Good Cause Transfer (GCT) Requests

GCT requests submitted to Community Operations require the site to submit the request and supporting documentation to SmartSheet.

Business Operations and ESCs have integrated this process and will advise and assist site managers seeking to transfer to another sponsor.

Good Cause Transfer Request Key Points

Purpose: To facilitate the timely receipt and staffing of Good Cause Transfers (GCT)

Process: All sites requesting a GCT are required to submit their request to Community Operations using Smartsheet.

Starting Point: https://app.smartsheet.com/b/form/aa6d93d57824441ab667e692da722e61

Supplemental Documents: CE's are required to provide (minimum) their Sponsor/Site agreement along with supplemental documentation that substantiates a Good Cause Transfer. GCTs with insufficient information will be returned to the requestor.

References: Reference the corresponding CACFP Handbook (CCC, AR, ADC, DCH) for details regarding Sponsoring Organizations and Sites: Section 4331 (*Adding, Terminating, or Making Changes to Sites*); 4331.2 (*Terminating a Site*); 4334 (*Open Enrollment*) & 4335 (*Transfers*)

Good Cause Transfer request submission (CTRL + click here)

Requests will be staffed in the order received.

**Requests submitted via email or phone call will be redirected to the submission link and processed in the order the request was received*

The site representative identified on the site application utilizes the submission link and uploads the required documentation to the Smartsheet Portal for Community Operations staffing

Community Operations Processing & Staffing

IF all required information is submitted:
- ComOps Staff conducts a review of documents, conducts interviews, and generates recommendations to Management (Staffing)

If Information is Missing from the GCT request

Staffing Results

Approved

Not Approved

Staff generates *Notice of Insufficient Information.* Site is told in notice what documentation is missing for staffing.

System Actions

Site Receives:
Approval Notice,
CC: Business Ops & ESC Regional staff

Sponsor Receives:
Approval Notice for both sponsor **&** site,
CC: Business Ops & ESC regional staff

Site Receives:
Non-Approval Notice,
CC: Business Ops & ESC Regional staff

Sponsor Receives:
Non-Approval Notice for **both** sponsor **&** site,
CC: Business Ops & ESC regional staff

Site & Sponsor are both provided criteria for Good Cause Transfer & Open Enrollment with Non-Approval notice

Smartsheet generates a **72-hour** window for the site to provide the information to Community Operations
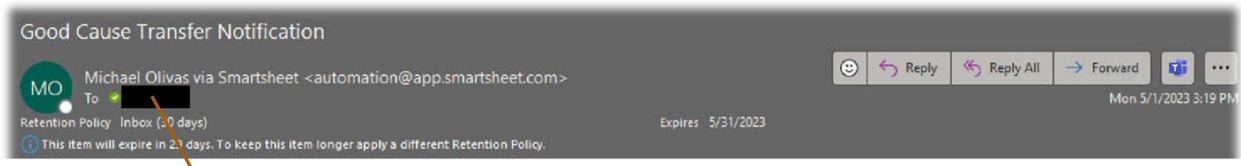
Site **provides** necessary information within **72 hours**

Site **does not** provide necessary information within **72 hours**

## Post-Staffing Site Options

Site Options:
a) Resubmit application for GCT: Note: Smartsheet will maintain a history of previous requests & document submissions.
b) Continue with current sponsor until Open Enrollment Season.

How Notices will be Distributed

Good Cause Transfer Notification

MO Michael Olivas via Smartsheet <automation@app.smartsheet.com>
To ▼
Retention Policy Inbox (30 days)   Expires 5/31/2023
ℹ This item will expire in 29 days. To keep this item longer apply a different Retention Policy.

Reply | Reply All | Forward
Mon 5/1/2023 3:19 PM

**TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER**

05/01/23

This is a system-generated communication intended for:

No-Name Big Sponsor Company, #98765

Houston, Texas 77023

Dear Superintendent

Attached is the Unapproved Notice of Good Cause Transfer directed towards your organization. The attached notice serves as the official communication from the Texas Department of Agriculture (TDA) regarding the above referenced matter. Please open and read the attached notice in its entirety.

