CACFP Input Workgroup Members Present:
Brenda Baldwin, Program Director, Southwest Human Development Services, Inc.
Julie Farris, Training, Nutrition, Quality Assurance Director, Dallas ISD
Sandra Andoe, CACFP Manager - Assistant Director, Childworks
Susan Raines Luesse, Child Nutrition Program Director, South Plains Food Bank
Tess Cahigas, President, Seniors 2000 Health and Activities Centers

TDA Staff Present:
Beth Thorson, Director for Policy and Nutrition
Jaclyn Cantu, F&N Coordinator
Linda Simmons, Nutrition Specialist
Marianne Hopper, Policy Development Specialist
Melissa Dozier-Gonzales, Director for F&N Administration
Robin Roark, Director of Business Operations
Sharon Welborn, Director for Compliance
Tracy Mueck, Administrator
Adam Luera, Administrative Assistant

1. Welcome and Roll Call by Jaclyn Cantu
2. TDA Updates:
   - National CACFP Week by Linda Simmons – The website launches February 15, 2016; the tool kit includes menus and recipes to serve during National CACFP week March 13-19, 2016; encouraged to select and serve at least one menu and new recipe – please send in pictures and write-up about the children’s experiences
   - Grants Update by Linda Simmons – update on the current grantees, website launching in February, 8x8 information card will be mailed in March to Contracting Entities (CE), the next Request for Application (RFA) will be released in March 2016 – those who did or did not receive a grant have the opportunity to submit an application for grant monies to obtain a Healthier CACFP Recognition Award. These are competitive grant applications; not everyone who completes an application receives grant monies. The applications are scored and reviewed and awards are based accordingly.
   - SB 395 Physical Activity Survey – releases February 2, 2016 – encouraged sponsors to have their providers complete and return. The purpose is to collect information/data on what is actually happening in the Texas child care facilities in regards to physical activity.
   - Reminder that the CACFP state conference is July 5th – 8th.
   - Recent Policy Releases by Marianne Hopper –
     - Revision No: 16-01 - Section 10000, Serious Deficiency; Released November 5, 2015:
       - Item 10500, Serious Deficiency for Independently Disqualified Responsible Principals and Individuals (RPIs) has been renamed Sponsored Sites. This item provides sponsors of sites the instructions for pursuing serious deficiency when serious non-compliances have been identified.
       - Item 10600, Removal from the National Disqualified List, was edited to clarify that a request for removal does not guarantee it will be approved, removal from the NDL does not mean approval to participate in the CACFP, and which serious deficiencies are so egregious that requests for removal will not be considered.
     - Revision No: 16-02 - Section 6000, Civil Rights; Released November 19, 2106:
       - The nondiscrimination statement has been revised. CEs must update Program information as follows:
         - Websites must be updated by November 20, 2015 – due to the timing of this notification CEs will be given until December 31, 2015 to update the
Documents, pamphlets, brochures, etc. must be updated by December 31, 2015.

Documents, pamphlets, brochures, etc. that a CE has already printed and have in stock as of the date of this revision notice may be used until supplies are exhausted or until September 30, 2016 (whichever comes first).

All new printing as of the date of this revision notice must contain the updated nondiscrimination statement.

Revision No: 16-03 – Section 4000, Managing the Program; Released December 7, 2015:

- **4112.1, Meal Pattern Chart – Infants**
  - Added information regarding the obligation to offer infant meals, breastmilk storage, and the criteria to determine eligibility of infant formula, per USDA Memo CACFP 14-2015, Infant Feeding in the CACFP
  - Expanded the list of acceptable medical professionals that may sign a medical statement for meal accommodations, per USDA Memo CACFP 13-2015, Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs

- **4112.2, Meal Pattern Chart – Children One Year and Older**
  - Added information regarding infant formula after 12 months, per USDA Memo CACFP14-2015, Infant Feeding in the CACFP

- **4113.2, Children/Infants with Disabilities**
  - Expanded the list of acceptable medical professionals that may sign a medical statement for meal accommodations, per USDA Memo CACFP 13-2015, Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs

- **4114.2, CN Labels**
  - Expanded the criteria for use of watermarked CN labels, per USDA Memos CACFP 09-2015, Administrative Review Process Regarding the Child Nutrition (CN) Label, Watermarked CN Label and Manufacturer’s Product Formulation Statement, and CACFP 10-2015, CN Labels Copied with a Watermark Acceptable Documentation and TIP Sheet for Accepting Processed Product Documentation

- **4130, Meal Service Styles**
  - Divided information into the following subsets:
    - 4131, Cafeteria/Pre-plated/Unitized
    - 4130.1, Offer Versus Serve
    - 4132, Family

