

TX-UNPS CACFP Management Plan Tip Sheet For Renewing Contracting Entities

Need to Know

- ✓ A management plan details **who, when, with what and how** CACFP will be operated and is required to be kept current.
- ✓ The management plan in TX-UNPS replaces the paper form.
- ✓ Clicking "ADD" or making a change will require completion and submittal to TDA for approval.
- ✓ The budget detail must be completed first. The job title and name will pre-populate into management plan.
- ✓ The compensation plan is now in the management plan and must match the budget detail.
 - Modifying employee compensation will require management plan to be completed entirely
- ✓ Information must be typed into TX-UNPS or may be copied and pasted. Submitting a document is only allowable after reaching the character limit in the TXUNPS screens and more space is needed. "See attached" "N/A" or "already submitted to TDA" is NOT acceptable.
- ✓ Be specific, descriptive, concise and clear
 - Do not include information that is not required in that particular section
- ✓ Application "Checklist"—ALL boxes under "document submitted to TDA" must be checked before submitting

Program Accountability

- ✓ Ensure detailed and complete procedures are written when responding to each bullet point.
 - Bullets under 4a. detail your financial management system
 - Bullets under 4b. detail your management practices for operations, recordkeeping and meal service
- ✓ A detailed procedure should contain, at a minimum:
 - Step by step instructions for each procedure
 - When the procedure is done (e.g. daily, weekly, etc.)
 - What will be used to complete the task (e.g. form, software, equipment, etc.)
 - Position(s) responsible to complete the tasks in the procedure
 - How and when staff will be trained on the procedure(s)
 - Position(s) responsible for ensuring compliance of the procedure
 - When oversight of the procedure takes place

Administrative Capability

- ✓ Define the specific skills or qualifications needed for each duty
 - Examples: 1 year experience operating CACFP, menu planning, claims processing, eligibility, high school diploma, excel proficiency, etc.
- ✓ Duplication of qualifications are acceptable.
- ✓ Be specific with what is expected for each duty outlined

Compensation Plan

- ✓ Budgeted labor and compensation plan must match.
- ✓ Check "applies?" if compensation plan applies to said individual.
- ✓ "Cost/value" is equal to base salary noted in budget.
- ✓ "Hours worked" is equal to the number of hours per day spent on food service duties.
- ✓ Each section must have a response. Do not use N/A.
- ✓ F.6 "Benefit/benefit structure" must detail the benefit and the amount must match the entry in the budget detail.
- ✓ F.9 "Payroll tax withholding" amount must match the entry in the budget detail screen.