

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency EDUCATION
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Departmental Analyst-A	10. Division Business Health and Library Services
5. Working Title (What the agency calls the position) Multi-Program Application CACFP Analyst	11. Section Office of Nutrition Services
6. Name and Position Code Description of Direct Supervisor LONSBERRY, MELISSA M; DEPARTMENTAL MANAGER-3	12. Unit Child and Adult Care Food Program
7. Name and Position Code Description of Second Level Supervisor CAVETT, LYNN; EDUCATION CONSLTNT MGR-5	13. Work Location (City and Address)/Hours of Work Hannah Building, 608 W. Allegan, Lansing / M-F 8-5
14. General Summary of Function/Purpose of Position	
<p>The purpose of this position is to serve as the Child and Adult Care Food Program (CACFP) Multi-Program Application recognized resource. This position is the multi-program lead resource to support highly complex applications that require knowledge of all child nutrition program regulations and requirements. The programs that this position would be reviewing in the applications include the National School Lunch Program (NSLP), School Breakfast Program (SBP), Afterschool Snack Program, Summer Food Service Program (SFSP), Summer Food Service Program Rural Non-Congregate (SFSP-RNC), and the Child and Adult Care Food Program (CACFP), including subprograms in the CACFP. They will also support the CACFP team on complex cases that are elevated due to substantial program integrity findings. This position works with the School Nutrition Programs (SNP) statewide providing technical assistance to current and potential sponsors participating in multiple programs in the United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP), and Summer Food Service Program (SFSP). Typical duties include program applications, monitoring and reviewing program performance, performing office administrative duties such as tracking and reporting, as well as planning, testing, and implementing Child Nutrition Program (CNP) technology solutions and guidance materials.</p> <p>In addition, they will collaborate with the Michigan Department of Education (MDE) Office of Financial Management (OFM) to review and follow up on single audit findings as reported by OFM staff to the CACFP unit. These cases require advanced evaluation, knowledge, and consultative skills to coordinate with the teams, offices, departments, and United States Department of Agriculture (USDA) while tracking this for the next years agreement during the application process.</p>	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 50

Recognized resource for multi-program applications for the office. Approve Coordinated Applications for CACFP, SNP, and SFSP through the Next Generation Grant, Application and Cash Management System (NexSys). Be the CACFP lead resource on the ONS Coordinated Application team.

Individual tasks related to the duty:

