



Tips for New and Returning Sponsors on the Application Process



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER





Presented by



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Texas Department of Agriculture



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Acknowledgement Statement

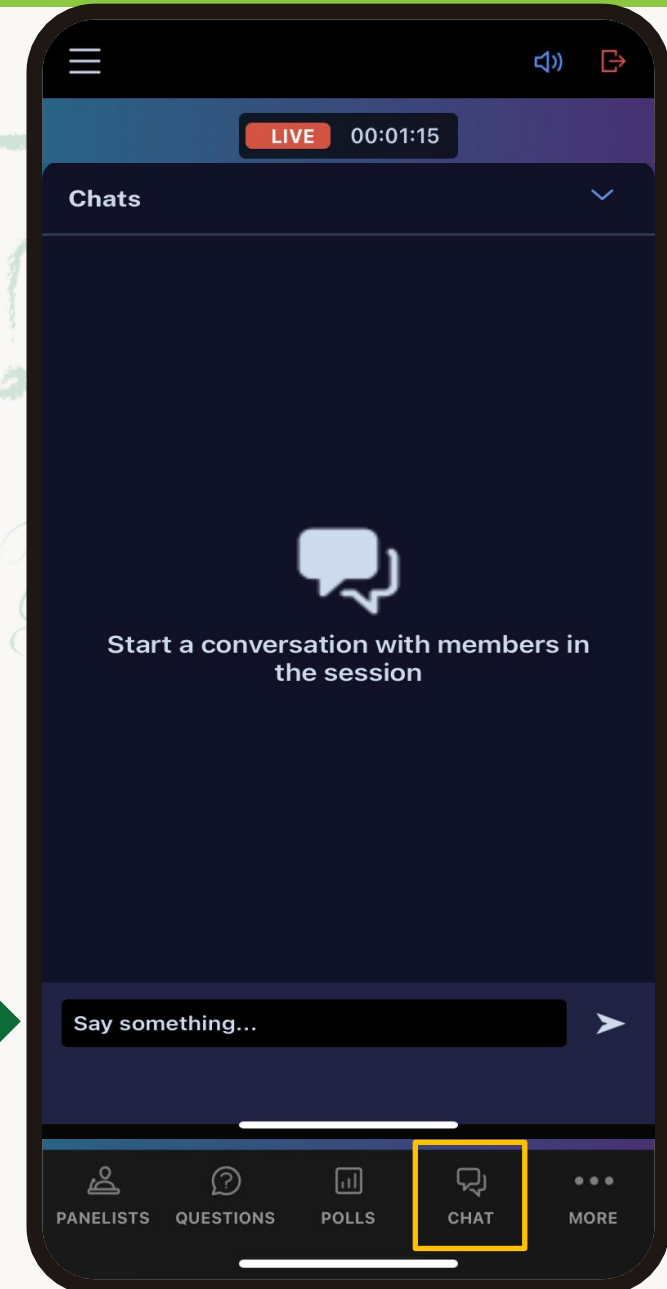
You understand and acknowledge that:

The training you are about to take does not cover the entire scope of the program; and that

You are responsible for knowing and understanding all handbooks, manuals, alerts, notices, and guidance, as well as any other forms of communication that provide further guidance, clarification, or instruction on operating the program.



Submit ALL Questions Via The App





House Rules

You Promise to...



Turn off the ringer on your phone



Leave the room if you need to text or take a call; come back when you are ready

We promise to...

- Give you our undivided attention during this session
- Share our experience and knowledge and some best practices to enable you to navigate the CACFP Program Application Process
- Answer questions at the end of the session



Intended Audience

If you are currently operating or intend to operate CACFP, this presentation will help you better navigate the application process.





Class Description



- **Familiarization with CACFP application renewals for returning organizations**
- **Common errors and best practices**
- **New application overview**
- **Importance of application assistance from the Education Service Centers (ESCs) (Texas)**



RENEWAL APPLICATIONS





CACFP Renewal Applications for returning organizations.

