

ALABAMA
State Department of Education
CACFP MANAGEMENT PLAN REVIEWING PROCEDURES
For
Sponsoring Organizations of Family Day Care Homes

Management Plan

The management plan describes how the institution will establish and maintain Financial Viability, Administrative Capability and Program Accountability in administering the Child and Adult Care Food Program (CACFP). Financial Viability ensures the organization has adequate resources to operate the CACFP on a daily basis. Administrative Capability is exhibited in information detailing how the institution ensures compliance with federal regulations with administering the CACFP. The management plan must detail how the institution will be Program accountable for federal funds in its operation and the disbursement of facility reimbursements. Alabama requires that the management plan must be submitted for approval annually as part of On-Line Application process. Changes to the management plan must be submitted to the State Agency for approval. Every year a management plan renewal will be required from all institutions. Alabama State Department of Education (ALSDE) Staff personnel are required to review all Institution Management Plans on an annual basis for approval. All Sponsoring Organizations of Family Day Care Homes are required to provide the following information:

- 1. Tiering Classification:** Sponsors must describe the process used to determine a providers Tiering status based on use of School Data, Census Data, and Household Income Eligibility Data. In addition, Timeframes and how Tiering Notifications will be provided to the Providers by the Sponsor will be addressed. Tier II Provider Options, Household Income Eligibility of Children in Tier II Homes and Tier Documentation will also be addressed in each Sponsors Management Plan.
- 2. Monitoring:** Sponsors will describe how they will ensure all sponsor monitoring reviews of providers will be conducted within the regulations established by federal regulations. This should include monitoring timeframes, monitoring different meals, reviewing new providers, supervising sponsor monitors, follow-up visits and how to handle non-compliance issues.
- 3. Organization Staffing:** Sponsors will describe who is eligible to receive employee benefits, method used and frequency of employee performance reviews and outside employment policies.
- 4. Provider Recruitment:** Sponsors will describe their plan and policies for recruiting providers,

5. **Providers Own Children:** Sponsors will describe the process used and how determinations are made for providers who claim their own children.
6. **Financial Management:** Sponsor will describe their organizations accounting system, internal controls to insure fiscal integrity and accountability, ability to repay misspent funds and ability to continue operating if there is an interruption in program payments.
7. **Recordkeeping:** Sponsors will describe how all CACFP records are maintained and destroyed. Sponsors will also describe how signed agreements, site sheets, license, enrollment records, menus, and meal count records will be collected and maintained for each provider. .
8. **Provider Reimbursement:** Sponsors will describe how payments to child care providers will be disbursed and the reasons and procedures if funds are withheld from providers.
9. **Training:** Sponsor will describe how training will be provided for new child care providers including pre-approval visits. The sponsor will also describe their plan to provide training to all participating child care providers during the fiscal year detailing the frequency of training, topics covered, dates and who will conduct the training. In addition, the sponsor will detail how staff members will trained. Also, the sponsor must indicate how all training will be documented and attendance recorded.
10. **Provider Terminations and Suspensions:** The sponsor will describe procedures used for provider suspensions and terminations.

It will be the responsibility of the ALSDE staff to review all management plans submitted by the each Sponsoring Organization. If the information submitted does not meet CACFP regulations, then the entire Management Plan will be returned for corrective action and will have to be resubmitted for approval. ALSDE monitoring staff will be responsible for making sure Sponsoring Organizations are following their approved management plan when conduction CACFP administrative reviews.