CACFP Input Workgroup
11:00 am – 12:00 pm
May 18, 2017

Roll Call:
Contracting entities: June Bryant, Keven Vicknair, Sharon Ray, Victor Salazar
TDA staff: Tracy Mueck, Robin Roark, Christine Bendana, Jaclyn Cantu, Jennifer Page, Melissa Dozier Gonzales, Sharon Wellborn, Marianne Hopper, Rose Westerman, Beth Thorson, Wade Wilder, Recorder – Kerry Cowlishaw

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

TDA Updates

Farm to Child Care Training – Melissa Dozier-Gonzales
➢ Training packets mailed out. Plan is to go live in a couple of months, after considering the great CE feedback.

Salary Evaluation Tool – John Tuley
➢ Consideration was given to feedback and is included in the CACFP Input Workgroup Accomplishments document. The tool design is intended to be CE user-friendly. Salaries based on Work-In-Texas data which is mainly derived from the Bureau of Labor Statistics. Assumptions purpose behind the tool and a whitepaper are being developed to be ready for the CACFP conference.

Early Implementation Survey – Beth Thorson/Linda Simmons
➢ With input from this group, on October 1, 2017, early implementation of the 5 allowances went into effect. Post survey results looked at the 5 optional allowances, 13 changes, and barriers. Survey shows more successes than barriers. Barriers are being reviewed and action plans being developed, for a successful implementation in October this year.

CACFP Conference – Jaclyn Cantu
➢ The CACFP Workgroup members will be acknowledged at the conference. The new members will meet at the CACFP Conference. Jaclyn, in her latest position, is passing the organizer-torch to Jennifer Page. Jennifer will be working with the new Workgroup.

Subgroup Update – Jaclyn Cantu
➢ As a workgroup, 4 subgroups were formed. A summary of items addressed follows, an excerpt from the CACFP Input Workgroup Accomplishments document developed by Jaclyn Cantu.
Transparency with Administrative Review (AR)
The sub workgroup provided suggestions for more collaboration and consistency in the AR process; and clarification for findings that can be corrected on the day of review (DOR). They also requested an ability to see past corrective action documents (CAD) in TX-UNPS and access the AR review instrument

- TDA has provided ongoing training for monitors to continually improve/maintain consistency and collaboration. Training for monitors, to cover what findings can be corrected on the DOR, was incorporated.
- TDA changed the review process to an Offsite/Onsite process to incorporate collaboration and consistency.
- TDA provided the review instrument to the sub-workgroup. They will continue to look for ways to improve the clarity of the review process and expectations of the CEs in that process.
- TDA will request a price quote for an enhancement that would allow CEs to see past CADs in TX-UNPS. TDA will also look into a process to provide this information to CEs. CEs may contact TDA to request copies of previous CADs at any time.

State Agency Discretions in Policy

- TDA has been looking at the enrollment forms and eligibility forms from other states and reviewing federal guidance as to if/how those forms could be made into one form.
- TDA clarified that 2nd meals are allowed in the CACFP for unanticipated fluctuations in participation.
- TDA received approval to change the open enrollment dates for At-Risk only sites to align with the school year.

TX-UNPS Application Functionality

- Members requested a report function in TX-UNPS that would allow them to see pertinent site information in one report. TDA included this request with the 2017 enhancements and development is scheduled to start around October, 2017.
- TDA has included an enhancement in TX-UNPS to e-mail when an application has been returned for correction to decrease site rejections, per sub workgroup’s comments.
- TDA verified that the 2016 rates are in the system.
- TDA has worked to format messages on the TX-UNPS dashboard and Notes to CEs to improve readability.
- Per workgroup comments, TDA is incorporating more forms and screens in TX-UNPS that CEs can refer back to when needed. TDA will let a CE know if a form they uploaded had any issues during uploading when identified. TX-UNPS cannot be a document storage system for CEs, so they must still implement a system for records retention requirements.
- Per sub workgroup comments, TDA has implemented multiple “Point Persons” in the state to assist CEs with TX-UNPS through a contract the Education Service Centers in Texas. CEs may reach out to any 20 of the centers for assistance.

Farm to Child Care Initiative

TDA provided an overview to the sub workgroup of the Farm to Child Care Initiative and solicited feedback. Members noted number on barrier was lack of familiarity with the initiative.

- TDA created an online introduction training for CEs
- TDA has included information concerning the initiative in the CACFP Insight newsletter and Farm Fresh E-harvest newsletter.
- Information is being distributed through members to peers.
- TDA continues to solicit feedback/input from members and other CEs.

TDA Input Requests

CACFP Meal Pattern Implementation

Members provided constant feedback to TDA concerning efforts for implementation of the new CACFP meal pattern including challenges/barriers for TDA to consider. TDA will continue to survey CEs and this workgroup for this type of information.
Evaluating Sponsor Salaries (Salary Tool)

TDA has received input from the members regarding a tool that will evaluate CE salaries and benefits charged to the CACFP. We received the below input to consider:

- Salary ranges in the tool are too low. This would make it difficult for sponsors to hire quality staff to operate the program.
- The percentage of benefits in the tool is too low. Suggestion provided to look at how benefits are categorized. Question posed of should they consider sponsor size and employee ages. Suggestion was provided for incorporating a seniority factor.
- Member provided the Industry Classification System document to consider in tool factors.
- Tool does not incorporate a factor for full time vs part time employees
- Tool only has 8 position types which will result in loss of detail to make an accurate determination of allowable salary amounts.
- Recommend separating out financial positions that tend to have higher wages for that specialty and additional certifications.
- Tool mixes hierarchal positions with task positions making it confusing to complete. Makes it unclear where an organization should list a position.
- Question posed for how the tool will accommodate positions that cross task categories.

Sub Sponsors

Members provided feedback to TDA concerning how to evaluate when a Sponsor has a Sub Sponsor and ask questions concerning how TDA would look at this.

CACFP Conference

Members provided TDA with feedback on the annual conference, mostly positive. They acknowledge the previous feedback that they saw implemented for the 2016 Conference. TDA will continue to listen to participant feedback and make changes to the conference to meet their needs.

Member Updates – None Provided

Closing Comments

- Thanks to each member for all their time spent on calls and work outside the calls. This is the last meeting for this workgroup, but members are encouraged to continue to provide feedback to TDA individually.