

SECTION I – CONTRACTING ENTITY (CE) INFORMATION

1. Name of Contracting Entity (CE)	2. DUNS Number	3. CE ID	4. Management Plan Version:
Webb County Commissioners		3503	

SECTION II – CONTRACTING ENTITY APPLICATION – CENTERS CERTIFICATIONS

1. List all publicly funded programs in which the contracting entity and its principals have participated in the past seven years and currently participate in (attach additional pages as needed):

Name of Publicly Funded Program	Contact Person	Telephone Number
Head Start/Early Head Start	Aliza Oliveros	956-795-1515

2. Within the past seven years, has the contracting entity or any principals been declared ineligible to participate in any other publicly funded programs for violating program requirements? Yes No

If "Yes", answer question #3.

3. Were the violations corrected and eligibility restored, including payments of debts owed? Yes No

If "Yes", submit documentation of reinstatement, including proof of payment of debts, if applicable.

If "No", attach a detailed explanation.

4. Has the contracting entity or any of the contracting entity's principals been convicted of any activity that occurred within the past seven years that indicated a lack of business integrity? Yes No

If "Yes", attach a detailed explanation.

SECTION III. FINANCIAL VIABILITY AND MANAGEMENT

A contracting entity must have adequate financial resources to operate the program on a daily basis and have adequate sources of funds to withstand temporary interruptions in program payments and/or fiscal claims against the organization.

CEs that are Independent Centers - Attach the contracting entity's most recent audit or audited financial statement. If neither document is available, attach a balance sheet and income statement.

CEs that are Sponsors - Attach a comprehensive financial statement, including all expenditures and sources of income to the organization as a whole for the past three years. If your organization has fewer than three years of financial history, you must submit a performance bond.

SECTION IV. ADMINISTRATIVE CAPABILITY

Contracting entities must have an adequate number and type of staff with appropriate qualifications.

1. Contracting entities operating the CACFP must have qualified staff to ensure effective Program operation. Complete the chart below to describe, in detail, the qualifications you require for the person(s) that perform each listed function.

Administration — Staff Function	Qualifications
Direct and manage the CACFP	Associates Degree, Dietary Manger's certification
Train staff	Associates degree Registered dietitian
Train staff of sites (for Sponsoring Organizations only)	Associates degree Registered dietitian
Free or reduced eligibility determination	Associates Degree
Financial management	Associates Degree
Reimburse sites (for Sponsoring Organizations only)	Associates Degree
Review meal counts, menus and attendance	Associates Degree
Plan menus	Associates Degree
Purchasing (procurement)	Associates Degree
Recruitment of sites (for Sponsoring Organizations only)	Associates Degree
Monitor sites (for Sponsoring Organizations only)	CDA or Associates Degree
Maintain records	CDA or Associates Degree
Enforce civil rights compliance	CDA or Associates Degree
Prepare and submit claims	CDA or Associates Degree

Meals — Staff Function	Qualifications
Prepare meals	High School Diploma or 5 years Food service experience
Document meal records	High School Diploma or 5 years Food service experience
Serve meals	High School Diploma or 5 years Food service experience
Take meal count	High School Diploma or 5 years Food service experience
Maintain records	High School Diploma or 5 years Food service experience

2. **Sponsoring Organization Only:** Attach the sponsoring organization's policies and procedures that assign CACFP and Civil Rights responsibilities.
3. **Sponsoring Organization Only:** You must demonstrate that you have an adequate number of staff to conduct required monitoring. If you sponsor 25 or more sites, complete and attach the *Sponsoring Organization Monitoring Staff Information - Centers* form.
4. **Sponsoring Organization Only:** Attach the sponsoring organization's Outside Employment Policy.

SECTION V. PROGRAM ACCOUNTABILITY

The contracting entity must have internal controls and other management systems to ensure fiscal accountability and program compliance with federal and state regulations.

