

Management Plan

1. How to use navigation: in order to make your viewing experience as easy as possible during the course of this presentation we are providing these navigation instructions. This presentation is formatted for continuous play. If you need to stop the presentation, click on the PAUSE button, on the bottom left of the screen. When you are ready to continue your viewing, click on the PLAY button on the bottom left of the screen. Please keep these instructions in mind as you proceed with this presentation.
2. Welcome to the Management Plan tutorial. This tutorial is for Sponsors of Affiliated Centers, Homeless Children Nutrition Program sponsors, and Afterschool Meals Program sponsors. In this tutorial, you will learn how to:
Complete your Management Plan, Correctly document all personnel and duties required to administer the CCFP, Use cost allocation methodology to properly allocate administrative program costs, and ensure program compliance by documenting that federal monitoring and training requirements are met.
3. This is page 1 of the fillable management plan form, which is available in MIPS under “blank forms.” We highly encourage you to use the fillable form since it is self-calculating and will reduce clerical errors. Be sure to also read the instructions included throughout the form so you will understand how to complete the various tables. At the top of Page 1, you will enter your authorization number and organization name. These will automatically populate throughout the rest of the form.
4. The table for #1 is used to document information about the staff who administer the program. You will need to complete every column of this table for all employees of your organization that perform CCFP administrative duties – as defined in the form’s instructions for this item. This information is required to be completed in its entirety for all staff performing administrative duties for the CCFP to ensure programmatic compliance. If you will need to list more employees than the space provides, you can fill out pages 1 and 2 of an additional form. First you will enter information into the first columns A-E of the table. For column E, certain contractors, such as Head Start and Afterschool Meals Programs sponsors, don’t operate during the summer so they should only list 9 or 10 months on their forms.
5. You will then multiply the figures in the D and E columns of each row to come up with each employee’s annual hours spent working on the CCFP in column F. Then after you enter the total annual hours worked in the G column, the table auto-calculates the percentage of each employee’s time spent on CCFP in column H. The value will show as a decimal between 0 and 1 to work as a percentage, for example 1 is 100%, .5 is 50%, and .05 is 5%. Infinity or NaN means that the data has not been completed in columns F and G.
6. On page 2, table 2 will automatically populate the information in columns A and E using the data from the table on page 1.
7. In columns B-C, list the employee’s annual salary and the employer’s cost for any fringe benefits. Column D will automatically calculate the total of the salary and benefit amounts.
8. If you list an amount for ‘Other’ benefits, be sure to complete a description in the space under the table.
9. In column E, the percentage of time spent working on the CCFP will be automatically populated from Table 1. This figure will be multiplied by the total annual salary and benefits, resulting in the total annual cost of the employee’s salary and benefits for the time worked on the CCFP as shown in column F.
10. There is a space at the bottom of column F where the grand totals are automatically calculated for salaries and benefits of all the employees listed in the table. You may also notice that the total for the “other funds” in column H matches the total of the salary and benefits of column F. This is to allow you to determine the portion of the total salary and benefits allocated to CCFP funding and the portion allocated to other funds by completing column G.

11. Due to the 15% administrative cap, a sponsor may not be able to charge all of its CCFP salary and benefit costs to the program. If the total for column F exceeds the 15% administrative cap as shown on the PEW, there is space in the table to charge only a portion of the salary to the CCFP in column G
12. The difference between the amounts in columns F and G for each employee will be automatically calculated in column H. The total difference will be calculated at the bottom of column H. This is the amount for salary and benefits that must be covered by other funds and match the amount of the "other funds" column listed under the administrative salaries category in the budget. The total amount in column G must match the amount listed in the CCFP Funds column in the administrative salaries and benefits category of the budget.
13. This is page three of the Management Plan. Answer questions 3 and 4.
14. If you are, or will soon be sponsoring 25 or more sites, then you must also complete the table in number 5 according to the instructions provided on the form. The information in the third column must match the information in column D of table 1. The percentage of monitoring hours must be entered using 2 decimal points (.05=5.00%, .50=50.00%).
15. The number of hours per month spent monitoring will automatically calculate, along with the total at the bottom of the table. Please ensure that your organization meets the federal requirement regarding the number of monitoring hours per month.
16. This is the last page of the Management Plan. For item number 6, enter at least one training date and instructor name. Please remember that all required training topics must be covered annually. We strongly encourage you to also train your sites on the two recommended topics. Answer questions 7 and 8. Please note that the address you provide in number 8 must be a Florida address.
17. Any authorized employee of the sponsoring organization may sign this form without the need for a Delegation of Signing Authority form.
18. If you have any questions about the Management Plan, you may contact your local program specialist or call a Policy Specialist in Tallahassee at (850)245-4323.