Organizations **MUST** convey intent to continue the Program by submitting the renewal application.

July 1: Applications open for the new year.

September 30: Deadline for submitting the renewal application.

November 30: Approvable application must be submitted to TDA.



What is the state looking for when they review my application?

- (V) Viability | Financial Viability and Financial Management
- (C) Capability | Administrative Capability
- (A) Accountability | Program Accountability



What happens once my renewal application is submitted?

- ❖ TDA has **15 calendar days** to conduct the initial review.
- ❖ The Pre Eligibility (PE) Check consists of a check with:
 - The Texas Secretary of State (SOS)
 - IRS
 - Comptroller's Office
 - National Disqualified List (NDL) | Texas Excluded List (TEXSL)

If the organization is in good standing, the application will be reassigned to a Grant Specialist to conduct the application review.



COMMON ERRORS





Common Errors - Budget Detail

Unallowable costs

All program costs listed in the Budget Detail **MUST** be per the FNS Instruction 796-2 Revision 4. The cost cannot be incurred prior to approval. Approvable costs meet the three requirements:

- **Reasonable**
- **Necessary**
- **Allocable**



Common Errors – Budget Detail

Insufficient detail

Line items within the Budget Detail that denote Materials, Supplies, Misc, Etc. MUST be clearly defined.

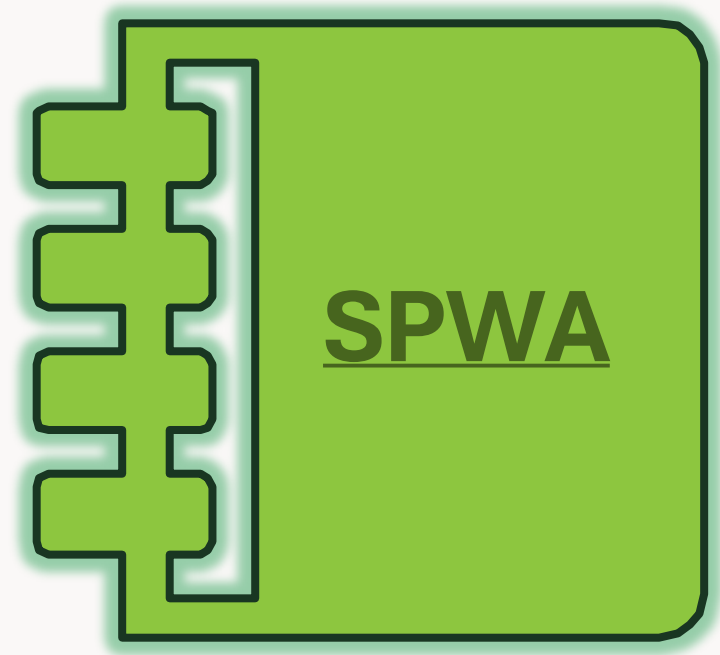
Supplies and Equipment

Item Description	Method to Determine Cost	SPWA ID	SPWA	Term	Year _ of _	Amount
Office Supplies - Ink, Paper, Pens, etc	100.00 per month x 12 mor	<input type="text" value=""/>	<input type="text" value="0"/>	of	<input type="text" value="0"/>	<input type="text" value="1,200.00"/>
Kitchen supplies - utensils, misc.	50.00 per month x 12 mont	<input type="text" value=""/>	<input type="text" value="0"/>	of	<input type="text" value="0"/>	<input type="text" value="600.00"/>
Training Materials	5 sites x 150.00	<input type="text" value=""/>	<input type="text" value="0"/>	of	<input type="text" value="0"/>	<input type="text" value="750.00"/>



Specific Prior Written Approval (SPWA)

- Generally needed for items or services that are less than arms length, a capital expenditure, and/or could be used for other purposes in addition to the program
- TDA will approve or deny a complete and correct request within 30 days of receipt to purchase a specific item/service in advance of the purchase





Activity #1





Activity 1

Review the budget costs. What items would require corrections or more detail if you were a state reviewer to determine the costs are reasonable, necessary and allocable?

