

Child and Adult Care Food Program  
**Contracting Entity Management Plan – Day Care Homes**

**SECTION I – CONTRACTING ENTITY (CE) INFORMATION**

1. Name of Contracting Entity (CE)	2. DUNS Number	3. CE ID	4. Management Plan Version:

**SECTION II – CONTRACTING ENTITY APPLICATION – DAY CARE HOMES CERTIFICATIONS**

1. List all publicly funded programs in which the contracting entity and its principals have participated in the past seven years and currently participate in (attach additional pages as needed):

Name of Publicly Funded Program	Contact Person	Telephone Number

2. Within the past seven years, has the contracting entity or any principals been declared ineligible to participate in any other publicly funded programs for violating program requirements? .....  Yes  No

If "Yes", answer question #3.

3. Were the violations corrected and eligibility restored, including payments of debts owed? .....  Yes  No

If "Yes", submit documentation of reinstatement, including proof of payment of debts, if applicable.

If "No", attach a detailed explanation.

4. Has the contracting entity or any of the contracting entity's principals been convicted of any activity that occurred within the past seven years that indicated a lack of business integrity? .....  Yes  No

If "Yes", attach a detailed explanation.

**SECTION III. FINANCIAL VIABILITY AND MANAGEMENT**

A contracting entity must have adequate financial resources to operate the program on a daily basis and have adequate sources of funds to withstand temporary interruptions in program payments and/or fiscal claims against the organization.

Attach a comprehensive financial statement, including all expenditures and sources of income to the organization as a whole for the past three years. If your organization has fewer than three years of financial history, you must submit a performance bond.

**SECTION IV. ADMINISTRATIVE CAPABILITY**

Contracting entities must have an adequate number and type of staff with appropriate qualifications.

1. Contracting entities operating the CACFP must have qualified staff to ensure effective Program operation. Complete the chart below to describe, in detail, the qualifications you require for the person(s) that perform each listed function.

Administration — Staff Function	Qualifications
Direct and manage the CACFP	
Train staff	
Tiering determinations	
Financial management	
Reimburse Providers	
Review meal counts, menus and attendance	
Purchasing (procurement)	
Recruitment of Providers	
Monitor Providers	
Maintain records	
Enforce civil rights compliance	
Prepare and submit claims	

2. Attach the sponsoring organization's policies and procedures that assign CACFP and Civil Rights responsibilities.
3. You must demonstrate that you have an adequate number of staff to conduct required monitoring. If you sponsor 50 or more providers, complete and attach the *Monitoring Staff Information – Day Care Homes* form.
4. Attach the sponsoring organization's Outside Employment Policy.

## SECTION V. PROGRAM ACCOUNTABILITY

The contracting entity must have internal controls and other management systems to ensure fiscal accountability and program compliance with federal and state regulations.

1. The contracting entity must have a financial system with management controls specified in writing. Attach the organization's written procedures that assure:
  - a. fiscal integrity and accountability for all program funds and property received, held and disbursed;
  - b. disbursement of advances and/or reimbursements to sponsored providers will occur within five days of receipt of funds from TDA;
  - c. integrity and accountability of all authorized program expenses incurred;
  - d. claims will be processed accurately and in a timely manner;
  - e. funds and property are properly safeguarded and used; and
  - f. safeguards and controls are in place to prevent and detect improper financial activities by employees.
2. The contracting entity must have sound management practices that will result in the operation of the program in accordance with the meal service, record keeping and other operational requirements. Attach the organization's written procedures that assure:
  - a. meals provided meet the required meal pattern;
  - b. civil rights requirements are met;
  - c. complete and accurate records for enrollment, attendance, tier, meal preparation, meal counts and claims are kept; and
  - d. claims are submitted only for eligible meals.
3. Contracting entities must attach training policies that include training for:
  - a. new sponsoring organization staff who perform key activities before assuming CACFP duties;
  - b. current sponsoring organization staff who perform key activities annually;
  - c. monitors who conduct provider monitor reviews;
  - d. new providers before program participation; and
  - e. current providers annually.
4. Attach provider monitor review procedures. If averaging, include the criteria used to determine which providers will receive two, three or four visits.
5. Attach a plan detailing what method(s) you will use to verify a provider's income/categorical eligibility before classifying him/her as Tier I based on family size and income/categorical eligibility.
6. Submit a written recruitment plan detailing how you will recruit new providers, including your method of contact, how you will ensure you will not recruit providers who are currently participating with another sponsor, how you will budget your recruitment costs and ensure you do not use CACFP funds to recruit providers already participating in the Program. If you are not planning to recruit new providers, submit a written statement to that effect in lieu of a recruitment plan.
7. All contracting entities must ensure that each provider's license, registration or documentation to care for children remains valid before paying each monthly claim for reimbursement. List the steps you will take to ensure this requirement (attach additional pages as needed):

**SECTION VI. FREE AND REDUCED-PRICE POLICY STATEMENT**

All contracting entities shall agree to the following policy statement:

The representative(s) of the contracting entity applying for participation in the CACFP agree to accept the responsibility of and assure that the contracting entity:

- a. will not identify children in day care homes in which meals are reimbursed at both the Tier I and Tier II reimbursement rates and will not make any free and reduced price eligibility information concerning individual households available to day care homes, unless consent has been given to allow the provider to collect the CACFP Meal Benefit Income Eligibility Form; and
- b. will serve the same meals or snacks to all CACFP participants at no separate charge, regardless of race, color, national origin, sex, age, or disability and that there will be no discrimination in the course of the food service.

*By agreeing to this statement the contracting entity assures the Texas Department of Agriculture (TDA) it will uniformly implement the policy statement in all CACFP day care homes under its jurisdiction. This policy statement is permanent and remains in effect until it is modified by TDA.*

**In accordance with Federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.**

**To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.**

**SECTION VII. CERTIFICATION AND SIGNATURE**

I hereby certify that neither the Contracting Entity nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the Texas Department of Agriculture any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The Texas Department of Agriculture may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Contracting Entity, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the Texas Department of Agriculture. In accordance with Federal law and U.S. Department of Agriculture policy, this Contracting Entity does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

\_\_\_\_\_  
Signature - Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title - Authorized Representative

\_\_\_\_\_  
Printed Name - Authorized Representative

**This document becomes public record and is subject to disclosure. With a few exceptions, you have the right to request and be informed about the information that the Texas Department of Agriculture (TDA) obtains about you. You are entitled to receive and review the information upon request. You also have the right to ask TDA to correct information that is determined to be incorrect (Government Code, Sections 552.021, 552.023, 559.004). To find out about your information and your right to request corrections, please contact your Food and Nutrition Community Operations office.**

**For TDA Use Only**

Effective Date: \_\_\_\_\_

\_\_\_\_\_  
Signature —TDA Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of the TDA Representative