Instructions: Use this Quick Reference Guide to help understand the responsibilities and requirements associated with operating the Child and Adult Care Food Program (CACFP). Along with reviewing this document, it is recommended that you familiarize yourself with the CACFP Center Policy Manual.

PERFORMANCE STANDARDS (VCA)

Financial Viability

Program funds be expended and accounted for in accordance with the requirements detailed in 7 CFR 226.6; FNS Instruction 796-2 Rev. 4; 2 CFR 200, subpart D; and USDA implementing regulations under 2 CFR, part 400 and 415

◊ Demonstrate that your organization will use appropriate practices for recruiting facilities
◊ Demonstrate that your organization has adequate financial resources to operate the CACFP
◊ Costs in the budget must be necessary, reasonable, allowable, and appropriately documented

Administrative Capability

Sponsoring organizations must have appropriate and effective management practices to operate the Program in accordance with CACFP requirements.

◊ Have an adequate number and type of qualified staff to ensure the operation of the Program - Adequate staff will vary from sponsor to sponsor as this is based on the complexity of each sponsoring organization.
◊ Have the written policies and procedures - Which assign program responsibilities and duties, all positions must have a written guide of their responsibilities along

Program Accountability

Develop and implement internal controls and management systems to ensure fiscal accountability and that the program will comply with CACFP requirements.

◊ Have a governing Board of Directors that has adequate oversight and is independent
◊ Have a written fiscal management system with controls to ensure fiscal integrity
◊ Keep integrity and accountability for expenses incurred
◊ Maintain adequate recordkeeping practices to document compliance

RESOURCES

◊ FNS Instruction 796-2 Rev. 4—Financial Management

◊ 7 CFR 226.6(b)(2)(vii) - Performance Standards

◊ Serious Deficiency, Suspension & Appeals for State Agencies & Sponsoring Organizations Handbook

◊ USDA Guidance for Management Plans and Budgets

◊ Core Trainings—Performance Standards Trainings
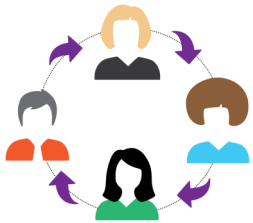
OREGON CHILD AND ADULT CARE FOOD PROGRAM

DEVELOP A MANAGEMENT PLAN

The purpose of a Management Plan is to: Document your organization's written policies and procedures, demonstrate the ability to fulfill the responsibilities as a CACFP sponsor and to show compliance with CACFP regulations. Your organization's written policies and procedures and the information listed in the CNPweb management plan must coincide with each other.

Components of a Management Plan

Management & Organizational Structure	Administrative Requirements & Operations	Monitoring Requirements
Organizational Structure	Eligibility &Enrollment	Sufficient Qualified Staff
Governing Board	Validation of Claim Data	Tracking System
Financial Management	Meal Pattern Compliance	Recordkeeping System
Outside Employment Policy	Recordkeeping System	

To ensure the Management Plan is clear, policies and procedures should answer:

Who is responsible for performing and providing oversight of the function or activity?

What is the element, function or activity? Provide step-by-step procedures.

When will the function or activity be performed?

Where are the records related to the policy and procedure maintained?

How will you monitor the function or activity to ensure it is implemented in accordance with the policies and procedures?

Evaluate & Monitor Management Plans by: Monitoring your organization's activities and making changes to the plan when needed, compare actual activities with written plans, make necessary revisions to be consistent with current practices and ensure the plan is clear and concise with sufficient details.

BEST PRACTICES

◊ Evaluate the management plan and ensure it answers who, what, when, where and how

◊ Ensure policies and procedures are specific and relevant to program operation, function or activity

◊ Ensure revisions are made in a timely fashion, as business process change

◊ Equip the organizations' staff by training everyone (including board members) on the management plan. The staff must be aware of the plan, it's purpose and how it impacts the organizations CACFP participation and how their specific roles and responsibilities relate to implementing the plan

◊ Employ it! Once you have your plan in writing, use it, it's not meant to sit on a shelf and collect dust