

Nebraska Department of Education  
 Nutrition Services  
 Family Day Care Home Sponsoring Organization Management Plan  
 Instructions for Supporting Documents, Uploads and Attachments

**SUPPORTING DOCUMENTS**

**INSTRUCTIONS FOR UPLOADING FILES**

Login in to <http://cnp.education.ne.gov>

There are three locations in the online application where documents are to be uploaded.

Where to upload files:

**Day Care Home Management Plan**

The following documents must be uploaded in this section:

1. Narrative of the management plan NDE 01-012
2. Budget spreadsheets

**Additional Uploaded Documents** - this will be all of your internal forms, policies, manuals, lease agreements, etc.

Examples of what to upload in this section:

1. Provider handbooks
2. Employee handbooks
3. Minutes of board meetings
4. Internal forms such as home visit worksheets, income eligibility packets,
5. Policy and procedure manuals
6. Parent surveys
7. Sponsor-provider agreement

**Copies of alternate record keeping forms for meal counts or menu production** - this will be forms used by providers.

Examples:

- Menus
- Meal scanner sheets
- Child enrollment/registration forms
- Attendance records
- Infant menus

**Types of files that may be uploaded**

1. The following file formats are accepted: Word, Excel, Adobe PDF, Publisher
2. Files must be **CLOSED** while being uploaded. If not, the file will not be in a readable format. If the File Type Displays as **application/octet-stream**, your file has NOT been uploaded successfully. Delete the file, close the document and upload the document again.

Copy of Financial Statement - Attachments				
Attached File Name	File Size	Attached Date	File Type	File Options
SUPPORTING DOCUMENTS.docx	20.38 K	07/19/2010	application/octet-stream	<a href="#">View</a>   <a href="#">Delete</a>

To attach a file click the 'Attach Document >' button below, then follow the onscreen instructions.

3. File names must describe the type of document being uploaded.

Examples:

- SERIOUS-DEFICIENCY-template-letters.docx
- Five Day Reconciliation worksheet.doc
- Monitoring-Staffing-Factors.xls

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Please avoid cryptic or nondescriptive file names. If necessary, use the Comments section to describe the content of the file. The Comments section appears once the file is uploaded.

There is a limit to file size that is acceptable. If you receive an error message you may email the file to [nde.nsub@nebraska.gov](mailto:nde.nsub@nebraska.gov) or mail the document to our office (do not fax large documents).

**The following Supporting Documents must be submitted, whether it be hard copy or uploaded:**

1. Organizational chart for the organization - must show how CACFP is placed in the administrative structure of the organization.
2. Attachment B (Agency Revenue) - must show any non-CACFP revenue to the sponsoring organization for the most recent fiscal year. Indicate the dates of the fiscal year used by the sponsoring organization.
3. Attachment C - (Board of Directors) - list the current members of the board of directors of the sponsoring organization. The sponsor's governing board must be representative of members of the community who are not financially interested in its activities, and are not related to its personnel or to each other. USDA has specified that the following are Indicators of Potential or Existing Problems in board oversight of sponsoring organizations: 1) Board of Directors consists entirely of family members, 2) the majority of members of the Board of Directors are sponsor officials, 3) the Board of Directors is chaired by a sponsor official and 4) Board minutes do not reflect policy and management oversight (e.g., establishing policy, approving expenditures, approving officer salary increases, audit review). If any of these indicators exist in your sponsoring organization, provide an explanation and justification of why the situation exists and what steps have been or are being taken to eliminate the indicator.
4. Attachment F - Annual CACFP Budget Justification Narrative. It is preferred that this be submitted in an Excel spreadsheet.
5. Rental, lease and maintenance agreements - Attach all that will be in effect for the fiscal year.
6. Copies of all forms and form letters used in the management of the CACFP, whether used by providers, households or internal use. All forms must be submitted annually.
7. Policies and procedures as necessary to respond to individual questions in the management plan.
8. Copies of appeal and hearing procedures
9. Minutes of the meetings of the governing board for the most recent fiscal year.