

# Child and Adult Care Food Program (CACFP) WINS Information Sheet

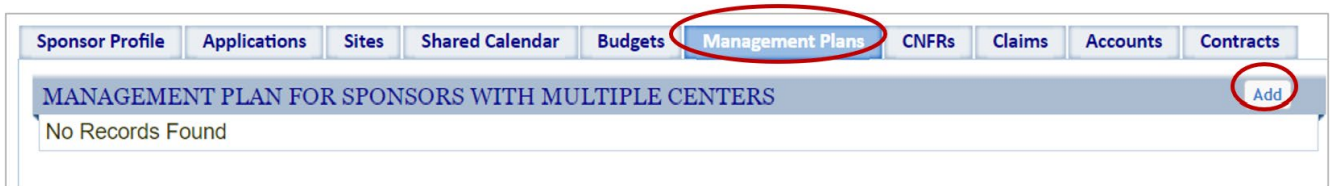
## Entering a CACFP Management Plan in WINS

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.



The screenshot shows the details for a '2021-22 MANAGEMENT PLAN FOR SPONSORS WITH MULTIPLE CENTERS'. At the top, there are navigation buttons for '< Previous Version' and 'Next Version >'. Below this is a table with three rows. The first row is 'Part I: Management and Administrative Structure' and has a pencil icon circled in red. The other two rows are 'Part II: Program Accountability' and 'Part III: Monitoring'. A column on the right is labeled 'Is Complete?' and all three rows have 'No' in this column.

Category	Is Complete?
Part I: Management and Administrative Structure	No
Part II: Program Accountability	No
Part III: Monitoring	No

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.



- 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.

< Previous Version    Next Version >

Yes ▾ \* Our organization has a written Outside Employment Policy. This policy restricts employees with responsibilities and duties for the CACFP from obtaining outside employment within or outside this institution that interferes with the completion of those CACFP responsibilities. In addition, any employment outside of the CACFP responsibilities and duties may not constitute a real or apparent conflict of interest with the CACFP.

---

No more than 15% of the meal reimbursement can be spent on costs for administering the CACFP. Administrative costs are the supervisory costs associated with administering the CACFP and include site reviews, meal claiming, training time, compiling the study month, and completing the application and subsequent renewal. Explain how you will assure that no more than 15% of the meal reimbursement will be spent on administrative costs. \*

We calculate what our projected CACFP reimbursement for the fiscal year will be, then subtract 85% from that amount. The remaining amount is the maximum we can use for administrative costs for the whole year. We track the 15% with our accounting software each month and once it has expired, we no longer draw from those funds and instead solely use non-program funds.

---

Yes ▾ \* Our organization will do preapproval visits to each proposed site(s).

---

Yes ▾ \* The sites participating under our sponsorship are part of our legal entity.

Save    Cancel

## Part II: Program Accountability

1. Select the ‘Edit’ icon (looks like a pencil) for Part II.

< Previous Version    Next Version >

**2021-22 MANAGEMENT PLAN FOR SPONSORS WITH MULTIPLE CENTERS**

Edit	Category	Is Complete?
	Part I: Management and Administrative Structure	Yes
	Part II: Program Accountability	No
	Part III: Monitoring	No

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.

- Certify the organization has CACFP policies and procedures in writing that assign CACFP responsibilities and duties and ensures compliance with civil rights requirements.
- Select the 'Save' button at the bottom of the screen.

< Previous Version
Next Version >

**\* All sites will receive CACFP training for key staff at least one time per year. At a minimum, the topics included will be CACFP meal pattern, meal counts, claims submission and review procedures, recordkeeping requirements, reimbursement system, and civil rights. We will keep records from each training session that includes the agenda, date, and sign-in with all participants' signatures.**

**\* Prior to CACFP approval of a new site, our organization will train new staff on CACFP requirements.**

**\* Our organization has CACFP policies and procedures in writing that assign CACFP responsibilities and duties, and ensure compliance with civil rights requirements.**

### Part III: Monitoring

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

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	No

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

Organizations must adhere to annual monitoring requirements. Each site must be reviewed 3 times per year unless the sponsor chooses to review average. Each site review must be unannounced. Additionally, each site should have two reviews per year during a meal service and no more than six months can elapse between each review. Each sponsor must have an "appropriate number" of monitoring staff. Sponsors of centers are required to have one FTE monitor for each 25 – 150 sites.

Provide the name(s) and job title(s) of those in your organization responsible for ensuring that all site monitoring requirements are met, including training and supervising site monitors; ensuring all sites are reviewed with the required frequency; ensuring a variety of meal types are reviewed; and ensuring site review findings are corrected adequately and in a timely manner?

MONITORING SUPERVISION

No Records Found

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

ANYWHERE CENTER STAFF							<input type="button" value="Add"/>
View	Select	Edit	Deactivate	First Name	Last Name	Title	
				Jessica	Condron	Director	
				Jane	Doe	Director	
				Jane	Doe	Director	
				Mary	Johnson	Chief Executive Officer	
				Keith	Jones	Monitor	
				James	Martinez	Board Chairperson	
				Madison	Ramirez	Monitor	
				Bob	Smith	Chief Financial Officer	

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	Phone Number
		Keith Jones	(000) 000-0000
		Madison Ramirez	(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.