

Child & Adult Care Food Program Sponsor Budget for 2022 - 2023

10023 Status: Active
Dayton Independent School District
 DBA:
 Lincoln Elementary School, Middle/High Schools and Youth Care Center
 200 Green Devil Lane C/O Food Services
 Dayton, KY 41074-1262

Type of Agency: Educational Institution
 Agreement Type: Sponsor of Affiliated Sites

Comments to Sponsor

Please revise to show only the reimbursement and expense amounts for only the CACFP child care.

Budget Version: Original

	Prior Fiscal Year	Sponsor Complete This Column	FOR STATE USE ONLY Approved
A. ANTICIPATED ANNUAL CACFP REIMBURSEMENT			
Number of sites anticipated for sponsorship	3	3	
1. Total Annual CACFP Revenue from prior 12 months	\$348,450.75	\$363,842.83	\$348,450.75
B. OPERATING EXPENSES			
1. Total Labor Costs (Salaries, Wages, Taxes and Benefits)	\$148,279.00	\$162,106.00	\$148,279.00
2. Total Food Expenses	\$186,002.29	\$191,241.39	\$186,002.29
3. Supplies and Equipment	\$20,248.00	\$21,467.00	\$20,248.00
4. Other	\$0.00	\$0.00	\$0.00
Total Operating Costs	\$354,529.29	\$374,814.39	\$354,529.29
C. NET OPERATING AMOUNT			
1. Difference (A-B)	\$-6,078.54	\$-10,971.56	\$-6,078.54
D. ADMINISTRATIVE EXPENSES			
1. Administrative Costs	\$1.00	\$1.00	\$1.00
2. Other	\$0.00	\$0.00	\$0.00
Total Administrative Costs	\$1.00	\$1.00	\$1.00
NOTE: May not exceed 15% of A.1.			
E. SUMMARY			
1. Total Expenses (Operating and Administrative)	\$354,530.29	\$374,815.39	\$354,530.29
2. Total Anticipated Annual CACFP Reimbursement	\$351,786.85	\$351,786.85	\$351,786.85

Certification

- ☒ I certify that the information on this form, and supporting documents, is true and correct and that I will immediately report to the State any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The State may verify information; and the deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

Document Attachments (Only Upon State Agency Request)

Sponsors must account for the cost of operating a nonprofit food service.

Upon the State's request, Sponsors are required to disclose and identify any financial information that inhibits the State from making an informed assessment of the allowability of a particular cost. If you have any expenses that require disclosure, attach a detailed explanation.

Actions	Notes	Version	Uploaded By

Created By: cspears on: 8/26/2022 2:00:11 PM Modified By: pjohanson on: 10/6/2022 1:32:08 PM

2022 - 2023 CACFP Management Plan

10023 Status: Active

Dayton Independent School District

DBA:

Lincoln Elementary School, Middle/High Schools and Youth Care Center
200 Green Devil Lane C/O Food Services
Dayton, KY 41074-1262

Type of Agency: Educational Institution

Agreement Type: Sponsor of Affiliated Sites

Comments to Sponsor

a-q if a primary position is listed then a secondary position must be listed.

t. Please train the Board of Directors and revise.

#8 To ensure financial viability funds must be available to cover any shortfalls.

#13 All staff must be trained annually in Civil Rights, how is this completed and documented? *Youth Care Center, HS, LE*

#16 Is there a district policy that prohibits staff from having additional jobs other than the CACFP?

Staffing and Budgets

Please revise the # of hours per month spent monitoring to reflect only the hours used to perform Monitor Reviews as required by regulation.

Management Plan Version: Original

Financial Viability, Administrative Capability and Accountability (VCA) Profile

Federal regulation 226.6(b) requires each institution applying for participation in the Child and Adult Care Food Program (CACFP) to submit enough information to document that the institution is financially viable, administratively capable of operating the CACFP, and has internal controls in effect to ensure accountability. To document this, the Sponsor must prove in its application documentation that it is capable of operating in conformance with the following performance standards. The State Agency may only approve institutions that meet these performance standards.

ADMINISTRATIVE CAPABILITY

- Administrative Structure: Complete the following task responsibility list. Write the position title (for example, cook, director, etc.), not the person's name.

Task	Primary Staff Position Responsible	Secondary Staff Position Responsible
a. Who distributes, collects and classifies enrollment/income eligibility applications? (not required for at risk)	Family Resource Coordinator	n/a
b. Who takes daily attendance?	Cook/Cafe Manager	21st Century Manager/Cafe Managers
c. Who ensures that meal counts are taken at the point of service and recorded daily?	Cook/Cafe Manager	FSD
d. Who completes the daily menu record and ensures it meets the meal pattern?	FSD Assistant/Cafe Manager	Cafe Managers
e. Who checks the delivery and signs the daily delivery invoices of meals purchased from a vendor (caterer)? (Mark n/a if meals are not purchased from a vendor)	Cafe Managers	FSD
f. Who ensures that claimed meals meet all requirements for an eligible meal?	FSD	Cafe Managers
g. Who maintains written documentation of all expenses of food service operation, including food, paper goods, equipment and payroll?	FSD	Finance Officer
h. Who prepares the monthly claim in a timely manner?	FSD	n/a
i. Who ensures that state and local health standards are met?	FSD	Cafe Managers
j. Who reviews the claim for accuracy and completes the edit checks?	FSD	Cafe Managers
k. Who provides/documents annual training for key staff?	FSD	Cafe Managers

