

Appendix A

Components of a Full Management Plan

State agencies can organize management plan criteria in various ways. In general, the management plan will require information in three components:

1. Management and Organizational structure
2. Administrative requirements and operations
3. Monitoring and training requirements

The management and organizational structure component are a snapshot of the sponsor as a whole entity. This includes responsible principals and individuals, such as food operations staff and members of the board of directors. This component includes information that demonstrates the sponsor's financial viability and financial management compliance, and program accountability.

The administrative requirements and operations component is a comprehensive plan for how the sponsor will operate the SFSP. This plan includes assignments of staff for key duties, such as compiling data for the claim for reimbursement and ensuring that the meal pattern requirements are met. The monitoring and training component is the plan for ensuring that the Program is monitored as required under 7 CFR 225.15(d)(2). The plan must include a list or description of staff assigned monitoring duties. Each of the components includes elements, functions, activities, and the records that are required to be maintained. These components together help sponsors demonstrate VCA.

Section I. Management and Organizational Structure

- A. Unique Entity Identification (UEI), Employer Identification Number (EIN), tax exempt status
- B. Board of Directors, organization chart, responsible principals and individuals
- C. Staffing patterns, assignment of duties/job descriptions
- D. Budget and financial history, independent single audit, other supporting documentation as required by the State agency
- E. Community need/recruitment strategy, media release
- F. Certification Statements

Section II. Administrative Requirements and Operations

- A. Standard operating procedures and internal controls
- B. Recordkeeping protocols
- C. Sample menus
- D. Civil Rights data collection
- E. Site Information
 - a. Eligibility classifications
 - b. Agreements

Section III. Monitoring and Training

- A. Proposed training schedule

- B. Proposed monitoring schedule
 - a. Preoperational visit
 - b. First visit
 - c. Routine and follow up
- C. Monitoring staffing pattern