



July 16, 2019 CE Edition

This information is to keep you informed of any changes in policies and procedures and of new communication originating from the State Office this month.

Embedded attachments with this issue

Site Applications

Once a CACFP renewal application is approved, CEs should be advised to take particular care when entering site application amendments and new site applications to ensure they are selecting the appropriate program year. In the event a new site application is erroneously entered in PY 2019 - 2020 instead of the PY 2018-2019, the site application must first be deleted from PY 2019-2020 and then must be completely re-created in PY 2018-2019.

CACFP PY 2019-2020 Renewal Application - Management Plan

Over the course of CACFP PY 2018-2019, all CEs have been emailed a notification that they must complete the management plan. However, if a CE has not yet added a management plan to the application packet, then the initial renewal application for CACFP PY 2019-2020 would not be the most advantageous time for them to do so. Once the CE has their renewal application packet approved, then they can go back and add the management plan. Waiting to submit a new management plan until after the initial renewal



Communication from Assistant Commissioner Angela Olige

With the recent opening of the CACFP application period, TDA encourages contracting entities to reread the letter Angela Olige provided in April regarding the administrative cost percentage a contracting entity can retain. Click [here](#) to read.

Feeding Infants in the CACFP Guide New Available in Print

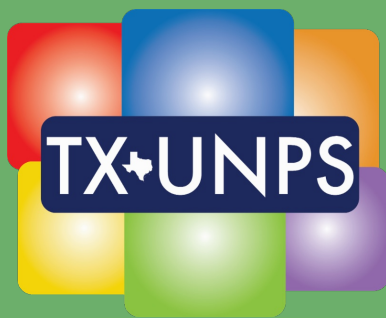
The USDA's Feeding Infants in the Child and Adult Care Food Program Team Nutrition initiative is excited to announce the Feeding Infants in the Child and Adult Care Food Program guide is now available in print! This new guide can be ordered through USDA [here](#). Print materials are available for free to State agencies, sponsoring organizations, child care

application approval will allow the CE and TDA adequate time to process the management plan.

Conversely, if there is already a management plan in the system that has been previously approved, then CE should make changes as needed in the initial renewal application.

CACFP PY 2019-2020 Renewal Application - Updated Checklist

The new streamlined checklist was implemented in the system with the upload feature erroneously omitted. TDA is currently working with the TX-UNPS software developers to have the feature added back in. In the meantime, CEs should be advised to use email or fax as an alternate method to submit supporting documentation.



centers, and family day care homes that participate in the Child and Adult Care Food Program. To inquire about bulk orders please send an email to teamnutrition@usda.gov.

All others are welcome to download the guide. This guide supports Child and Adult Care Food Program (CACFP) operators in implementing the CACFP infant meal pattern requirements and best practices for infant feeding, including information on:

- CACFP infant meal pattern
- Developmental readiness for solid foods
- Hunger and fullness signs
- Handling and storing breastmilk and infant formula
- Creditable foods, and more!

A Spanish version will be available at a later date.

Release Section 4000, Managing the Program

Section 4000, Managing the Program of the CACFP ADC, CCC, At-Risk and DCH Handbooks have been revised to reflect new crediting guidance from USDA as well as additional guidance for sponsors related to monitoring, corrective action and adverse action. Additional changes to formatting and section arrangements have been made as well.

Affected areas are highlighted in the handbooks.

Reference the revision numbered ADC 19-05, CCC 19-05, At-risk 19-04 or DCH 19-06.

Compliance

CACFP Administrative Review (AR) Timelines

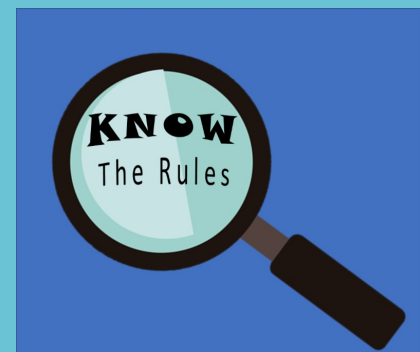
The CE will receive an Administrative Engagement/Appointment letter and the CACFP Financial Sampling Tool 35 calendar days before the onsite review date.

The Engagement/Appointment letter will have a Document Request Packet (DRP) requesting the CE to upload documentation to TX-UNPS prior to the review along with the CACFP Financial Sampling Tool. The documentation is due 10 days after receiving the letter, which is 25 days prior to the review date. The DRP gives the reviewer an opportunity to start reviewing paperwork for the AR prior to visiting the CE onsite.

If the CE is required to submit a Corrective Action Document (CAD), then the CE will have 20 calendar days from the date of the letter to respond to the CAD in TX-UNPS.

Amending Site Applications in TX-UNPS

Before each program year begins, CE's are required to verify that site application information in TX-UNPS is accurate and reflects what the site is actually doing. Information such as meal times, hours of operation, or meal types must be reflective of actual operations for all types of meal services offered. As part of the Administrative Review process, reviewers will utilize information from the site application in TX-UNPS to observe a meal service. If a discrepancy is found during an attempted site visit, the reviewer could request the CE to amend their site application in the form of technical





Join the USDA Team Nutrition for monthly training webinars on hot topics related to the CACFP Meal Pattern requirements.

Webinars will be held on the third Thursday of every month in **English** from **2:00 to 2:30 PM ET** and in **Spanish** from **3:00 to 3:30 PM ET**

Resources

Now Available - The Exhibit A Grains Tool Part 2

A new enhancement to the Food Buying Guide for Child Nutrition Programs Interactive Web-Based Tool, Part 2 of the Exhibit A Grains Tool, is now available. The first release of the Exhibit A Grains Tool on June 10th allows users to search their grain product (as listed on Exhibit A) and enter in the serving size as listed on the product label. The tool determines the ounce equivalent (oz eq) grains or grains/bread serving(s) for the grain product. The second part to the Exhibit A Grains Tool includes an additional capability to determine the number of servings a program needs to serve to obtain a specific meal pattern contribution. Stay tuned for the release of the completed Exhibit A Grains Tool in the Mobile App this summer!

Check out the [Exhibit A Grains Tool](#) today.

[Previous Issue](#)



TEXAS DEPARTMENT OF AGRICULTURE
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