- | | FSD | Cafe Managers |
|--|---|---------------|
| I. Who provides training for new sponsored facilities on the following topics: meal patterns, meal counts, claims, record keeping, civil rights and reimbursements? | | |
| m. Who conducts three or more monitoring visits to each center, each year? | FSD | Cafe Managers |
| n. (For-Profit Centers Only) Who verifies each month that each center is eligible to claim? | n/a | n/a |
| o. Who ensures that At-Risk Afterschool Meals have enrichment activities available each day meals are served? | FSD | Cafe Managers |
| p. Who ensures that the institution is in compliance with all Civil Rights Requirements? | FSD | Cafe Managers |
| q. Who is responsible for ensuring that records are accessible at all times? | FSD | Cafe Managers |
| r. Where in the center are records going to be kept? | <div style="border: 1px solid black; padding: 5px;"> Food Service Director's office
 Dayton Independent High School
 200 Green Devils Lane
 Dayton, KY 41074 </div> | |
| s. Does your Sponsoring Organization have written procedures for assigning CACFP duties? For example, click here | <input checked="" type="radio"/> Yes <input type="radio"/> No | |
| If No, describe your time and plan to come into compliance | | |
| t. Has your Board of Directors received training on CACFP, specifically NDL? For NDL information, click here. | <input type="radio"/> Yes <input checked="" type="radio"/> No | |
| 2. What is the Sponsoring Organization's plan for ensuring that monitoring is conducted according to regulation? | <div style="border: 1px solid black; padding: 5px;"> Department's S.O.P. including CACFP's operation and training requirement. </div> | |
| 3. Civil Rights Compliance: Civil rights compliance and enforcement is an administrative responsibility in the Child Nutrition Programs. Click here for details. | | |
| A. Is the current "...AND JUSTICE FOR ALL" poster displayed prominently in all administrative offices and facilities? | <input checked="" type="radio"/> Yes <input type="radio"/> No | |
| If No, describe your time and plan to come into compliance. | | |
| B. Is the current official version of the USDA nondiscrimination policy statement included on all organization materials (parent handbooks, brochures, fliers, promotional materials, and websites) that mention USDA or the CACFP? | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A | |
| If No, describe your time and plan to come into compliance. | | |
| C. Do staff members and/or providers understand the approved procedures for receiving and forwarding an alleged civil rights complaint? | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A | |
| D. Does the institution have a procedure in place to annually collect ethnic and racial data on all participants in each facility or provider home? | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A | |
| E. Does the institution have a procedure in place to estimate the number of potential eligible beneficiaries by ethnic/racial categories for the area served by the facility or provider home? | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A | |
| If you answered No to D or E above, describe your time and plan to come into compliance. | | |
| 4. Did the participating institution provide mandatory annual training sessions for key staff on CACFP meal patterns, meal counts, claim submission, claim review procedures, record keeping requirements, reimbursement system and compliance with civil rights requirements per 7 CFR 226.6 (f)(1) and 226.6 (f)(3)(iv)? | <input checked="" type="radio"/> Yes <input type="radio"/> No | |

FINANCIAL VIABILITY AND MANAGEMENT

5. Does your agency utilize a CPA firm or bookkeeping service for accounting purposes? ☐ Yes ☒ No ☐ N/A

If "Yes", please identify the name, address and phone number of the CPA firm or bookkeeping service.

6. Does your agency have any outstanding debt resulting from a civil judgement by a local, state or federal court or regulatory agency/or other fiscal claims pending? ☐ Yes ☒ No ☐ N/A

If "Yes", please describe how this debt will be paid.

7. If your agency is a private non-profit entity, has the Form 990 been completed and submitted to the IRS as required during the last year? ☐ Yes ☐ No ☒ N/A

8. List source of revenue that will be used when CACFP funds are not available/sufficient or when CACFP program funds are restricted?

None (No funds will be available to use), no At-Risk Meal Program will be offered. The Youth Care Center will as for the parents to provide their child's meals.

PROGRAM ACCOUNTABILITY

9. Does your institution contract for goods or services with any employee, a member of their immediate family or board member? ☐ Yes ☒ No

If "Yes", please identify contracts and employees, board members and immediate family members involved.

Contracting Company	Name	Relationship
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10. Describe the procedure to establish consistency of staff pay.
For example, [click here](#).

Staff is paid according to the school district's salary schedule. This is based on years of experiences.

11. Describe your policies and procedures for resolving violations of CACFP policies by sponsored facilities and/or FDCH providers.

FSD will work with staff to make sure policies are followed correctly.

