

FY 2020 CACFP Sponsor Management Plan Annual Submissions Log
Annual Submission is required for all items listed below. REVISED 7/15/2019

Section	Name of Sponsoring Organization:	Sponsor Comments (Date of document, current, standardized, revised, carried forward, most recent, etc.)	SO initials	State Agency Comments	SA Initials
Section 1: Accountability Controls					
1.1	Bylaws				
1.2	HIPAA Policy				
1.3	Building for the Future Parent Notification				
1.4	Mission Statement				
1.5	Organizational chart				
1.6	Board of Directors names, positions and terms of office				
1.7	CACFP Application for Participation. Civil Rights Compliance				
1.8	Record of Civil Rights Compliance Training, most recent				
1.9	Census Race Ethnicity Data				
1.10	General Liability & Professional Liability Insurance Certificates, current				
1.11	List of Providers classified Tier I by SNAP and SNAP case number				
1.12	Worker's Compensation Insurance Certificate, current				
Section 2: Financial & Viability Controls					
2.1	Fiscal policies, current				
2.2	Administrative Budget				
2.3	Budget Narrative in a WORD document				
2.4	Approved carryover dollar amount, if any				
2.5	Leases & Contracts, copy of current				
2.6	Line-item Justifications if more than 5% of total budget				
2.7	Operation Expenses, Cost Allocation Plan and Depreciation Schedule				
2.8	Request(s) for Specific Prior Written Approval (SPWA)				
2.9	Staff Salaries Table				
2.10	Out-of-State Travel Justification				
Section 3: A-133 Audits					
Section 4: Organizational Capability					
4.1	Performance Standards 1, 2, 3, 4 (VCA Procedures)				
4.2	Job Descriptions				
4.3	Outside Employment Policy				
4.4	Personnel Policies				
4.5	Staff Training				
4.6	Agenda and Minutes of the most recent Board of Director's Meeting				
4.7	Names and Signatures of Responsible Principals/Individuals				
4.8	CACFP NDL checked				
4.9	Evaluation Procedures				
Section 5: Claim Submission & Minute Menu Procedures					
5.1	Late Claim Procedure				
5.2	Manual Claim Verification Procedure				
Section 6: Licensing, Preapproval, and Provider Training					
6.1	Current FY (2019) CACFP Nutrition Training (agendas, objectives, provider verification from ECP)				
6.2	Current FY (2019) CACFP Program Management Training (agendas, objectives, provider verification from ECP)				
6.3	Provider Training Summary Worksheet (10/1/2018 - 9/30/2019)				
6.4	Provider Training Plan for new FY2020 (Program Management)				
6.5	Provider Training Plan for new FY2020 (Nutrition)				
Section 7: Reviews (Monitoring of Providers)					
7.1	5-Day Meal Reconciliation Procedure (Standardized by the State Agency)				
7.2	FTE Monitor Staffing Standards				
7.3	Household Contact/Parent Survey Procedure				
7.4	Meal Disallowance Policy (Standardized by the State Agency)				
7.5	Monitoring Plan				
7.6	Monitor Staff Training Plan				
Section 8: Corrective Action & Serious Deficiency					
8.1	Corrective Action Procedure				
8.2	Serious Deficiency Procedure				
Section 9: Confidential Records					
Section 10: Tier Determination Procedures					