

## Section 4: Organizational Capability

### CACFP Staffing Plan

#### The Sponsor:

1. Maintains personnel files which include information and records pertaining to CACFP employees. These include job title, current job descriptions, performance evaluations, training plans, resumes, qualifications, employee FTE status, evaluation procedures, and a policy to restrict outside employment that may interfere with CACFP duties.
2. **As listed on the Annual Submissions Log, the Sponsor's:**
  - a. The Evaluation Procedures
  - b. The Job Descriptions
  - c. The Outside Employment Policy
  - d. The Personnel Policies
  - e. The Staff Training Plan  
The Staff Training plan must include training for CACFP operations and content about meal services for children in child care.
3. Regularly conducts employee evaluations and training. A comprehensive all-staff training plan must include a review of Sponsor policies, HIPAA policies, and civil rights compliance. Review of the CACFP Sponsor Management Plan and current policies must be conducted with the Executive Director, CACFP Manager, and all specific CACFP staff.
4. Plans a staffing budget based on the historical number of Sponsored facilities including projected Sponsored Providers for the current FFY.

#### Board of Directors

1. The Sponsor has a Board of Directors and obtains written certification from board members and principals that they have not been associated with any organization that was terminated from CACFP participation for being seriously deficient as a result of activities that occurred during their tenure. The Sponsor submits this certification to the state agency with the annual submissions documents and if/when there is a new principal or board member.

#### **As listed on the Annual Submissions Log, the Sponsor's:**

- a. **The certification list of the Board of Directors**
2. The Board of Directors provides sufficient oversight of CACFP operations. Sufficient oversight is documented and verifiable from the board meeting minutes. **A copy of the agenda and the minutes of the most recent Board of Director's meeting.**

#### Compliance with Performance Standards 1, 2, 3 and 4

**Responses must be written and provided.** Compliance with Performance Standards 1, 2, 3 and 4 is required. Standards 1-3 are referenced in 7 CFR 226.6(b)(1)(xvii); these include Financial Viability, Administrative Capability and Program Accountability, collectively referred to as VCA. Standard 4 is also required and the references to current State agency policies are given.

Each institution must submit information sufficient to document that it is financially viable, is administratively capable of operating the Program in accordance with this part, and has internal controls in effect to ensure accountability. To document this, the institution must demonstrate in its application that it is capable of operating in conformance with the following performance standards. The State Agency must approve the applications of those institutions that meet these

performance standards, and must deny the applications of those institutions that do not meet the standards.

**1. Performance Standard 1: Financial Viability**

- a. The institution must be financially viable. Program funds must be expended and accounted for in accordance with the requirements of this part, FNS Instruction 796-2, Rev. 4 *Financial Management - Child and Adult Care Food Program* and parts 3015, 3016 and 3019 of this title. A institution must provide evidence that it has adequate financial resources to operate the CACFP on a daily basis, has adequate sources of funds to withstand temporary interruptions in Program payments and/or fiscal claims against the institution. To demonstrate financial viability, provide a current income and expense report for your institution.

**2. Performance Standard 2: Administrative Capability**

- a. The institution must be administratively capable. Appropriate and effective management practices must be in effect to ensure that the Program operates in accordance with this part. To demonstrate administrative capability, the institution must provide the name of the person responsible for the CACFP at this institution.

**3. Performance Standard 3: Program Accountability**

- a. The institution must have internal controls and other management systems in effect to ensure financial accountability and to ensure that the Program will operate the CACFP in compliance with CACFP requirements. To demonstrate program accountability, explain how your accounting system works, including: the name of the person responsible for the accounting functions, the name of the software programs if you use computerized systems for child enrollment and attendance, for financial management, of for food service operations, or if your accounting is performed by hand. Does your business have its own checking account and its own credit card? How is CACFP labor calculated? Where will CACFP records be located?

**4. Performance Standard 4: Procedures**

- a. Provide procedures to comply with the state agency's menus and creditable foods guidance policies. References: Policy MT CACFP 1996-7 Rev 4 Menus, and Policy MT CACFP 1996-9 Rev 3 Creditable Foods Guidance.
- b. Provide procedures to assure that infant feeding schedules are current, complete and present in day care homes where infants are served. Provide recommended infant feeding practices and including support of breastfeeding.
- c. Provide procedures for the monitor's observations of meals.
- d. Provide list of professionals or types of professionals and their contact information that sponsors plan to use to refer to if/as necessary for questions about food safety, meal services or related questions, such as child care licensors, sanitarians, registered dietitian nutritionists, public health nurses, or others.