



# Department of Public Health and Human Services

Early Childhood Family Support Division ♦ P.O. Box 4210 ♦ Helena, MT 59620-4210 ♦ fax: 406-444-2750

**Steve Bullock, Governor**

**Sheila Hogan, Director**

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July 8, 2020

Dear Sponsoring Organization of Day Care Homes,

This letter is to announce that the Child and Adult Care Food Program (CACFP) Sponsor Management Plan materials for Fiscal Year 2021 are now available on the State Agency website at: <https://dphhs.mt.gov/hcsd/ChildCare/CACFP/Applications#158431647-sponsor-management-plans> . Annual submission of a management plan is a requirement for continued participation in CACFP and a component of the permanent agreement between your organization and the State Agency. Your plan is due to the State agency by September 30, 2020. Please contact the CACFP staff if you are unable to meet submission deadline.

As previously discussed, your Sponsor Management Plan is now to be submitted to the State Agency electronically via the enclosed formatted CACFP flash drive. The Annual Submissions Log and Table of Contents forms are to be used as reference for the formatting of the SMP flash drive and for documentation of each submission. If you are not submitting documentation or if it is currently unavailable, use the SO comment portion of the submission log to designate whether the document is “Not applicable at this time” or to provide further clarification for its absence. Lastly, please initial each individual section to designate its completion by your Sponsoring Organization.

On behalf of the State Agency CACFP staff, we would like to thank you for your willingness to make the transition from paper to digital documentation. Additionally, we thank you for your service to providers in FY 2020 and we wish you the best in FY 2021.

If you have any questions, please call us at 1-888-307-9333 or 406-444-1788.

Sincerely,

*Brooke Pickett*

Brooke Pickett, Program Manager  
Child and Adult Care Food Program  
Early Childhood Services Bureau  
PO Box 202925  
Helena, MT 59620-2925  
406 444-4086  
[bpickett@mt.gov](mailto:bpickett@mt.gov)

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