

From: [RANDOLPH Hazel - ODE](#) on behalf of [TSCHIDA Meghan - ODE](#)
Subject: ACTION REQUIRED: Fiscal Policy and Procedure Requirement
Date: Monday, February 8, 2021 5:07:27 PM
Attachments: [Policy and Procedure Template- Fillable.docx](#)
[Policies and Procedures Best Practices.pdf](#)

CACFP Sponsors:

As a result of a USDA Management Evaluation of the Oregon Department of Education Child Nutrition Programs (ODE CNP), guidance from the USDA was recently received regarding fiscal policies and procedures specific to the management of the Child and Adult Care Food Program (CACFP). According to USDA's guidance and 7 CFR 226.6(b)(2)(vii)(C)(2 and 4), all CACFP sponsoring organizations are required to have written management controls in place to ensure:

- Fiscal integrity of all Program funds
- Accountability of all expenses
- Program funds are only used for authorized Program purposes
- Safeguards are in place to prevent improper financial activities, and
- CACFP administrative costs do not exceed the regulatory limits

Based on the guidance received, and effective immediately, all CACFP sponsors are required to have written policies and procedures for the fiscal management of the CACFP. Written policies and procedures must outline the key functions identified above required for the fiscal management of operating CACFP that are not included in the sponsoring organization's broader fiscal policies.

Meeting this requirement may be accomplished by creating a separate CACFP policy and procedure addressing each key function or by adding an addendum to an existing organizational policy and procedure. To assist in creating these written policies and procedures, attached to this e-mail is a fillable Policy and Procedure Template and Best Practices Guide.

ODE CNP understands that CACFP fiscal policies and procedures will vary by sponsor based on organizational structure and will be evaluated in such a manner. CACFP sponsors will be required to submit written CACFP fiscal policies and procedures to ODE CNP as part of the administrative review. The written policies and procedures must reflect the current practice.

If you have any questions, please contact your assigned Child Nutrition Specialist.

Thank you,



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