**Supplies and Equipment**

Item Description	Method to Determine Cost	SPWA ID	SPWA	Term	Year _ of _	
Ink	current direct cost of purchase	<input type="text" value=""/>	<input type="text" value="0"/>	of	<input type="text" value="0"/>	<input type="text" value=""/>
Copy Paper	current direct cost of purchase	<input type="text" value=""/>	<input type="text" value="0"/>	of	<input type="text" value="0"/>	<input type="text" value=""/>
Paper Cups	current direct cost of purchase	<input type="text" value=""/>	<input type="text" value="0"/>	of	<input type="text" value="0"/>	<input type="text" value=""/>
Paper Plates	current direct cost of purchase	<input type="text" value=""/>	<input type="text" value="0"/>	of	<input type="text" value="0"/>	<input type="text" value=""/>
Trash bags	current direct cost of purchase	<input type="text" value=""/>	<input type="text" value="0"/>	of	<input type="text" value="0"/>	<input type="text" value=""/>
Eating Utensils (Sporks/Spoons)	current direct cost of purchase	<input type="text" value=""/>	<input type="text" value="0"/>	of	<input type="text" value="0"/>	<input type="text" value=""/>
Disinfectant Bleach	current direct cost of purchase	<input type="text" value=""/>	<input type="text" value="0"/>	of	<input type="text" value="0"/>	<input type="text" value=""/>
Cleaning Supplies (Dishwashing soap, p	current direct cost of purchase	<input type="text" value=""/>	<input type="text" value="0"/>	of	<input type="text" value="0"/>	<input type="text" value=""/>
Gloves	current direct cost of purchase	<input type="text" value=""/>	<input type="text" value="0"/>	of	<input type="text" value="0"/>	<input type="text" value=""/>
Hair Nets	current direct cost of purchase	<input type="text" value=""/>	<input type="text" value="0"/>	of	<input type="text" value="0"/>	<input type="text" value=""/>
Paper towels	current direct cost of purchase	<input type="text" value=""/>	<input type="text" value="0"/>	of	<input type="text" value="0"/>	<input type="text" value=""/>
Restaurant Food Storage Containers	current direct cost of purchase	<input type="text" value=""/>	<input type="text" value="0"/>	of	<input type="text" value="0"/>	<input type="text" value=""/>
Commercial Stainless Steel Pans	current direct cost of purchase	<input type="text" value=""/>	<input type="text" value="0"/>	of	<input type="text" value="0"/>	<input type="text" value=""/>
Commercial Stainless Steel Pots	current direct cost of purchase	<input type="text" value=""/>	<input type="text" value="0"/>	of	<input type="text" value="0"/>	<input type="text" value=""/>
Commercial Kitchen Utensils (Portion S	current direct cost of purchase	<input type="text" value=""/>	<input type="text" value="0"/>	of	<input type="text" value="0"/>	<input type="text" value=""/>
Computers (1 Desk Top/ 1 Laptop/2 I-P.	current direct cost of purchase	<input type="text" value=""/>	<input type="text" value="0"/>	of	<input type="text" value="0"/>	<input type="text" value=""/>
		<input type="text" value=""/>	<input type="text" value="0"/>	of	<input type="text" value="0"/>	<input type="text" value=""/>

[Add Rows](#)**Save**

Cancel



Activity 1 Answers



Required correction: Computers require SPWA.

Review of the prior year's budget to determine if durable supplies such as food storage containers, pots, and pans were requested in the prior year's budget. If so, why are they being replaced so soon?



