



Division of Child Care & Early Childhood Education
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MEMORANDUM

TO: ALL 2023 CACFP PROVIDERS
FROM: DCCECE / HNU
DATE: JULY 31, 2023
SUBJECT: CACFP MANAGEMENT PLAN



Applications for the CACFP 2023-2024 Fiscal Year will open to all providers on August 1, 2023. This year, the CACFP Management Plan must be submitted and approved by the State Agency prior to the final application approval. Therefore, we encourage all participants who have more than one facility to start completing their CACFP Management Plan. Please refer to the CACFP Regulation for the Management Plan below:

7 CFR [226.6\(b\)\(1\)\(i\)](#)

(i) **Management plan.** For renewing sponsoring organizations, a complete management plan that meets the requirements of paragraphs (b)(1)(iv), (b)(1)(v), (f)(1)(vi), and (f)(3)(i) of this section and § 226.7(g).

7 CFR [226.6\(b\)\(1\)\(iv\)](#)

(iv) **Management plan.** Sponsoring organizations must submit a complete management plan that includes:

- (A) Detailed information on the organization's management and administrative structure.
- (B) A list or description of the staff assigned to Program monitoring, in accordance with the requirements set forth at [§ 226.16\(b\)\(1\)](#);
- (C) An administrative budget that includes projected CACFP administrative earnings and expenses.
- (D) The procedures to be used by the organization to administer the Program in, and disburse payments to, the childcare facilities under its sponsorship; and
- (E) For sponsoring organizations of family day care homes, a description of the system for making tier I day care home determinations, and a description of the system of notifying tier II day care homes of their options for reimbursements.

Thank you for your participation in the CACFP.

You can access the CACFP Management Plan on the SNP Resource Library, under Application Forms - CACFP. Alternatively, you can click [here](#).

Application Coordinators

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It is highly recommended that you keep a copy of this MEMORANDUM on file for quick and easy reference. A copy is also available on the resource library under **2023 Mass Alerts**. If you have any questions regarding this memo, please contact your Program Specialist at: 501-682-8869.