Child and Adult Care Food Program (CACFP) WINS Information Sheet
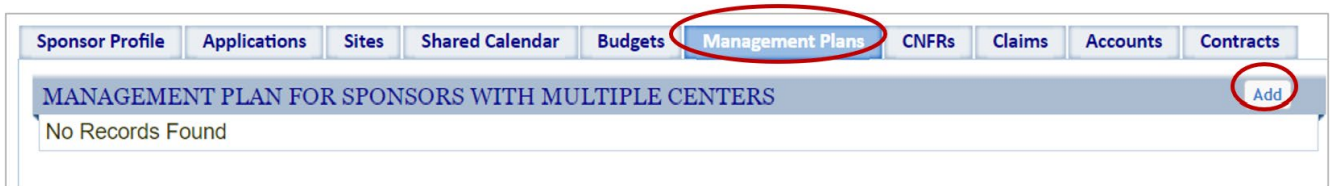
Entering a CACFP Management Plan in WINS

All new and renewing Child and Adult Care Food Program (CACFP) sponsoring organizations are required to submit a management plan as part of the Program application. Sponsoring organizations are then required to submit revisions to their approved management plan when changes are made.

Steps to Take

Navigate to the Management Plan Section.

1. Click the *'Management Plans'* tab.
2. Select either *'Add'* (for a new management plan) or 'Renew' (to renew a management plan). The Management Plan consists of three parts.

Part I: Management Plan and Administrative Structure

1. Select the *'Edit'* icon (looks like a pencil) for Part I.

2. Certify that the organization has an Outside Employment Policy.

- This is a requirement of Sponsoring Organizations participating in the CACFP and the Management Plan will not be approved without verification of having an Outside Employment Policy in place.

- The Outside Employment Policy restricts employees with responsibilities and duties for the CACFP from obtaining outside employment within or outside the institution, that interferes with the completion of those CACFP responsibilities.

Washington Office of Superintendent of
PUBLIC INSTRUCTION

- Any employment outside of the CACFP responsibilities and duties may not constitute a real or apparent conflict of interest.

3. Upload a copy of the organization's Outside Employment Policy in the Documents folder in WINS.

4. Describe how the organization will assure no more than 15% of Program reimbursement will be spent on administrative costs. This should be a summary of the existing policy and procedure.

5. Certify the organization will complete a preapproval visit to each proposed site.

6. Indicate whether the sponsors sites are part of the organization's legal entity.

7. Select the *'Save'* button at the bottom of the screen.

Part II: Program Accountability

1. Select the *'Edit'* icon (looks like a pencil) for Part II.

2. Certify all sites will receive CACFP training for key staff at least once per year and appropriate training documentation will be kept on file.

- At a minimum, the topics included in annual training must include CACFP meal pattern, meal counts, claims submission and review procedures, recordkeeping requirements, reimbursement system and civil rights.

- Certify new site staff will be trained on CACFP requirements prior to approval of a new site.

3. Certify the organization has CACFP policies and procedures in writing that assign CACFP responsibilities and duties and ensures compliance with civil rights requirements.

4. Select the *'Save'* button at the bottom of the screen.

Part III: Monitoring

1. Select the *'Edit'* icon (looks like a pencil) for Part III.

2. Provide the name(s) and job title(s) of those responsible for monitoring supervision.

3. Choose from the existing staff or add a new staff person.

4. Provide the name(s) and job title(s) of those responsible for monitoring. There must be an appropriate number of monitoring staff to comply with all monitoring requirements and will vary depending on the size of the organization.

Provide the name(s) and job title(s) of those in your organization responsible for monitoring. (A staff person cannot be responsible for monitoring the site they work in.)

MONITOR STAFF				Add
Edit	Delete	Staff Member	Title	Phone Number
✏	✖	Keith Jones	Monitor	(000) 000-0000
✏	✖	Madison Ramirez	Monitor	(000) 000-0000

5. Indicate whether the organization has 25–150 sites. If yes, explain how you will assure adequate staffing to meet the monitoring requirements.

6. Indicate if the organization will use review averaging. If yes, a description of your organization's monitoring plan must be provided. Prior OSPI approval is required.

7. Certify the monitors will use the OSPI review form to ensure all monitoring requirements are met.

[No ▼] ✱ Our organization has 25 – 150 sites.

If yes, explain how you assure that you have an adequate number of staff to meet the monitoring staffing standards.

[No ▼] ✱ Our organization will use review averaging as provided at §226.16(d)(4)(iv).

If yes, describe your plan.

[Yes ▼] ✱ Monitors will use the OSPI review form, which will assure that all monitoring requirements are met.

8. Describe how disallowances based on observations from site monitoring visits will be transferred to claims processing. This should summarize an existing policy and procedure.

9. When Corrective Action is necessary at a site describe how you plan to follow up to ensure compliance.

10. Indicate where completed monitoring forms will be maintained.

11. Select the 'Save' button at the bottom of the screen.

How is information for disallowances based on observations made during monitoring visits transferred to claims processing?

All observed disallows will be noted on the review form and marked on the site's meal count sheet(s) for that day. A conversation will take place between the monitor and site representative to explain why there were disallows, and either offer technical assistance or assign corrective action, depending on the severity. The monitor will then report the disallows to the monitoring supervisor who will note the disallows on the meal count summary spreadsheet for that site. Once the meal counts for the month are received at our central office, they are compared to the summary spreadsheet to ensure all disallows are accounted for prior to submitting the monthly claim for reimbursement.

If corrective action is necessary at a site, how will you follow-up to ensure compliance?

If corrective action is assigned, the monitor will have a discussion with the site supervisor to ensure they understand why they are out of compliance. The site supervisor will be required to complete and submit a Corrective Action Plan for each area in which they are out of compliance. The monitor will review the Corrective Action Plan once it is submitted and determine whether it is acceptable, or if additional information or documentation is needed. The areas that required corrective action will be highlighted on the review form and will be closely observed during the next review or follow up visit. If there are repeat findings in any of those areas on a subsequent review, the monitoring supervisor will be notified and will converse with the monitor to determine next steps.

Central Office ▾ * Where will completed monitoring forms be maintained?

Save Cancel

On the Management Plan Page

1. Submit to OSPI for approval when complete.

2. If returned, edit and correct as your management plan described by the program specialist. Then resubmit until the Management Plan is approved.

2021-22 MANAGEMENT PLAN FOR SPONSORS WITH MULTIPLE CENTERS

Edit	Category	Is Complete?
✎	Part I: Management and Administrative Structure	Yes
✎	Part II: Program Accountability	Yes
✎	Part III: Monitoring	Yes

Submit to OSPI Cancel

Additional WINS information sheets are located in WINS in the '*Info*' tab, under the '*Documentation and Job Aids*' section.

Have questions? Contact your CACFP Specialist.