

CACFP Input Workgroup – Meeting Minutes

Date: April 28, 2026

MegaCon 2026 Feedback

Participants praised attending MegaCon 2026 in Waco for its accessibility compared to previous Austin sites. For future conference dates, attendees recommended avoiding the first two weeks of any month due to CACFP claim processing and procurement tasks. The fall months (October–December) were suggested as a preferred time.

Key suggestions for future MegaCon Conferences included:

- Adding CACFP-specific breakout sessions and interactive “shop talk” formats.
- Creating separate tracks for new versus experienced CACFP sponsors.
- Allowing additional dedicated time for questions and peer learning.
- Increasing CACFP-focused training content and policy updates.
- Establishing CACFP Sponsor-specific recognition or awards.

Records Checklist & File Labeling

TDA proposed a standardized numbering and labeling system for the Document Request Packet (DRP) using lettered sections and numbered items (e.g., A1, B3, K12) aligned with audit requirements to streamline uploads and retrievals. Feedback was positive, suggesting clearer numbering to prevent confusion. The system is a work in progress, with refinements planned before Program Year 2027.

Open Discussion

Discussion topics included:

- Emerging uses of AI by sponsors for tasks such as summarizing regulatory emails, logistics planning, document comparison, and social media drafting.
 - TDA staff emphasized that AI is not currently approved for official agency use and encouraged cautious adoption with human review to validate outputs.
- Interest in greater interagency coordination across CACFP-related state entities.
 - TDA informed participants regarding the Governor’s Early Childhood Education & Care Task Force as a potential forum.
 - TDA requested a list of specific identified barriers to help support strategic follow-up.
- Updates on third-party CACFP/SFSP software improvements under development (e.g., Link to Feed)

Action Items & Next Steps

- Add discussion of a CACFP Sponsor-specific award concept to a future agenda.
- Consider keeping MegaCon planning as a standing agenda item for ongoing input.
- Continue refining the DRP labeling system for PY 2027 rollout.