Community Operations has reviewed your request and determined that your organization has not met the criteria for a Good Cause Transfer. As of the date of distribution, Community Operations will consider that this request is closed. You may resubmit an application using the SharePoint site.
Please note that you must resubmit your supporting documentation should your organization request another Good Cause Transfer. Community Operations will conduct staffing for your request in the order in which it was received.

If you have questions or concerns, please contact your local Education Service Center Representative (ESC) at https://squaremeals.org/About/Education-Service-Centers

If you require further assistance after communicating with your ESC, contact Community Operations at Community.Ops@TexasAgriculture.gov.
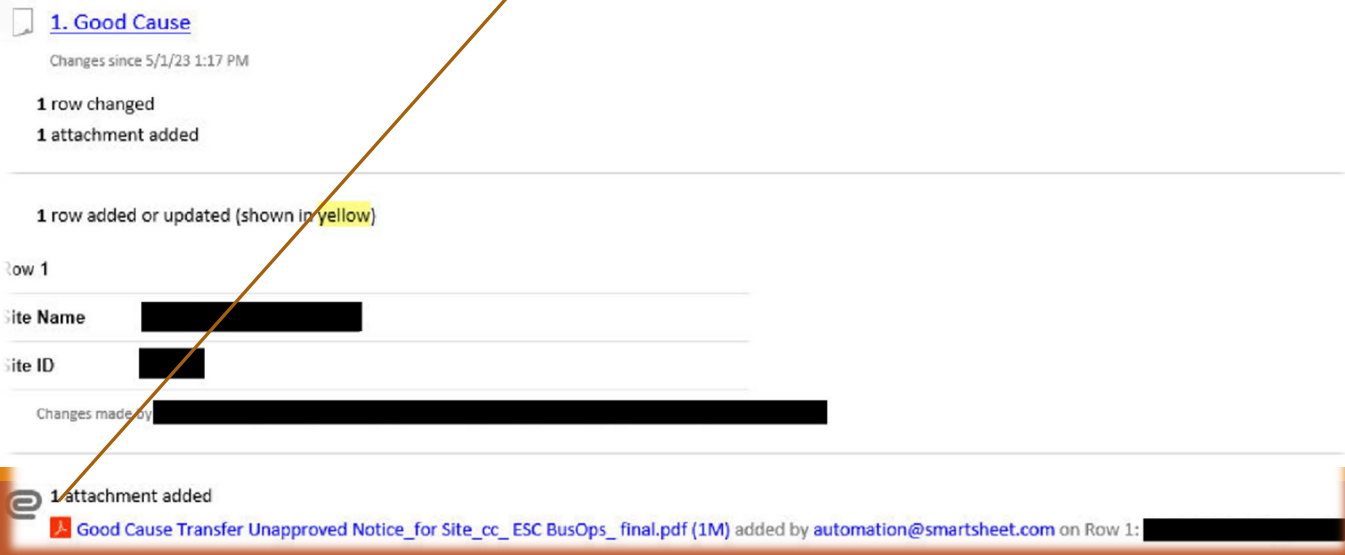
Attached to this email will be one of three notices:
A. Approved Good Cause Transfer Notice
B. Unapproved Good Cause Transfer Notice
C. Insufficient Information Notice
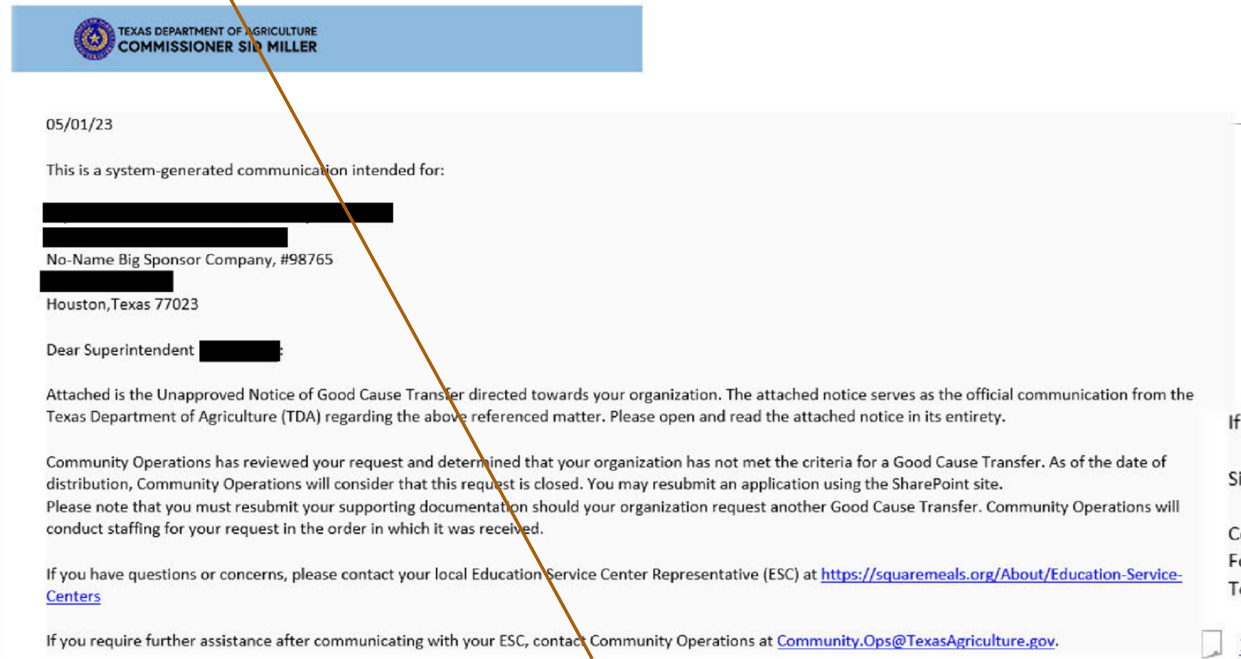
If you require further assistance after communicating with your ESC, contact Community Operations at Community.Ops@TexasAgriculture.gov.