- Research, interpret, and compile all laws, regulations, rules, and updates pertaining to all cross office programs, including but not limited to NSLP, SBP, SFSP, SFSP-RNC, and CACFP.
- Monitor and manage multi-program applications while notifying leadership of problem areas. Problem areas could include sponsors not cooperating with rules and requirements during the application process, finding inconsistent information on the application, ineligible participants applying for the program, false or fraudulent information on an application, etc. The position is expected to interpret legislation, learn and know the regulations for each program they review on the application and follow the regulations specific to applications when determining their action steps comparing multiple programs.
- Create and maintain application review guides for colleagues to use to support the review of the annual Coordinated Application. The guides detail any changes to the application and what the team would deem acceptable responses to the questions changed/added. This action will require collaboration with the SNP Application Analyst. The guides must be reviewed annually but maintained regularly as there could be changes that happen mid-year and must be documented.
- Develop and revise annual application/agreement materials for sponsors to use to guide them through the application process. The materials must be reviewed annually and maintained throughout the year for any mid-year changes to the application. Identify and evaluate solutions if it is noticed that there is confusion or a problem with an area of the application once it is live.
- Oversee maintenance of multiple logs detailing applications that are at risk of missing the regulatory application deadlines and deadline date by program. Oversee applications that are flagged needing additional support from the field analysts, and logs to research and identify bugs in the application potentially reviewing multiple years at a time.
- Analyze bids and contracts (for regulatory compliance) submitted with application materials. Be knowledgeable in the regulations and state requirements for bids and contracts to analyze and evaluate which documents received are acceptable. Exercise independent judgment to determine when the documents need to be escalated to a specialized unit for further support and guidance.
- Review and interpret documents from other federal, state and local government agencies to verify that fire, health, and licensing standards are met to allow the sponsor to participate in the program(s). Be knowledgeable in requirements for NSLP, SBP, SFSP, SFSP-RNC, and CACFP to ensure application compliance minimum standards are met to participate.
- Distribute knowledge and information related to state, federal, and internal policy changes, updates, system changes, etc to colleagues. Creating training documents or drafting communication to colleagues to alert them to the changes.
- Oversee submitted program application modifications made for the team throughout the year. Sponsors regularly modify their applications to add/remove sites, change details of the application, etc.
- Analyze and evaluate complex, multi-program application/agreement materials for sponsors participating in CACFP, SNP, and SFSP. The person in this position will be ensuring that the sponsor is eligible to participate in any programs they apply for.
- Assess internal application operations to develop new materials/documents to meet identified program needs.
- Lead recommendations for the team for NexSys improvements or changes needed each year and maintain documentation for these changes for the team.
- Senior contact and team lead for the CACFP team representing them in NexSys status meetings and testing. Advocate for the team needs and changes needed due to regulatory guidance or updates.
- Evaluate application/agreement documents for compliance with federal regulation, state policies, and procedures. Ensure complete and accurate information.
- Approve application/agreements and follow up with sponsors to ensure all application/agreements are complete/accurate and approved by the designated date.
- Report to leadership progress reports of application/agreement reviews. Notify leadership of any critical updates that would impact the integrity of the program. Oversee program data for the team that is necessary to meet program reporting and evaluation requirements and goals of the program. Evaluate data on the annual application process to ensure team is complying meeting regulatory deadlines.
- Leads communication with sponsors and is responsible for notifying sponsors when application deadlines are not met. Follow up with sponsors as needed until application process is completed ensuring the office is meeting regulatory timelines and requirements.

Duty 2

General Summary:

Percentage: 30

Lead resource providing support to CACFP on highly complex cases that are elevated due to substantial program integrity findings. Collaborate with the Michigan Department of Education (MDE) Office of Financial Management (OFM) to review and follow up on single audit findings. These cases require advanced evaluation, knowledge, and consultative skills to coordinate with the teams, offices, departments, and United States Department of Agriculture (USDA). Perform office administrative duties.

Individual tasks related to the duty:

- Investigate external complaints about sponsors and enforce established federal program standards and mandates. The complaints will need to be researched, often on site, and a summary response provided to senior leadership to close out the complaint.
- Collaborate with other ONS units and/or MDE offices and state departments, as needed, to gather the necessary information to address the high-risk sponsors' administrative reviews. Sponsors could be determined to be high-risk due to quick program growth, suspicious claims for reimbursement, complaints, high number of findings at an administrative review, etc.
- Maintain information in log to document progress of high-risk sponsors' administrative reviews.
- Provide regular updates to office on maintain office communication timeframe and procedures.
- Develop strategies and supports to address high risk administrative reviews with the goal of reducing the number of organizations that have substantial program integrity findings.
- Collaborate with the MDE OFM to review and follow up on single audit findings.
- Evaluate substantial program integrity findings and single audit findings to propose training plans for the sponsor(s).
- Establish and regularly maintain tracking tool to track cases with substantial program integrity findings and single audit findings.
- Research, collect, consolidate, and analyze program data related to compliance to determine follow up reviews.
- Attend and participate in regularly scheduled staff meetings and other meetings assigned by supervisors.
- Develop internal policies and procedures.
- Attend training sponsored by USDA.
- Complete and compile application and review materials for participants and applicants and file them with the assigned office staff within designated timelines.

Duty 3

General Summary:

Percentage: 15

Provide technical assistance and analysis of the School Nutrition Programs (SNP) and Summer Food Service Programs (SFSP) through administrative reviews and quality control for compliance with United States Department of Agriculture (USDA) regulations for sponsors/agencies to ensure program improvement and continuing compliance.

