



CACFP MANAGEMENT PLAN - CENTERS

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION
CHILD NUTRITION AND FOOD DISTRIBUTION PROGRAMS
SFN 53806 (8/09)

Center Name:

All centers must annually prove to be financially viable, administratively capable, and accountable to participate in the CACFP.

Financial Viability

Describe the organizational financial accounting system and how the information is backed-up.

Name individuals involved in financial processes.

There may be costs associated with the operation of the CACFP that may exceed program reimbursement. How will your organization fund these costs?

Administratively Capable

Describe how applications for free and reduced price meal benefits and the letter to household distributed to families? Include how often this process is completed.

Where are CACFP program materials maintained?

How long are program materials retained on file?

Explain how center staff members trained on CACFP-related issues. Include when training occurs, who conducts the training and which staff members are trained.

All programs with more than one site must conduct self-monitoring reviews. Each program site must be self-reviewed at a minimum of three times each fiscal year.

- Who is responsible for conducting the self-monitoring reviews?

- How are items requiring corrective action based on these reviews identified, reported, and followed-up upon?

Are any staff members employed outside of your organization?

Yes - Does their outside employment interfere with their program duties/responsibilities? Yes No

No

Program Accountability

How are fiscal duties assigned to ensure separation of duties?

Does your organization receive a regular formal fiscal audit?

Yes – If so, has a copy been forwarded to the State Agency? Yes No

No

Does your organization have a board of directors?

Yes – Describe what type of oversight the board provides.

No

Nutrition Integrity

What efforts are in place to ensure menus are planned in according with CACFP Meal Pattern requirements and the Dietary Guidelines for Americans?

Are cycle menus used?

- Yes – NOTE: DPI must approve all cycle menus before they are used. Submit a copy of the cycle menus with your renewal application.
- No

Describe how nutrition/wellness education is integrated into your program.

Does your facility enroll infants (children under one year of age) for care?

- Yes – Detail how the Infant Participation in the CACFP form is distributed to families.

What type of iron-fortified infant formula does the center offer to provide to infants? _____(list type)

- No

Civil Rights

Does each program site display the “And Justice for All” poster in a prominent location to parents/children?

- Yes No

Each year, racial/ethnic data must be documented and retained on file for each program site. Name the individual(s) who is responsible for completing this process.

Name of Individual Completing this form:

Date: