

Table of Contents FY17

Sections 1-10

<u>Topic</u>	<u>Section</u>
Accountability Controls.....	1
➤ Bylaws (A)	
➤ HIPAA Policy (B)	
➤ <i>Building for the Future</i> Parent Notification (C)	
➤ Mission Statement (D)	
➤ Organizational Chart and Board of Directors (E)	
➤ CACFP Application for Participation Civil Rights Compliance (F)	
➤ Civil Rights Compliance and Enforcement in the CACFP (F)	
➤ Racial Ethnic Data for Montana (F)	
➤ Instructions and Record of Civil Rights Compliance Training (G)	
➤ General Liability Insurance Certificate (H)	
➤ List of Tier I Providers by SNAP(I)	
➤ Provider Training (J)	
➤ Workers' Compensation Insurance Certificate (K)	
Financial Viability Controls.....	2
➤ Fiscal Policies (L)	
➤ Administrative Budget, Budget Narrative and Carryover (M)	
➤ Advance Payment Request (N)	
➤ Leases & Contracts (O)	
➤ Line Item Justification (P)	
➤ Operation Expense & Cost Allocation Plan (Q)	
➤ SPWA Request Form (R)	
➤ Staff Salaries Table (S)	
➤ Out-of-State Travel/Training Requests (T)	
A-133 Audits.....	3
Organizational Capability.....	4
➤ Evaluation Procedures (U)	
➤ Job Descriptions (V)	
➤ Outside Employment Policy (W)	
➤ Personnel Policies (X)	
➤ Staff Training Plan (Y)	
➤ Board of Directors' Certifications (Z)	
➤ Performance Standards 1, 2, 3 & 4 (AA)	
Claim Submission & Minute Menu Procedures.....	5
➤ Late Claim Policy (BB)	
➤ Manual Verification Process (CC)	
Licensing, Preapproval, and Provider Training.....	6
➤ Provider Training Plan (DD)	
Monitoring.....	7
➤ 5-Day Meal Reconciliation Procedures (EE)	
➤ Monitor Staffing Standards (FF)	
➤ Household Contact/Parent Survey (GG)	
➤ Meal Disallowance Policy (HH)	
➤ Monitoring Plan (II)	
➤ Monitor Training Plan (JJ)	
Corrective Action Plans and Serious Deficiency.....	8
➤ Corrective Action Plan Procedures (KK)	
➤ Serious Deficiency Designations (LL)	
Confidential Records.....	9
Tier Determination Procedures.....	10
[End]	