A21. Old Equipment: disposing of old equipment purchased or depreciated using CACFP funds
		A22. Depreciation: procedures and annual accountability for depreciating equipment
		A23. Personal Use of Sponsor Property
	Required	A24. Less-than-arms-length: list and identify all related party and less-than-arms-length transactions
		A25. How providers submit meal claims: procedure for the preparation and submission claims
		A26. Processing Late Provider Claims: procedure for sending in late claims
		A27. Tier-Specific Payments: system for disbursing payments consistent with their tier determination
		A28. Review of Meal Claims: procedure to review provider meal counts and menus
		A29. Meal Deductions/claim disallowance process: policy/procedure
		A30. Edit Checks: meal types, total number of meals by meal type

OPERATIONS		
No Change	Changes (see attached)	
	Required	01. Sponsor/Provider Agreement - New template on MDE website
		02. New Provider Training (**maintain compliance and keep records on site**.)
		03. Annual Training for Providers, Monitors, other CACFP Staff (**maintain compliance, keep records on site**.)
		04. Participation: ensuring that all involved with CACFP participate in annual required training
		05. Documentation Retention: procedure that meets 7CFR 226.15 (e) (12) & (14)
		06. Technical Assistance: system for providing technical assistance to providers
	Required	07. Staff Ratio: monitoring staff ratio form (form available on Website)
		08. Review Schedules: to ensure review/monitoring visits meet the requirements
		09. Notification by Provider: in advance if a provider plans to be out of their home for the meal service
		010. Monitor Procedures: for conducting provider reviews
		011. Monitoring Form
		011B. Pre-Approval Visit Form: provide a copy of the form used to conduct pre-approval visit
		012. Corrective Action Plans: policy and procedures
		013. Meal Disallowances: system to track disallowances based on findings during monitoring visits
		014. Facility Review Follow-up: procedures used to follow-up with on all non-compliance issues
		015. Threats to Health and Safety: policy/procedures for referring a situation
		016. Oversight of Monitoring Staff: system to supervise the work of those who conduct facility reviews
		017. Household Contacts: process consistent with state agency defined procedure
		018. Serious Deficiency, Suspension and Termination: procedure for managing the process
		019. Licensing: describe your process of maintaining current DHS license to operate CACFP
		020. Appeal: provide current appeal process
		021. Child Enrollment: form and procedure for collecting and maintaining annual updates
		022. Parent CACFP and WIC Notification: how parents are notified including state contact information
		023. Income Eligibility: procedure for determination of provider using household income eligibility data
		024. Verification: system to ensure information on the income application
		025. Provider's Own Children: process used to allow providers to claim their own children
		026. Notification of Tier I Determination
		027. Tier-Specific Payments: system for disbursing payments to childcare providers
		028. Notifications of Tier II Determination
		029. Collection: household income eligibility statements of a Tier II provider electing to use the forms
		030. Determination: process to determine the eligibility using household income eligibility statements
		031. Notification of Determination

OPERATIONS (Continued)		
No Change	Changes (see attached)	
		032. Confidentiality: providers are notified of the total numbers not the eligibility of individual children
		033. Records Retention Schedule: to properly maintain records and length of retention

I certify, as the authorized representative that the organization will abide by its Child and Adult Care Food Program management plan and budget. The budget has been reviewed and all applicable state and federal regulations and policies will be observed. Any changes or updates to the current management plan have been indicated and supporting documentation has been submitted to MDE/FNS.

First *Middle* *Last* *Title* *Date*

Responsible Authority Signature