Roll Call
TDA staff: Jaclyn Cantu, Melissa Gonzales, Rose Westerman, Beth Thorson, Kerry Cowlishaw (recorder)

Contracting Entities: Brenda Baldwin, Dietrich Nickleberry-Love, Heather Guzman, June Bryant, Keven Vicknair, Leroy Claborn, Max Taylor, Victor Salazar

----- Agenda Topics -----

TDA Updates

Multi-cultural Recipe Project – Beth Thorson (added after agenda sent)

- USDA Mixing Bowl includes recipes. A lack of multi-cultural recipes has been identified. To bridge the gap, some CE's have been involved in testing recipes over past few years. Texas already has a resource for multi-cultural recipes. USDA has sent another request for persons to test recipes, to see how the recipes would work at the local level and how they would fit in the new meal pattern. Beth will send out information with specifics of what would be required to test the recipes with a request for quick consideration; TDA must respond to USDA next week. No questions were posed.

Permanent Agreements – Rose Westerman

- TDA has been gathering feedback on open enrollment and the transfer period, to help TDA management evaluate the policy. Suggestion was made to gather new agreements from all sites every June 1st, to know if sites/centers would remain with their current sponsor. That is not an allowable way to manage the agreements since those are “permanent” agreements. That practice would only be appropriate if the permanent agreement changed. For example, if there were new rights and responsibilities.

Curriculum Update – John Tuley

- Recently completed Introduction to CACFP for child and adult day-care centers and is posted on the SquareMeals website. Introduction to CACFP for day-care homes is currently being developed. The Education section is currently working on farm to child-care training for CE’s and, TXUNPS CACFP site navigation application training. No questions posed.

CACFP Conference Update – John Tuley

- Save-the-date was sent to all sponsors for July 5-7, 2017 conference dates. The agenda and topics are being developed. Question – Will there be a pre-conference on July 4? TDA response - No pre-conference planned.

Administrative Review Sub-group Update – Sharon Welborn

- No discussion; Sharon out of office.

Top 10 Findings – John Tuley

- Each year Program Improvement (PI) goes through all reviews and pulls out the top 10 findings for each program and posts them to SquareMeals. Previous years, the #1 finding has been the attendance reported on the validated count. Last year there were 521 CEs with reviews – 57% (296) were assessed with this finding. #2 finding assessed at 39% (203) of the CEs reviewed was all participants were not claimed in the
correct eligibility category. #3 assessed at 32% (167) of CEs reviewed, an adequate financial management system was not maintained. #4 assessed at 32% (166) CEs income eligibility forms not current. #5 Reported enrollment count was not correct. Most of these have moved around in the top 10 for the past 4 years. Jaclyn will include John’s information when the minutes are emailed. Questions: Max – on #1 was this attendance and meal count? Yes – attendance and meal count.

Sub-Sponsors – Robin Roark and Senta Fortune

- Senta looking into 2 problems across the CACFP contracting entities. 1) Sponsor within a sponsor. Entities operating as a sponsor under another sponsor. Research questionnaire last year showed a positive response to being a sponsor under another sponsor. These will be looked at; that is not an allowable practice per program regulations. Will be working with individual sponsors over next few months to process this correctly, to ensure sponsors within a sponsor are sorted out. 2) National after school meal program and the at-risk programs duplicate participation. First contact will be the school systems. Questions: Max – Had a slew of sponsors within a sponsor contacted them – saying they are preparing all the food for the site. Will there be specific criteria developed, to distinguish them from a sponsor-within-a-sponsor. TDA has been working with USDA to develop a definition. Vendor providing a meal at different sites is only a vendor – not a sponsor within a sponsor. Having a properly procured vended meal company does not indicate a sponsor-within-a-sponsor. TDA will look at various scenarios.

Member Updates


Victor – Question on permanent agreements for Rose. Suggested enrollment date to end August 31 to give sponsors and sites to do preapproval, training, etc. Surprise to find out at the end of October site not operating. TDA received suggestions and will be analyzing all suggestions. There may be no changes to the transfer policy, other than a change for At-Risk only sites allowed to transfer on the school-year cycle. No final decision has been reached. Permanent Agreements will not be changed, until the programs have a final rule from USDA on program integrity. Program integrity impacts Permanent Agreements.

Next meeting is set for March 16, 2017, 11-12:00 am