12. Describe your procedure for identifying potential fraudulent situations, (i.e. meals claimed for participants who are not regularly scheduled to attend a particular meal, excessive meals, claimed for supper and weekends, etc.).

Perform and edit check weekly. Compare meal counts with number of all students eligible for a meal.

13. Describe your system for ensuring that new and existing staff receive annual training on all required program topics. Describe how documentation of training will include the names of trained staff and the training date.

Monitor will attend annual training and will keep up to date on all policy changes via weekly email from KDE.

14. Describe the procedure the Sponsoring Organization will implement to comply with the requirement to maintain complete and appropriate records (i.e. budget, accounting records, amendments to budgets, management plans and all other facility operations).

FSD will keep all records. Each school Cafe Managers is responsible for their set of file as the FSD is required

15. Describe your procedure for dispersing payments to unaffiliated centers or to FDCH providers.

16. Describe the institution's policy that restricts other employment by employees that interferes with the program responsibilities.
For example, [click here](#).

Holding staff accountable -ensure F/S/D SOP and CACFP's training is complete.

STAFFING AND BUDGETS

Staffing pattern for administration of CACFP: Complete for personnel who will be involved in administering the CACFP. Administrative duties include managing and operating the CACFP.

Employee Name - Position	Date of Birth	Specific CACFP Administrative Duties	# hours per month for CACFP	# of hours per month spent monitoring
Chef Pamela S. Tramble-Emanuel	02/12/1955	Overseer program planning and re	8	20
Jennifer Hamblin-Lincoln's Cafe Manager	07/30/1987	Overeer orders food & supplies f	10	20
Heather Callaway, High School Cafe' Manager	10/11/1995	Overseer orders food & Suppliesa	10	20
Carmon Nellis	08/16/1969	Cook HS	35	1
Jayden Honeker	10/10/1998	Cook HS	35	1
Mildred Williams, Food Service Worker	07/08/1964	Back-up Cook at HS	1	1
Daniella Gray, Food Service Worker	04/18/1985	Back-up Cook at LES	1	1
			0	0
			0	0
			0	0

Sponsor Comments

Comments to Sponsor

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t. Please train the Board of Directors and revise.
#8 To ensure financial viability funds must be available to cover any shortfalls.
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#16 Is there a district policy that prohibits staff from having additional jobs other than the CACFP?
Staffing and Budgets
Please revise the # of hours per month spent monitoring to reflect only the hours used to perform Monitor
Reviews as required by regulation.

Created By: cnp_system on: 9/29/2022 3:50:30 PM Modified By: pjohanson on: 10/6/2022 3:15:42 PM

Youthcare's operation

The **National Disqualified List (NDL)** is a list of institutions, day care home providers and individuals that have been terminated or otherwise disqualified from participating in the Child and Adult Care Food Program (CACFP). To ensure the integrity of the CACFP, no State agency or sponsoring organization may approve any entity on the NDL. The list is maintained by the USDA Food and Nutrition Service (FNS).

Presence on the National Disqualified List:

- The institution is ineligible to participate in the CACFP in any State as an institution, or as a facility under a sponsoring organization.
- Responsible principals and responsible individuals (RP/Is) become ineligible to participate in the CACFP as part of a different institution, as institution or center facility principals, or as Day Care Home providers.

Removal of institutions, principals, and individuals from the NDL:

Institutions and RP/Is will remain on the list until seven years have elapsed since they were disqualified from participation **or** until the State agency, in consultation with FNS, determines that the serious deficiencies that led to their placement on the list have been corrected and all debts owed under the Program by the institution or RP/Is have been repaid.

The State Agency's NDL determination process:

1. Once trained in the federal requirements, a new institution is given a first month visit to assist in achieving compliance.
2. The institution will receive an administrative review within the following year.
3. If the institution is found to be in compliance, it will receive the next review within the next three years.
4. If the institution is found to be deficient, it may be reviewed the following year.
5. If the same deficiencies are discovered in any follow up review, the institution may be moved to *Intent to Terminate*
6. If terminated, the institution and responsible parties will be added to the National Disqualified List.

After a compliance review, the institution will be notified of any deficits via an emailed Findings Report. The findings must be addressed by the institution through the submittal of a Corrective Action Plan (CAP) which is due within 30 days from the date of the email. The CAP must include the following information:

- What are the findings and the procedures that will be implemented to address the findings?
- Who will address the findings? List Personnel responsible for this task.
- When will the problem be addressed? Provide a timeline for implementing the procedure (i.e., will the procedure be done daily, weekly, monthly or annually and when it will begin).
- Where will the corrective action plan documentation be retained within the facility?
- How will the staff be informed of the new policies? Additional supporting documentation (i.e., policies and procedures that have been modified or implemented to ensure that findings are fully and permanently corrected) must be submitted with the corrective action plan.

For more information, refer to the USDA *Serious Deficiency, Suspension, & Appeals for State Agencies & Sponsoring Organizations* handbook at <https://www.fns.usda.gov/cacfp/cacfp-handbooks>