



## Division of Child Care and Early Childhood Education



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### MEMORANDUM

TO: ALL PARTICIPANTS  
FROM: DCCECE / HNU  
DATE: JANUARY 07, 2020  
SUBJECT: MANAGEMENT PLAN DEADLINE - REVISED

The following is an important notice regarding all institutions that participate in Special Nutrition Programs (CACFP, SFSP, and NSLP). The Management Plan has been added to the application checklists in the resource library and will be submitted under Other Paper Documents within the SNP application.

Management Plans are an essential part of SNP management. All USDA funded programs are required to submit the institution's Management Plan by **the application deadline for the 2021 Fiscal Year of your perspective program (CACFP, SFSP, and NSLP)**. The management plan template that has been developed by the state agency is being reviewed for approval by USDA. It will be uploaded to the Resource Library upon approval. Regional trainings will be available to help assist you develop your management plans. Remember to check the Arkansas SNP Training Calendar as well as mass alerts informing you of Management Plan training.

This will be a requirement for all institutions that participate in Special Nutrition Programs. Your application will be considered incomplete and will be denied for those that do not have a Management Plan within their application for the 2021 Fiscal Year.

Thank you for your attention to this 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.