Minnesota Department of Education

Management Plan Certification

Child and Adult Care Food Program
Sponsors of Multiple Sites
Program Year 2014-2015

Sponsor Name: _____ Sponsor Identification Number: _____

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) – Safety, Health and Nutrition (SHN) Division. Access the management plan questions on the MDE website 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 appropriate question number. Upload the completed form and any updated supporting documents as applicable onto the Cyber-Linked Interactive Child Nutrition System (CLiCS) sponsor application.

FINANCIAL VIABILITY		
No Change	Changes (see attached)	
☐	☐	V1. Resources
	Required	V2. Audits: copy required each year to demonstrate viability, capability and accountability
☐	☐	V3. Disallowed Costs: plan to repay disallowed costs using funding sources other than CACFP
	Required	V4. Budget: Budget Detail Worksheet must be completed annually and uploaded into CLiCS
☐	☐	V5. Budget Adjustments: procedure for making budget adjustments
☐	☐	V6. Cost Allocation Plan: if used, for any administrative expenditures
ORGANIZATIONAL CAPABILITY		
☐	☐	C1. Organizational Chart
☐	☐	C2. Job Descriptions
☐	☐	C3. Performance Reviews: method and frequency
☐	☐	C4. Outside Employment Policy: (Access the Outside Employment Policy form)
☐	☐	C5. Family Relationship Disclosure

ADMINISTRATIVE ACCOUNTABILITY		
No Change	Changes (see attached)	
☐	☐	A1. State Law: how the organization complies with Minnesota Statutes, section 317A.031 to 317A.361 for non-profits
☐	☐	A2. Articles and By-Laws
	Required	*A3.* Board Composition: (Access the Principal Identification from)
☐	☐	A4. Board Meetings: frequency of board meetings
	Required	A5. Board approval of annual CACFP Budget: meeting minutes
☐	☐	A6. Board approval of new compensation for officers including center director: meeting minutes
☐	☐	A7. Administrative role of Board of Directors
☐	☐	A8. Training of Board for oversight role in CACFP including serious deficiency process
☐	☐	A9. Financial Management and Accounting Systems
☐	☐	A10. Back-up accounting system
☐	☐	A11. Internal controls: to ensure fiscal integrity and accountability
☐	☐	A12. Describe the organization's procedure for returning funds to the state agency due to overpayments
☐	☐	A13. Procurement: procedures to demonstrate competitive purchasing
☐	☐	A14. Expenditure Tracking: system used to track actual expenditures to the approved budget
☐	☐	A15. Old Equipment: disposing of old equipment purchased or depreciated using CACFP funds
☐	☐	A16. Personal Use of Sponsor Property
☐	☐	A17. Less-than-arms-length: List and identify all related party and less-than-arms-length transactions
☐	☐	A18. How centers submit meal claims: procedure for the preparation and submission claims
☐	☐	A19. Review of Meal Claims: procedure to review meal counts and menus
☐	☐	A20. Edit Checks: meal types, total number of meals by meal type
	Required	A21. Meal Deductions /Claim Disallowance: Describe your meal disallowance policy and any other reasons for withholding funds from an individual center. Describe how you notify MDE and the center(s).

OPERATIONAL ACCOUNTABILITY		
No Change	Changes (see attached)	
		O1. Annual Training for Monitors and other CACFP staff (**maintain compliance, keep the records on site**)
☐	☐	O2. Participation: ensuring that all involved with CACFP participate in annual required training
☐	☐	O3. Documentation Retention: procedure that meets 7 Code of Federal Regulations (CFR) 226.15 (e) (12) & (14)
☐	☐	O4. Staff Ratio: Monitoring Staff Ratio form (Access the Staff Monitoring Ratio Form)
☐	☐	O5. Review Schedules: to ensure review/monitoring visits meet the requirements
☐	☐	O6. Procedure for adding a new site to the CACFP
☐	☐	O7. Monitor Procedures: for conducting reviews
☐	☐	O8. Monitoring Form
☐	☐	O9. Corrective Action Plans: policy and procedures
☐	☐	O10. Meal Disallowances: system to track disallowances based on findings during monitoring visits
☐	☐	O11. Threats to Health and Safety: policy/procedures for referring a situation
☐	☐	O12. Oversight of Monitoring Staff: system to supervise the work of those who conduct facility reviews
☐	☐	O13. Household Contacts: process consistent with state agency defined procedure
☐	☐	O14. Child Enrollment: form and procedure for collecting and maintaining annual updates
☐	☐	O15. Parent CACFP and Women, Infant and Children (WIC) Notification: how parents are notified including state contact information
☐	☐	O16. Income Eligibility: procedure for distribution and collection of household income statements
☐	☐	O17. Income Eligibility: procedure used to determine eligibility using household income statements
☐	☐	O18. 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-SHN. Print or type name, title and date below:

Name:_____ Title:_____ Date:_____