

## **CACFP WORKGROUP MINUTES**

**07/09/2025**

- **Welcome**
- **Feedback on group structure, recommendations for areas of focus**
  - TDA asked for feedback on the CACFP workgroup's structure, meeting frequency, recommendations for focus areas, agenda topics, and any other discussion points to hear overall impressions about the calls and the communication methods.
    - The group considered options between bimonthly and quarterly meetings, with the majority showing a preference for quarterly meetings.
    - The group requested additional reminders to be sent for them to send agenda items.
- **CACFP handbook updates**
  - TDA provided an update on the CACFP handbook, highlighting that several sections were released with policy and meal pattern updates, and several sections were consolidated. TDA is currently working on the remaining sections, with plans to break down section (4000) for better clarity.
  - TDA shared that another new development was the creation of a pre-recorded video that walks through the recent edits at a high level. TDA is considering utilizing this delivery method for future handbook and policy updates, including general training.
    - The group agreed that this approach allows for quicker and more accessible dissemination of information, rather than relying solely on live presentations.
- **Training**
  - Feedback on MegaCon: TDA asked for feedback on this year's MegaCon to help plan future events. The aim was to conduct a post-event recap to identify successes, areas for improvement, potential additions, and elements that should remain unchanged.
    - The group expressed a desire for more dedicated content or a separate event specifically for sponsors. They noted that while the current event covers various programs (like schools), sponsors (especially those from unaffiliated sites) need information directly relevant to their compliance and administrative review expectations.
    - The group suggested a "Mini-MegaCon" or a similar dedicated forum for sponsors, emphasizing its value for both newer and experienced individuals to ensure correct practices.

- The group expressed that they strongly prefer in-person meetings over virtual ones, believing they lead to deeper engagement, better focus, and stronger relationship building.
- The group agreed on the benefits of CE panels, stating that they allow CEs to learn from other CEs by sharing best practices, discussing review findings, and continuously improving their work. However, the group recommended that these panels need to be more diverse to cover a broader spectrum of entities and their needs.
- The group agreed with the continuation of TDA resources residing outside the main conference area so they can have discussions with subject matter experts.
- The group showed a strong preference for each conference topic material, including the presenter's biography, to be available ahead of time in order to make an informed decision. When prompted by TDA, the group was agreeable to the idea of attendees pre-selecting sessions/classes ahead of time.
- Greatest need: TDA requested general feedback on training needs from the group.
  - The group emphasized the critical need for clear, consistent, and universally communicated expectations and requirements for all sponsors.
  - The group suggested investigating potential inconsistencies in reviewers' requirements, which can lead to confusion and differing practices among sponsors.
  - The group advocated for short, focused training sessions, such as 30-minute workshops, that concentrate on a single, specific topic.
- **Open Discussion**
  - No additional topics brought forward by group members at the time of this meeting.
- **Final Meeting Reflection**
  - TDA thanked the group members for their time, dedication, and valuable input throughout their term, announcing the successful application process for the new group's continuation for the next term. TDA highlighted that the group's goal is to help the administering agency improve by working together better, and that members' input is always appreciated, regardless of their future participation in this workgroup.