

# MANAGEMENT PLAN GUIDELINES

Complete a management plan and include, as a minimum, the elements listed below.

## A. ADMINISTRATIVE STRUCTURE

1. Provide a brief job description for all administrative personnel.
2. Attach a chart of the organizational structure for the SFSP.
3. Complete Administrative Worksheet in WINS and the Operational Labor Worksheet in WINS under the Budget section of the application.
4. If J.T.P.A. workers will be utilized, provide complete information on position title, job duties, and training they will receive.

## B. BUDGET

1. Provide detailed explanations and breakdowns of each budget category listed on the administrative and operating budgets.
2. Provide a list of all contractual agreements for goods and services which exceed \$5,000 and will be paid with SFSP reimbursement. The list should include the name and address of the company, the product(s) or service(s) provided, the price per unit, and the total amount of the contract(s).

## C. TRAINING.

1. List the dates the training sessions will be conducted for each of the following personnel:
  - a) Administrative Staff
  - b) Monitors
  - c) Site Personnel
2. Describe how you will train employees unable to attend the original training session(s).

## D. MONITORING PLAN

1. State the number of monitors you plan to employ and give the starting and ending date(s) of employment for each monitor.
2. Detail what corrective action will be taken as a result of non-compliance found during review (e.g., excessive meals, unsanitary sites, no daily records being kept, etc.).
3. Explain the procedures and timelines involved in:
  - a) Reducing excess meal deliveries
  - b) Suspending sites
  - c) Canceling sites
  - d) Reinstating Sites

## E. CLAIM FOR REIMBURSEMENT

1. State who is responsible for maintaining the claim numbers, submitting the daily/monthly claim numbers and retaining the records for review.
2. Describe the process of reconciling the claim numbers to the actual daily meal count forms.
3. Explain the procedure(s) that will be followed to document both operating and administrative costs of the program.