Purchased Services

Item Description	Method to Determine Cost	SPWA ID	SPWA	Term	Year _ of _	Amount
QuickBooks	annual subscription	▼	0	of	0	600.00
Training	6 sites x \$200.00	▼	0	of	0	1,200.00

Food

Item Description	Method to Determine Cost	SPWA ID	SPWA	Term	Year _ of _	Amount
Milk	current direct cost of purchase	▼	0	of	0	216,521.93
Meats	current direct cost of purchase	▼	0	of	0	386,147.12
Fruits	current direct cost of purchase	▼	0	of	0	108,951.15
Vegetables	current direct cost of purchase	▼	0	of	0	117,934.00
Grains	current direct cost of purchase	▼	0	of	0	36,652.35
Spices and Seasoning	current direct cost of purchase	▼	0	of	0	1,990.15
Drinks	current direct cost of purchase	▼	0	of	0	800.00

[Add Rows](#)



Activity 1 Answers



Training

QuickBooks

Drinks



Common Errors – Budget Detail Projected Annual CACFP Income

PROJECTED ANNUAL CACFP INCOME

	Requested Amount	Approved Amount
<u>Anticipated Annual CACFP Reimbursement (Projected Total Meals X Rate Annual Revenue)</u>	1,802,105.40	1,802,105.40

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Oct 2024	1	Processed	12/30/2024	02/13/2025	\$65,711.56
Nov 2024	0	Error	01/30/2025		\$52,340.77
Dec 2024	0	Processed	02/13/2025	02/13/2025	\$62,706.14
Jan 2025	0	Processed	02/13/2025	02/13/2025	\$57,276.39
Feb 2025					\$0.00
Mar 2025					\$0.00
Apr 2025					\$0.00
May 2025					\$0.00
Jun 2025					\$0.00
Jul 2025					\$0.00
Aug 2025					\$0.00
Sep 2025					\$0.00
Year to Date Totals					\$238,034.86



Budgets | Salaries

TDA Raise Thresholds

Increases: 5% for routine annual/merit-based and 10% for promotional.

For those paid below \$60,000 per year, a maximum of \$250 per month may be awarded for annual/merit-based raises.



Budgets | Salaries

TDA Raise Thresholds

12 calendar months must elapse since the last raise.

The pay range for each position within the organization must be noted in its compensation policy.



Budgets | Salaries

TDA Raise Thresholds

The increase in pay must not exceed the position's pay range as noted in the CACFP Compensation Protocol.



Budgets | Salaries

TABLE 1 – CACFP Salary & Wage Income Tables

Dallas - Fort Worth - Arlington Metropolitan Statistical Area

Profession	OCC Code	Min	Median	Max
Executive Staff	11-1021	\$51,100	\$80,422	\$152,799
Managers	11-3013	\$63,324	\$82,680	\$148,604
Compliance	13-1041	\$38,251	\$48,488	\$95,223
Finance	13-2011	\$46,010	\$63,960	\$99,227
General Office	43-9061	\$23,892	\$36,621	\$50,474
Staff	35-0000	\$21,854	\$30,278	\$37,898

San Antonio - New Braunfels Metropolitan Statistical Area

Profession	OCC Code	Min	Median	Max
Executive Staff	11-1021	\$30,961	\$79,941	\$233,368
Managers	11-3013	\$63,324	\$82,691	\$121,702
Compliance	13-1041	\$44,571	\$66,597	\$79,509
Finance	13-2011	\$42,377	\$86,077	\$106,719
General Office	43-9061	\$22,665	\$36,889	\$46,210
Staff	35-0000	\$20,675	\$28,397	\$39,833

Houston - The Woodlands - Sugar Land Metropolitan Statistical Area

Profession	OCC Code	Min	Median	Max
Executive Staff	11-1021	\$42,646	\$109,674	\$202,507
Managers	11-3013	\$63,324	\$82,691	\$121,702
Compliance	13-1041	\$42,423	\$73,148	\$102,608
Finance	13-2011	\$52,333	\$73,374	\$116,399
General Office	43-9061	\$25,926	\$36,082	\$50,500
Staff	35-0000	\$23,191	\$26,000	\$39,356

Texas

Profession	OCC Code	Min	Median	Max
Executive Staff	11-1021	\$30,991	\$76,961	\$156,413
Managers	11-3013	\$63,324	\$82,691	\$121,702
Compliance	13-1041	\$37,357	\$51,774	\$96,026
Finance	13-2011	\$43,684	\$60,551	\$100,534
General Office	43-9061	\$22,697	\$33,612	\$49,284
Staff	35-0000	\$20,811	\$26,935	\$37,630