Sincerely,

Community Operations
Food & Nutrition Division
Texas Department of Agriculture

1. Good Cause

Changes since 5/1/23 1:17 PM

1 row changed
1 attachment added

1 row added or updated (shown in yellow)

Row 1

Site Name

Site ID

Changes made by

1 attachment added
Good Cause Transfer Unapproved Notice_for Site_cc_ ESC BusOps_ final.pdf (1M) added by automation@smartsheet.com on Row 1:

This notice will arrive using the email address provided in the SmartSheet portal.

TDA will only distribute notices to an email address which can be verified as an address approved to conduct official business on behalf of the organization.

Please read the notice in its entirety.

It is the site's responsibility to provide Community Operations with the evidence to arrive at an '*informed decision*.'

Community Operations will conduct interviews to verify both the submitted information and the allegations made by the parties involved.

Legally binding agreements require documentation containing a signature to verify that the relevant parties are engaged in dissolving the agreement.

GCTs requesting TDA to use executive discretion often lack justifying information—witness statements, photographs, and a history of communications help Community Operations develop a complete picture of the reasons for a GCT.

Individuals approved to conduct official business with TDA are identified using the site application; Community Operations will not conduct official business with an individual or email address not listed on the site application.

Sites must be able to demonstrate to Community Operations that they have notified the Sponsor of their grievances and given the Sponsor adequate time to address these grievances.

Staff Observations

Final Summary

Sites must submit requests using the following link:
https://app.smartsheet.com/b/form/aa6d93d57824441ab667e692da722e61

SmartSheet will screen GCT requests and verify that supporting documentation has been submitted for Community Operations Staffing.

GCTs received outside of the SmartSheet portal will not be processed. The requesting party will be redirected to use the link.

Submission of a GCT request does not assure approval of the submitted request. Criterion for GCTs are outlined in the respective handbook.

Sites are encouraged to review program guidance and use *Open Enrollment Season* to the greatest extent possible.