CACFP Input Workgroup
11:00 am – 12:00 pm
November 17, 2016

Roll Call
TDA Staff: Angela Olige, Catherine Wright Steele, Tracy Mueck, Melissa Dozier Gonzales, Senta Fortune, Rose Westerman, Sharon Welborn, Robin Roark, Marianne Hopper, Beth Thorson, Jaclyn Cantu, Wade Wilder, Kerry Cowlishaw (recorder)
Contracting Entities: Brenda Baldwin, Sharon Ray, Victor Salazar, Max Taylor, Julie Smith, June Bryant, Nguyen Nguyen, Keven Vicknair, Dietrich Nickleberry-Love

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

TDA Updates

New CACFP Meal Pattern - Beth Thorson
- Feedback requested about how this is going; any comments, thoughts, challenges? Early implementation, needs for training. CEs are struggling Whole Grain Rich (WGR) terminology determining WGR products. Instruction is to contact the manufacturer to determine if the product has 50% or more whole grain. Reading labels is one tip; some quick tips can be provided, before you have to actually go to the manufacturer. TDA will provide the list to this group. Last time a milk alternative (dubbed the "unicorn milk") was discussed, no alternative has been identified, to-date. Discussions were had at the State Agency/USDA Conference – no other state has identified an alternative; it is not only Texas having a challenge with this. Have sites been identified as beginning the early implementation? Sharon – several sites are automated; changes to the automation are being made although the programming is a large endeavor and does slow the process. Nguyen Nguyen – cereals have a lot of sugar. They are putting a plan out, in color, of acceptable brands. Each time a site is visited, technical assistance will be provided instead of waiting until October. Max – currently reprogramming software to meet requirements. A request was made for the list of acceptable cereals mentioned at the National CACFP Conference. The WIC list is available and distributed. Are sites implementing only the 5 allowed or planning toward the long term? Software programming is being done with long-term plans where items can be switched on/off.

CCFP Roundtable Conference - Rose Westerman
- Meal patterns. USDA attended the conference in California. Additional information on infant meal-information, primarily on breastfeeding, will be provided. NSLP – additional clarification will be provided on the meal-plan effect on preschooler age and how to incorporate/be in compliance with existing NSLP meal patterns. Sponsoring organizations – reminded USDA that menus are not received until a month after they have been served.

Administrative Reviews – Efficient Documentation Gathering Efforts (EDGE): Sharon Welborn
- Reviewers are have historically utilized the EDGE method for independent centers. Community Operations is now implementing for all Contracting Entities, streamlining the process by allowing for a desk audit prior to arrival on-site. Documentation may be requested as much as 60 days prior to a site visit. Requested documentation can be provided by uploading in TXUNPS, fax, hard copy or with assistance of the Education Service Center.

Meal Benefit Form Update - Marianne Hopper
- Recent minor revisions to address confusion about what a case number is and what number to provide. Case number terminology on the form has been changed to eligibility number and explanations of the type of number to use are included in the instructions. Members had no questions.
Clarification of Eligibility of For-profit Child Care Centers (25% Rule) - Rose Westerman

- Topic raised at last meeting. To demonstrate 25% eligibility, a For-profit Center must enter info in D1-3 of the Site Application for the month preceding the month of application. Information for current month will not be available, until the month is over. TXUNPS is being updated to further clarify required information. Any questions on how to complete the site application to sponsor a site? Max – Sponsors for a new site are having difficulty getting CCS information from the previous Sponsor. Can TDA create a form to require verification of 25%? Site should have their CCS information as that information must come from that site, not the previous Sponsor. TDA will probably not create/require a form for this, as it could cause further non-compliance with site’s requirements to maintain this documentation. This can be available during a pre-approval visit/ training. If members have further questions, please email Rose at Rose.Westerman@TexasAgriculture.gov.

Application Processing Update - Robin Roark

- 1292 contracting entities renewals approved for PY17/18 contracting period. Compared to last year, 35 dropped out and there were 33 new this year. Of the 33, ⅔ are school districts. A few years ago, this hovered around 40/50; up to 80 now. Most new CEs are applying for the At-Risk Program. Number of days, from submission to approval, averaged at 11 calendar days across the board; sponsors took 13 days and dual-sponsors around 15 days. Approximately 60% approved on 1st pass; sponsors – 43%. There are about 30 CEs that have not completed the renewal process; some turned in renewal application right at 9/30/16.

State Agency Discretion Sub-group Update - Rose Westerman

- Meeting Attendees: Keven Vicknair – at risk centers, Max Taylor – childcare and at-risk centers, Brenda Baldwin – daycare home sponsors. Keven, Max and Rose discussed items previously submitted; 3rd member unable to attend. Members asked TDA to look at the following State Agency Discretions: 1) Allowing enrollment for CACFP and the meal benefit form to be on a single form. Other states have allowed the information to be gathered on a single form. 2) Second meals – making it easier for fluctuation of at-risk sites to report those meals. More efficiency to not go through regional office. 3) Transfer policy – not a state agency discretion but additional state agency requirement. Problematic for purely at-risk sites due to being tied to school year. Looking into changing to school year, for solely at-risk sites. Items will be given to TDA as areas to exercise discretion change.

Administrative Review Sub-group Update - Sharon Wellborn

- Meeting Attendees: Christine Bendana, Victor Salazar and Nguyen Nguyen; third member unable to meet. 1) Request was made to provide the review instrument to CE’s. Review instrument provided as requested; however, questions on the instrument differ depending on the type of facility. 2) Discussed how far the ESCs have come and how very helpful, especially in the TXUNPS process the ESCs are. 3) Training of reviewers for consistency between regions across the state. Wade is working on the huge task of internal training for reviewers. Sharon – where is the instrument provided? Provided to George; Victor can email to Sharon. Request made to make the review available online. Taken under consideration and will report back.

Member Update

- Sharon Ray – TXUNPS Sub-group provided a unanimous recommendation for CEs ability to export their data. TDA has added this request as an enhancement to the 2017 contract for TX-UNPS. Contract period begins January 1st, but it is unknown as to when in 2017 the enhancement will be added.

- Victor Salazar– Concern when centers go with another sponsor at end of FY. Sponsors are surprised to find centers had gone with another sponsor in October. Current guidance directs sites to let sponsors know of any changes ASAP. Can Permanent Agreement be altered to 30 day notification? Group members followed up this request with “or what”. What’s the consequence to the site for not meeting a September 30 deadline, if one were implemented? There are no current regulations to enforce this type of deadline. Marianne – can look at a deadline. ASAP was left open due to the September 30th deadline. Please email suggested deadline to Marianne Hopper at Marianne.Hopper@TexasAgriculture.gov.

- June Bryant– Is there a copy function in the new CACFP Policy Compensation Plan in TXUNPS? Yes, if working under the Modify/Edit function in TX-UNPS, you should be able to copy and paste from an external document. If not, let TDA know. ESCs provided questions about application process of ESC input that June will email to Senta.Fortune@TexasAgriculture.gov.
Closing Comments

- Rose – CACFP conference dates mentioned as being June 18-21 on website; that was a typo. The correct dates are July 5-7, 2017. The typo has been removed and replaced with the correct date.