



Division of Child Care and Early Childhood Education



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MEMORANDUM

TO: ALL PARTICIPANTS
FROM: DCCECE / HNU
DATE: AUGUST 29, 2019
SUBJECT: MANAGEMENT PLANS

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.

Management Plans are an essential part of SNP management. All USDA funded programs are required to submit the institution's Management Plan by **January 15, 2020**. Even though Management Plans are required by federal regulations, not having your Management Plan for the 2020 CACFP application renewal will **not result in a denial** of your 2020 applications.

This will be a requirement for all institutions that participate in Special Nutrition Programs. This will be an application requirement for you to participate in any program the next fiscal year that pertains to your program. Your application will be considered incomplete and will be denied for those that do not have a Management Plan starting in January of 2020.

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.