



Division of Child Care and Early Childhood Education



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MEMORANDUM

TO: ALL PARTICIPANTS
FROM: DCCECE / HNU
DATE: AUGUST 20, 2019
SUBJECT: COMPLETION OF MANAGEMENT PLANS

The following is an important notice regarding all institutions that participate in Special Nutrition Programs (CACFP, SFSP, and NSLP). This has been added to the application checklists in the resource library:

COMPLETION OF MANAGEMENT PLANS

1. All institutions must complete and submit a Management Plan to the State Agency
2. Management Plans must consist of how funds will be allocated
3. Management Plans must cover the Performance Standards
 - a. Financial Viability and Management
 - b. Administrative Capability
 - c. Program Accountability
4. Management Plans should ensure the day to day management of the institution
 - a. Compensation procedures
 - b. Travel procedures
 - c. Organizational chart
 - d. Who is responsible for what duties within your organization
5. As part of the 2020 Application process, all institutions will be required to submit their Management Plan

If your Management Plan is already uploaded in your application or included under documentation already uploaded, please review the document to ensure that it is accurate and current for your institution. If there are any components missing from your Management Plan, please upload what is missing from the plan.

Thank you for your attention to this very important matter.

Please keep this memo on file for quick and easy reference. A copy is also available on the resource library Mass Alert Tab. If you have any questions regarding this memo, please contact the Health and Nutrition Unit at: 501-682-8869.