

Child and Adult Care Food Program  
**Contracting Entity Management Plan - Centers**

**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 – CENTERS 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.

**CEs that are Independent Centers** - Attach the contracting entity's most recent audit or audited financial statement. If neither document is available, attach a balance sheet and income statement.

**CEs that are Sponsors** - 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	
Train staff of sites (for Sponsoring Organizations only)	
Free or reduced eligibility determination	
Financial management	
Reimburse sites (for Sponsoring Organizations only)	
Review meal counts, menus and attendance	
Plan menus	
Purchasing (procurement)	
Recruitment of sites (for Sponsoring Organizations only)	
Monitor sites (for Sponsoring Organizations only)	
Maintain records	
Enforce civil rights compliance	
Prepare and submit claims	

Meals — Staff Function	Qualifications
Prepare meals	
Document meal records	
Serve meals	
Take meal count	
Maintain records	

2. **Sponsoring Organization Only:** Attach the sponsoring organization's policies and procedures that assign CACFP and Civil Rights responsibilities.
3. **Sponsoring Organization Only:** You must demonstrate that you have an adequate number of staff to conduct required monitoring. If you sponsor 25 or more sites, complete and attach the *Sponsoring Organization Monitoring Staff Information - Centers* form.
4. **Sponsoring Organization Only:** 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 sites will occur within five days of receipt of funds from TDA (**for sponsoring organization only**);
  - 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, free and reduced price eligibility, 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 (this applies to sponsoring organizations only);
  - b. current sponsoring organization staff who perform key activities annually (this applies to sponsoring organizations only);
  - c. monitors who conduct site reviews (this applies to sponsoring organizations only);
  - d. new site staff before program participation (this applies to sponsoring organizations and Independent Centers); and
  - e. current staff of participating site(s) annually (this applies to sponsoring organizations and Independent Centers).
4. **Sponsoring Organizations only:** must attach site monitor review procedures. If averaging, include the criteria used to determine which sites will receive two, three or four visits.
5. **Sponsoring Organizations only:** must submit a written recruitment plan detailing how you will recruit new sites, including your method of contact, how you will ensure you will not recruit sites who are currently participating with another sponsor, how you will budget your recruitment costs and ensure you do not use CACFP funds to recruit sites already participating in the Program. If you are not planning to recruit new sites, submit a written statement to that effect in lieu of a recruitment plan.
6. All contracting entities (Independent Centers and Sponsors) must ensure that each site's license, exemption or other documentation 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 (NONPRICING ONLY)**

All contracting entities (Sponsoring Organizations and Independent Centers) which do not serve meals at a separate charge, shall agree to the following free and reduced-price meal policy:

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 physically segregate nor discriminate in any way against any person receiving a free or reduced-price meal benefit and that it will protect the anonymity of these persons and that there will be no overt identification of persons receiving a free or reduced-price meal; 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 free and reduced-price policy statement in all CACFP sites 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