



# Department of Public Health and Human Services

Early Childhood Services Bureau ♦ P.O. Box 202925 ♦ Helena, MT 59620-2925 ♦ fax: 406-444-2547

**Steve Bullock, Governor**

**Richard H. Opper, Director**

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June 17, 2016

Dear Sponsoring Organization of Day Care Homes,

This letter is to announce that the materials for the FY 2017 Sponsor Management Plan for the Child and Adult Care Food Program (CACFP) are now available on our website at [www.bestbeginnings.mt.gov](http://www.bestbeginnings.mt.gov) in Applications>Sponsors. Annual management plans are a contract requirement. Your plan is due to the State agency by September 15, 2016. If you need additional time, please send us a request for an extension of this due date.

In the Annual Submissions Log, please identify your documents in the Sponsor Comments column. Mark all of your pages with the appropriate alpha letter[s] in the upper right corner. If you are not submitting a page, then mark it as "Attachment Not Applicable" or place a note where the page belongs to indicate that the lack of submission is intentional.

Thank you for your service to providers in FY 2016 and we wish you all the best in FY 2017.

If you have any questions, please call us at 1-888-307-9333 or 406-444-4086.

Sincerely,

Mary A. Musil, Manager  
Child and Adult Care Food Program  
Early Childhood Services Bureau

cc: file