1. The contracting entity must have a financial system with management controls specified in writing. Attach the organization's written procedures that assure:
 - a. fiscal integrity and accountability for all program funds and property received, held and disbursed;
 - b. disbursement of advances and/or reimbursements to sponsored sites will occur within five days of receipt of funds from TDA (for sponsoring organization only);
 - c. integrity and accountability of all authorized program expenses incurred;
 - d. claims will be processed accurately and in a timely manner;
 - e. funds and property are properly safeguarded and used; and
 - f. safeguards and controls are in place to prevent and detect improper financial activities by employees.
2. The contracting entity must have sound management practices that will result in the operation of the program in accordance with the meal service, record keeping and other operational requirements. Attach the organization's written procedures that assure:
 - a. meals provided meet the required meal pattern;
 - b. civil rights requirements are met;
 - c. complete and accurate records for enrollment, attendance, free and reduced price eligibility, meal preparation, meal counts and claims are kept; and
 - d. claims are submitted only for eligible meals.
3. Contracting entities must attach training policies that include training for:
 - a. new sponsoring organization staff who perform key activities before assuming CACFP duties (this applies to sponsoring organizations only);
 - b. current sponsoring organization staff who perform key activities annually (this applies to sponsoring organizations only);
 - c. monitors who conduct site reviews (this applies to sponsoring organizations only);
 - d. new site staff before program participation (this applies to sponsoring organizations and Independent Centers); and
 - e. current staff of participating site(s) annually (this applies to sponsoring organizations and Independent Centers).
4. **Sponsoring Organizations only:** must attach site monitor review procedures. If averaging, include the criteria used to determine which sites will receive two, three or four visits.
5. **Sponsoring Organizations only:** must submit a written recruitment plan detailing how you will recruit new sites, including your method of contact, how you will ensure you will not recruit sites who are currently participating with another sponsor, how you will budget your recruitment costs and ensure you do not use CACFP funds to recruit sites already participating in the Program. If you are not planning to recruit new sites, submit a written statement to that effect in lieu of a recruitment plan.
6. All contracting entities (Independent Centers and Sponsors) must ensure that each site's license, exemption or other documentation remains valid before paying each monthly claim for reimbursement. List the steps you will take to ensure this requirement (attach additional pages as needed):

SECTION VI. FREE AND REDUCED-PRICE POLICY STATEMENT (NONPRICING ONLY)

All contracting entities (Sponsoring Organizations and Independent Centers) which do not serve meals at a separate charge, shall agree to the following free and reduced-price meal policy:

The representative(s) of the contracting entity applying for participation in the CACFP agree to accept the responsibility of and assure that the contracting entity:

- a. will not physically segregate nor discriminate in any way against any person receiving a free or reduced-price meal benefit and that it will protect the anonymity of these persons and that there will be no overt identification of persons receiving a free or reduced-price meal; and
- b. will serve the same meals or snacks to all CACFP participants at no separate charge, regardless of race, color, national origin, sex, age, or disability and that there will be no discrimination in the course of the food service.

By agreeing to this statement the contracting entity assures the Texas Department of Agriculture (TDA) it will uniformly implement the free and reduced-price policy statement in all CACFP sites under its jurisdiction. This policy statement is permanent and remains in effect until it is modified by TDA.

In accordance with Federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.


To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

SECTION VII. CERTIFICATION AND SIGNATURE

I hereby certify that neither the Contracting Entity nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the Texas Department of Agriculture any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The Texas Department of Agriculture may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Contracting Entity, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the Texas Department of Agriculture. In accordance with Federal law and U.S. Department of Agriculture policy, this Contracting Entity does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.



Signature - Authorized Representative

8/8/14

Date

Head Start EHS Executive Director

Title - Authorized Representative

Aliza E. Oliveros

Printed Name - Authorized Representative

This document becomes public record and is subject to disclosure. With a few exceptions, you have the right to request and be informed about the information that the Texas Department of Agriculture (TDA) obtains about you. You are entitled to receive and review the information upon request. You also have the right to ask TDA to correct information that is determined to be incorrect (Government Code, Sections 552.021, 552.023, 559.004). To find out about your information and your right to request corrections, please contact your Food and Nutrition Community Operations office.

For TDA Use Only

Effective Date: _____

Signature —TDA Representative

Date

Title of the TDA Representative

GENERAL ORDER OF PERSONNEL POSITIONS - FY 2014-2015

Fund 906 - Child and Adult Care Food Program

CACFP Administration
 Department 4200
 Aliza F. Oliveros

Slot #	Title	Bi-Weekly Pay	Hourly Rate	Annual	W/C Code
2152	Nutrition Coordinator *	1,760.65		45,777	8810
2154	Nutrition Assistant Coordinator *		14.44	30,045	8810
1992	CACFP Clerk (20 Hrs/ wk) (No Insur.)		9.77	8,204	8810
Approved Employee Slots = 3			Payroll =	84,026	

 Leo Flores, County Auditor

 Date Signed

Note:

* Personnel Cost (Salaries/Fringes) Will Be Charged According to Department Timesheets to Head Start Program (Fund 903).