*Data as of May 2024



Budgets | Salaries

CACFP Compensation Protocol

Houston, TX 77088-5363
County District Code:
ESC: 4 TDA Region: 3

B. Projected Administrative Costs: Labor

Executive Staff

Position	Employee Name	Duties	Base Salary
Executive Staff-Cheif Execu	Theodore Logan	Policy and Procedure Oversight: Ensure all C/	71,000.00

Houston - The Woodlands - Sugar Land Metropolitan Statistical Area

Profession	OCC Code	Min	Median	Max
Executive Staff	11-1021	\$42,646	\$109,674	\$202,507



Budgets | Salaries

- FIX error messages by re-evaluating calculations used to determine amounts entered in the Portion Paid from Food Service Account Annually column.

Code		Error Description					
206998		Portion Paid from Food Service Account Annually must not exceed Food Service portion of Total Salary.					
B. Projected Administrative Costs: Labor							
Executive Staff							
Position	Employee Name	Base Salary	Additional Costs and/or Benefits	Total Base Salary + Benefits	Nbr. Hours Worked Daily	Nbr. Hours Spent in Food Service Duties	Portion Paid from Food Service Account Annually
Executive Staff-Cheif Execu	Theodore Logan	71,000.00	0.00	\$71,000.00	8.00	4.00	35,500.01



Budgets | Salaries

If you remove someone from your budget and receive error messages, it is because there are space characters that remain in the text fields.

Code	Error Description
206982	Position, Employee Name, and Duties must be entered and contain other than blank spaces.

B. Projected Administrative Costs: Labor

Executive Staff

Position	Employee Name	Duties	Base Salary
Executive Staff-Cheif Execu	Theodore Logan	Policy and Procedure Oversight: Ensure all C/	71,000.00
			0.00



Activity #2





Activity 2

Review the salary changes to identify the changes. How would you review? What guidance would you provide the organization?



Staff

Position	Employee Name	Base Salary	Additional Costs and/or Benefits	Total Base Salary + Benefits	Nbr. Hours Worked Daily	Nbr. Hours Spent in Food Service Duties	Portion Paid from Food Service Account Annually
Staff-Cook/Meal Server	Sarah Mathews	32,000.00	4,477.50	\$36,477.50	8.00	8.00	36,477.50
Staff-Cook/Meal Server	Emily Zurante	32,000.00	4,477.50	\$36,477.50	8.00	8.00	36,477.50
Staff-Cook/Meal Server	Lisa Guerrero	32,000.00	4,477.50	\$36,477.50	8.00	8.00	36,477.50
Staff-Cook/Meal Server	Michelle Bailey	32,000.00	4,477.50	\$36,477.50	8.00	8.00	36,477.50
Staff-Cook/Meal Server	Helen DeLaRosa	32,000.00	4,477.50	\$36,477.50	8.00	8.00	36,477.50
Staff-Meal Counter	Nicky Herrera	29,000.00	4,095.00	\$33,095.00	8.00	4.00	16,547.50

Position	Employee Name	Base Salary	Additional Costs and/or Benefits	Total Base Salary + Benefits	Nbr. Hours Worked Daily	Nbr. Hours Spent in Food Service Duties	Portion Paid from Food Service Account Annually
Staff-Cook/Meal Server	Sarah Mathews	35,000.00	4,477.50	\$39,477.50	8.00	8.00	39,477.50
Staff-Cook/Meal Server	Emily Zurante	32,000.00	4,477.50	\$36,477.50	8.00	8.00	36,477.50
Staff-Cook/Meal Server	Lisa Guerrero	32,000.00	4,477.50	\$36,477.50	8.00	8.00	36,477.50
Staff-Cook/Meal Server	Michelle Bailey	40,000.00	4,477.50	\$44,477.50	8.00	8.00	44,477.50
Staff-Cook/Meal Server	Helen DeLaRosa	32,000.00	4,477.50	\$36,477.50	8.00	8.00	36,477.50
Staff-Meal Counter	Nicky Herrera	29,000.00	4,095.00	\$33,095.00	8.00	4.00	16,547.50

Houston - The Woodlands - Sugar Land Metropolitan Statistical Area

Profession	OCC Code	Min	Median	Max
Staff	35-0000	\$23,191	\$26,000	\$39,356



Activity 2 Answers



Confirm at least 12 calendar months have elapsed since the last TDA-approved raise.