Individual tasks related to the duty:

- Conduct initial and follow up Administrative Reviews (AR) of for-profit organizations, private non-profit organizations, Residential Child Care Institutions (RCCIs) and school districts participating in the School Nutrition Programs (SNP) and Summer Food Service Program with other Analyst staff to obtain a better understanding of the programs and how to conduct reviews. Schedule and conduct reviews as assigned.
- Accurately complete and submit the federally mandated forms for each review conducted. Prepare narrative reports and associated correspondence related to the review process. Provide each program with a comprehensive written report of program deficiencies, develop corrective action plans with specific deadlines for compliance, and provide any technical assistance required to ensure future compliance.
- Coordinate the sponsor review schedules to meet federally regulated timeframes for all assigned reviews. Schedule reviews to allow timely submission of reports and ensure reviews and reports are completed within designated timeframes. This involves coordinating various review schedules to meet federal review requirements. Collaborate with other program staff to ensure all reviews are completed to meet regulatory timeframes.
- Evaluate sponsors' adherence to federal regulations and state policies for the CACFP and SFSP per regulated review schedule.
- Assess corrective action, and the meeting of required deadlines set in the initial report. Follow up as needed (by telephone, in writing, or in person) until appropriate corrective action is completed and documented. Approve corrective actions and notify sponsors.
- Participate in team reviews with USDA staff. Evaluate performance, complete review reports, and inform programs where any deficiencies exist.
- Evaluate and/or recommend revision of materials presented by sponsors for review and/or approval.
- Schedule and conduct follow-up reviews for the program sponsors failing to meet program standards.
- Investigate complaints, utilize program knowledge to resolve problems/issues, and complete reports as necessary.
- Analyze and provide quality control review of completed administrative reviews in accordance with assignments from Departmental Manager 14.
- Document and evaluate results of quality control reviews to share with leadership and team.
- Recommend training plan for team based on results of quality control reviews.

Duty 4

General Summary:

Percentage: 5

All other duties as assigned.

Individual tasks related to the duty:

Analyze and process the CACFP Claim for Reimbursement Exemption Requests.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

- Determine sponsors' adherence to state and federal regulations.
- Determine solutions to any non-compliance of state and federal regulations.
- Determine amount/period of overclaim/underclaim/recalculations.
- Determine if application agreement is complete and correct for approval.
- Sponsors, sites, parents, students, state staff, and USDA staff are affected by these decisions.

17. Describe the types of decisions that require the supervisor's review.

Unique situations that are not covered by set internal policies or regulations.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Statewide travel. Exposure to poor weather and hazardous driving conditions. Person must be able to travel long distances. Some overnight reviews. Approximately 15-20% of work is spent in the field.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> N | Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

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24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

This is a new position.

25. What is the function of the work area and how does this position fit into that function?

Administer the CACFP, SNP, and SFSP applications statewide. This position is responsible for monitoring adherence to state and federal regulations affecting the CACFP and SFSP.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Departmental Analyst 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

Alternate Education and Experience

Departmental Analyst 9 - 12

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Some knowledge of federal food and nutrition programs.
- Knowledge of the principles of administrative management, including budgeting techniques, office procedures and reporting.
- Ability to analyze and compile data.
- Ability to establish program procedures, policies or guidelines.
- Ability to interpret laws, rules and regulations relative to the work.
- Ability to learn and use computer processes including the following software: Microsoft Office
- Ability to apply laws, rules, regulations, policies and procedures to specific situations to correct problems.
- Ability to organize, evaluate and present information effectively, both orally and in writing.
- Ability to maintain favorable public relations.
- Ability to design forms.
- Ability to perform mathematical calculations.
- Ability to set priorities and meet established deadlines.
- Willing and able to use and be trained in the newest technology available, such as Microsoft Teams, CoPilot, Sharepoint, etc.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

TASHA HARPER

2/13/2026

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date