GRANT PERIOD 10/01/2014 - 9/30/2015

GENERAL ORDER OF PERSONNEL POSITIONS - FY 2014-2015

Fringe Benefits FY 2014-2015

**CACFP Administration
Department 4200
Aliza F. Oliveros**

	5001	5301	5303	5304	5305	5306			
Slot #	Annual Gross	FICA 0.0765	Retirement 0.1075	Insurance 225.00	W/C Annual	Unemployment 0.0123	Annual Total	W/C Code	W/C Rate
2152	45,777	3,501.93	4,921.01	5,850.00	306.70	563.06	15,142.70	8810	0.0067
2154	30,045	2,298.44	3,229.83	5,850.00	201.30	369.55	11,949.12	8810	0.0067
1992	8,204	627.63	881.96	None	54.97	100.91	1,665.48	8810	0.0067
	84,026	6,428.00	9,032.80	11,700.00	562.97	1,033.52	28,757.29	Total F/B	

GENERAL ORDER OF PERSONNEL POSITIONS - FY 2014-2015

Fund 906 - Child and Adult Care Food Program

CACFP Operations
 Department 4209
 Aliza F. Oliveros

Slot #	Title	Bi-Weekly Pay	Hourly Rate	Annual	W/C Code
1139	Head Cook II	(25 pp)	13.57	27,149	9079
1140	Head Cook I	(21 pp)	9.23	15,512	9079
1141	Head Cook I		9.23	15,512	9079
2153	Head Cook I		9.23	15,512	9079
2060	Cook	(21 pp)	8.97	15,075	9079
1143	Cook		8.97	15,075	9079
1142	Cook		8.97	15,075	9079
1144	Cook		8.97	15,075	9079
1145	Cook		8.97	15,075	9079
1146	Cook		8.97	15,075	9079
1670	Cook		8.97	15,075	9079
2210	Cook		8.97	15,075	9079
2171	Kitchen Aide	(25 pp)	8.82	17,640	9079
2047	Food Transporter *	(20 pp)	11.12	17,795	7380

Approved Employee Slots = 14	Payroll =	229,722
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 Leo Flores, County Auditor

 Date Signed

Note:

* Personnel Cost (Salaries/Fringes) Will Be Charged According to Department Timesheets to Head Start Program (Fund 903).

GRANT PERIOD 10/01/2014 - 9/30/2015

GENERAL ORDER OF PERSONNEL POSITIONS - FY 2014-2015

Fringe Benefits FY 2014-2015

**CACFP Operations
Department 4209
Aliza F. Oliveros**

	5001	5301	5303	5304	5305	5306			
Slot #	Annual Gross	FICA 0.0765	Retirement 0.1075	Insurance 225.00	W/C Annual	Unemployment 0.0123	Annual Total	W/C Code	W/C Rate
1139	27,149	2,076.89	2,918.50	5,850.00	2,380.95	333.93	13,560.27	9079	0.0877
1140	15,512	1,186.67	1,667.54	5,850.00	1,360.40	190.80	10,255.41	9079	0.0877
1141	15,512	1,186.67	1,667.54	5,850.00	1,360.40	190.80	10,255.41	9079	0.0877
2153	15,512	1,186.67	1,667.54	5,850.00	1,360.40	190.80	10,255.41	9079	0.0877
2060	15,075	1,153.25	1,620.58	5,850.00	1,322.09	185.42	10,131.33	9079	0.0877
1143	15,075	1,153.25	1,620.58	5,850.00	1,322.09	185.42	10,131.35	9079	0.0877
1142	15,075	1,153.25	1,620.58	5,850.00	1,322.09	185.42	10,131.35	9079	0.0877
1144	15,075	1,153.25	1,620.58	5,850.00	1,322.09	185.42	10,131.35	9079	0.0877
1145	15,075	1,153.25	1,620.58	5,850.00	1,322.09	185.42	10,131.35	9079	0.0877
1146	15,075	1,153.25	1,620.58	5,850.00	1,322.09	185.42	10,131.35	9079	0.0877
1670	15,075	1,153.25	1,620.58	5,850.00	1,322.09	185.42	10,131.35	9079	0.0877
2210	15,075	1,153.25	1,620.58	5,850.00	1,322.09	185.42	10,131.35	9079	0.0877
2171	17,640	1,349.48	1,896.33	5,850.00	1,547.05	216.98	10,859.83	9079	0.0877
2047	17,795	1,361.33	1,912.98	5,850.00	2,179.91	218.88	11,523.11	7380	0.1225
	229,722	17,573.70	24,695.07	81,900.00	20,765.86	2,825.58	147,760.21	Total F/B	