Review the organization's compensation policy to confirm the raise falls within the position's pay scale.

If the above is true, review to determine if the increase is within the raise threshold of \$3,000.00 per year or 5%.

Then review the CACFP Compensation Protocol to determine if the raise is within the pay range for the position type.

The raise for Sarah Mathews is approvable.



BEST PRACTICES FOR RENEWAL APPLICATIONS





Best Practices Renewal Applications

- Review the budget at least 2 months before the Program Year (PY) ends.
- Avoid complex budget updates.



Best Practices Site Applications

Expiration dates verified at https://www.dfps.Texas.gov/Child_Care/

A4. License Number:	1234567
A5. License Effective Date:	11/29/2018
A6. License Expiration Date:	11/29/2024
A7. License Capacity:	115



Best Practices Site Applications

Meal type check boxes are selected for all requested meals to be served.

C4. At-Risk Meals		
	First Shift	
Meals	Start Time	End Time
<input type="checkbox"/> Breakfast		
<input type="checkbox"/> Snack	4:00 PM	5:00 PM
<input type="checkbox"/> Lunch		
<input checked="" type="checkbox"/> Supper	6:00 PM	7:00 PM



Best Practices At-Risk Sites

All participants should be listed in the FREE category.

Participants

D1. Number of enrolled participants in each income eligibility category for the calendar month preceding application:	A. Free Category:	109
	B. Reduced-Price Category:	0
	C. Paid Category:	0
	D. Total Enrolled:	109



Best Practices At-Risk Sites

Food Service Vendor contract dates

C14. Do you have a food service contract?

☒ Yes ☐ No

C15. Name of Food Service Vendor:

Rufus Party on and Cater

C16. Contract Period:

From: 10/01/2023

To: 09/30/2024



Best Practices | Submitting your application

Action	Form Name	Latest Version	Status
View Revise	✓ Contracting Entity Application	Original	Approved
Revise Details	✓ Board of Directors	Original	Approved
View Modify	✓ Contracting Entity Budget Detail	Rev. 2	Pending Approval
View Modify	✓ Management Plan	Rev. 1	Pending Approval
Details	➔ Checklist (20)		
View	Application Packet Notes for CE (3)		

	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Site Application(s)	4	1	0	0	0	1	6

Next Base Year Renewal: 2026 - 2027

[< Back](#)[Submit for Approval](#)[Update Packet](#)



NEW ORGANIZATIONS





Timeline to Approval of a New Organization

42

New Applicant Review Steps

Step 1: Eligibility

Typical time of completion: 7 to 10 days

Step 2: Viability

Typical time of completion: 30 to 45 days

Step 3: Capability and Accountability

Typical time of completion: 45 to 90 days

Step 4: Visit Prior to Approval (VPA)

