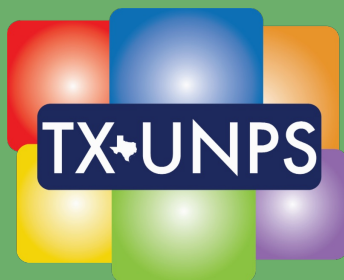




June 11, 2019 CE Edition

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



New CACFP Application Packet Checklist!

The Checklist has been updated to provide users a more streamlined experience. The Checklist is based on two sections. The first section is the Contracting Entity Forms section. This section will behave much the same way as it has in the past. The second section is the Site Forms section. This section has been greatly revised so that it is now prioritized by form name instead of by site name. A short tutorial on the new Checklist is being developed and will be released soon and announced on the TX-UNPS Bulletin Board.

CACFP Program Year 2019-2020

Program year 2019-2020 will open in TX-UNPS on July 1, 2019. Please take note of the following

Income Eligibility Guidelines

The July 1, 2019 – June 30, 2020 Income Eligibility Guidelines (IEGs), **effective July 1, 2019**, are available on the Texas Department of Agriculture (TDA) website at SquareMeals.org. A link to the IEGs is located in the left hand menu on each Program page. The IEGs for July 1, 2018 – June 30, 2019 are also included on the website and are in effect for eligibility determinations made through June 2019.

The TDA form *Income Eligibility Guidelines for Determining Free and Reduced-Price Benefits July 1, 2019 – June 30, 2020* (H1625-A) dated June 2019 had been posted under Administration and Forms at SquareMeals.org. Child care centers and day care homes must provide this form to the parents/guardians of children enrolled in care and those that inquire about child care. Adult day care centers must provide this to adults enrolled in their adult day care centers and those that inquire about adult day care services.

The *Income Eligibility Guidelines for Determining Free and Reduced-Price Benefits July 1, 2018 – June 30, 2019* (H1625-A) dated June 2018 will remain on the website for use through June 2019.

applicable due dates.

We recommend submitting your application by:

- August 15, 2019 if you were notified that you are a Tier 3 Renewal, and/or if you are a Dual Sponsor (a sponsor of Centers as well as Day Care Homes).
- August 30, 2019 if you are a sponsoring organization, a Tier 2 Renewal, and/or are making significant changes to your previously approved application packet.
- September 1, 2019 if you are an independent center and/or Tier 1 renewal.

IMPORTANT:

If you wish to participate in the CACFP for PY 2020 you **MUST SUBMIT AN APPLICATION** (only complete applications that have no errors will be approved for renewal) **FOR RENEWAL** via TX-UNPS **NO LATER THAN SEPTEMBER 30, 2019**. Submitting an application after September 1, 2019 may delay advance payments and payments for claims. **ALL** CACFP renewing CEs must have an approvable application submitted **December 1, 2019**. Renewing CACFP CEs whose applications cannot be approved as submitted as of December 1, 2019 will be declared Seriously Deficient (SD).

WIC Information

The 2019 – 2020 Special Supplemental Nutrition Program for Women, Infants and Children (WIC) information effective June 1, 2019 is available on the Texas Department of Agriculture (TDA) [website](#).

The “WIC Information” has been posted under Administration and Forms at [SquareMeals.org](#) and is available in both English and Spanish. Child care centers and day care homes must distribute this information annually to parents/guardians of children enrolled for care.



Available Resources During a Disaster

Schools Operations During a Disaster

Hurricane season is here and it is time for schools to review their disaster and emergency response plans. While people living on or near the coast are most directly threatened by hurricanes, schools anywhere in the state may be affected by other disasters such as tornadoes or damaging storms. Any affected school can be called upon to open as an authorized shelter and/or operate as a congregate feeding site. Working with the

State Operations Center, these shelters must be approved by the state’s Mass Care Coordinator. In a Presidentially declared disaster or emergency, schools that become authorized shelters may be called upon to use their donated USDA Foods. If these schools use USDA Foods to prepare meals, they will be reimbursed the dollar value of USDA Foods used. School districts will be asked to follow the procedures listed on TDA’s website [here](#).

In a Presidentially declared disaster or emergency situation where a school is receiving an influx of students from another district because their school is rendered unusable, the receiving school may receive reimbursements for the number of children served. Schools may contact 1 (877) TEX-MEAL or visit our [website](#) for more information on how to request reimbursement.

USDA Foods in Contracted Warehouses

The state’s Mass Care Coordinator may request TDA to provide USDA Foods to help support the shelters. If so, TDA will provide USDA Foods from the contracted commercial warehouses. This may impact the USDA Foods available in the warehouse as surplus for NLSP and SFSP and NLSP USDA Foods allocated to schools.

Applying for Waivers Due to Disaster or Emergency

CEs impacted by a disaster may experience challenges that require a waiver to continue program operations. To apply for waivers and other TDA assistance due to a disaster or emergency, please follow procedures listed on our [website](#).

For comprehensive information about the use of USDA Foods during a disaster, please review the [USDA FNS Disaster Manual](#).



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 ET and in Spanish from 3:00 to 3:30 PM ET

Training Updates

Please continue to visit our [Online Education and Self Study](#) page on SquareMeals for updated training offerings and newly developed tools. You will also find the mandatory Introductory courses on this webpage which are required for those seeking approval to participate in the program.



Compliance News

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.

[Previous Issue](#)



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

This product is funded by USDA.
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By unsubscribing, be aware that this email address will no longer get required communication from TDA via this distribution method. It is up to the organization to find an alternative method of obtaining the information as your organization will still be responsible for all content contained in the communications.