- **4140, Prohibition of Separation by Gender**
  - Prohibits separation during meal service unless a waiver has been granted, per USDA Memo CACFP 12-2015, Prohibition of Separation by Gender during Child Nutrition Meal Service

- **4330, Training**
  - Renamed Training and Education

- **4350, Nonprofit Food Service**
  - Expanded allowable costs to include information and activities related to physical activity and limiting use of electronic media, per USDA Memo
CACFP Sponsors Input Workgroup Meeting Minutes
1:30 pm – 2:30 pm
January 14, 2016

CACFP 15-2015, Allowable Costs Related to Physical Activity and Limiting the Use of Electronic Media in the Child and Adult Care Food Program

- 4353, Program Income
  - Renamed Income to the Program
  - Added additional information contained in FNS Instruction 796-2, Financial Management– Child and Adult Care Food Program
  - Revision No: 16-04 – Section 1000, Introduction; Released December 8, 2015:
    - 1100, Program Description
      - Updated the Program purpose, per USDA Memo CACFP 15-2015, Allowable Costs Related to Physical Activity and Limiting the Use of Electronic Media in the CACFP
    - 1300, Other Programs
      - Updated the list of other programs TDA Administers

- Appeals Statuses by Sharon Welborn – One appeal is scheduled for Program Year 2016. For Program Year 2015 there are 41 CACFP appeals.
  - 17 fiscal action
  - 17 termination and disqualification
  - 7 other (application denials, debt, suspensions)
  - 14 affirmed
  - 14 dismissed
  - 12 dismissed pursuant to agreement
  - 1 not yet decided

- 2016 CACFP Input Workgroup Application by Jaclyn Cantu – The effective dates for the next Input Workgroup will be March 2016 – July 2017 to align with the CACFP Conference. The application is available in the download forms screen within TX-UNPS. Application deadline is January 30, 2016
  - New member responsibilities will include:
    - Participation in a minimum of 4 regularly scheduled meetings
    - Attend the Annual TDA CACFP Conference
    - Members name and contact info will be posted to SquareMeals.org
    - The first meeting in March will be a face to face meeting in Austin, TX
    - TDA is expanding membership to allow independent centers to apply to be in the Input Workgroup

3. Please be prepared to provide feedback on:
   - Financial Management –
     - Brenda Baldwin will email Jaclyn Cantu her comments.
     - Julie Farris agrees with TDA’s roll out of technical assistances at the Education Service Centers. TDA is on the right track with the Financial Training. She suggested reaching out to TASBO for feedback.
     - Susan Raines Luesse said the suggestions are helpful for those who are new to the program.
     - Tess Cahigas provided financial documents to TDA as an example of Financial Management to help other CEs.
       - TDA is reviewing what she has submitted to see if can be utilized as an examples or a tool for new CEs.
   - Input for Workgroup Improvements for 2016 –
     - Brenda Baldwin the lack of member participation is a concern. Will the new membership requirements be on the application? Does attendance to the CACFP Conference require the
actual member to attend or can a representative attend in their place?

- TDA responded that yes the requirements will be on the application. TDA will work with Workgroup members who cannot attend in person and need to send a representative in their place.
  - Julie Farris this was her first time sitting on this meeting on behalf of Margaret Lopez. It’s great to have this Workgroup and work together to make work easier for the CEs and the state.
  - Susan Raines Luesse – participation at the previous CACFP Conference was difficult due to operating the Summer Food Program. She understands why we are having the conference during that time, but it is difficult for CEs to attend the CACFP Conference or meet in Austin because of distance.
  - Tess Cahigas feels she has more to contribute to the workgroup and looks forward to applying for the upcoming Workgroup.

4. Member Updates

- Julie Farris – looking to expand future CACFP participation by providing an afterschool meal service during their spring break at 3-4 sites.
- Susan Raines Luesse mentioned that they have received a grant that will allow them to build a new facility. With the additional kitchen facility and new staff they project to increase by triple the volume. Susan agreed with Julie that an afterschool meal services during breaks is needed and a great idea.
- Tess Cahigas – They are in the process of changing their organization name to Day Activity Health and Services (DAHS).
- Sandra Andoe would like to see more training offered south of Houston in the gulf coast area ESC Region 4.

5. Closing Comments

- Recapping the accomplishments of this Workgroup – This Workgroup has shaped the breakout sessions that will be offered at the CACFP Conference. Offered feedback to alter the shape of our conference to focus on network and peer sharing which CEs will see at our events and conferences. The committee that worked with Wade Wilder help to assist in the creation of the exercise only sessions that would dig deeper in the topics that are presented. From a policy perspective, the Workgroup has given us insight on where our communication of policy can be more focused and where we can provide more training and technical assistance. Workgroup feedback has helped clear miscommunication and misconceptions in our policies.