Typical time of completion: 10 to 14 days



EDUCATION SERVICE CENTERS



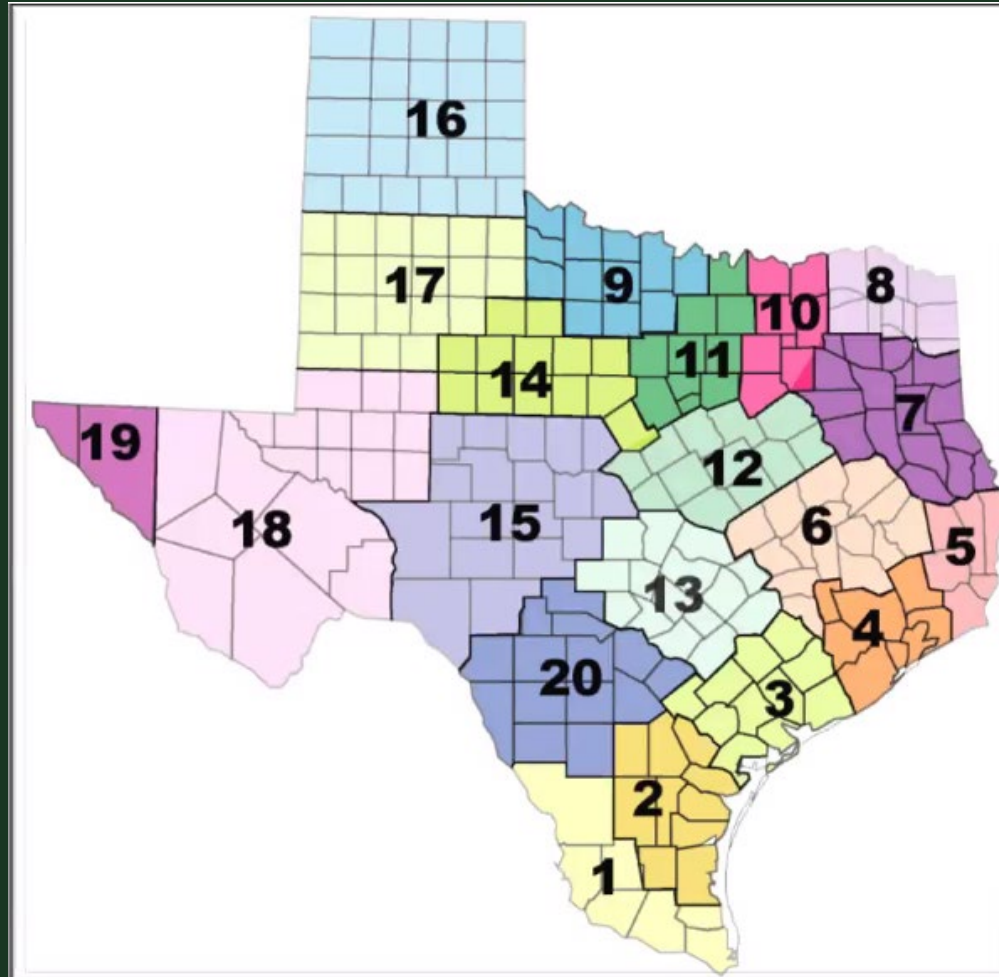


Who can help? Education Service Centers (ESCs)

- ESC specialists support TDA CEs' efforts to serve healthy and appealing meals in federal nutrition programs while adhering to state and federal regulations.
- Regional ESCs can respond quickly to questions and provide technical assistance either by phone, e-mail, on-site, face to face, or virtual means.
- There are 20 ESC regions across the state. Each region assists the CEs that operate within their region.
- ESC assistance is free and encouraged. Please visit <https://squaremeals.org/About/Education-Service-Centers> for more information.



Education Service Centers





RESOURCES

- ✓ 2 Code of Federal Regulations (CFR) Part 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.
- ✓ 2 Code of Federal Regulations (CFR) Part 226 – Child and Adult Care Food Program
- ✓ FNS Instruction 796-2, Rev. 4
- ✓ OMB Circular A-133
- ✓ USDA Guidance for Management and Budgets
- ✓ TDA Handbooks





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2. The content is relevant to my current role and applicable to my daily work

☐ Agree
☐ Disagree

3. I feel confident in applying the knowledge gained in this presentation. *

☐ Agree
☐ Disagree

4. The presenter's delivery of the content was effective. *

☐ Agree
☐ Disagree

5. The session was engaging and interactive.

☐ Agree
☐ Disagree

6. The presenter encouraged questions and discussions.

☐ Agree
☐ Disagree



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1. mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for
Civil Rights 1400 Independence
Avenue, SW Washington, D.C.
20250-9410; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

program.intake@usda.gov

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