



# COMMUNITY NUTRITION conference

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Specialists

## You Complete Me - CACFP



TEXAS DEPARTMENT OF AGRICULTURE  
COMMISSIONER SID MILLER



# **This session is NOT the place to evaluate a specific Management Plan.**

- This is a 1 hour session.
- It is not all inclusive of all information contained in the documents below. CE's are responsible for understanding and complying with the below mentioned resource materials.
- **Resource Materials:**
  - USDA Guidance for Management Plans and Budgets
  - 2 Code of Federal Regulations (CFR) Part 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.
  - 48 CFR Part 31 Contract Cost Principles and Procedures
  - FNS 796-2 Revision 4- Financial Management
  - 7 CFR Part 226 CACFP
  - TDA CACFP Handbooks
- **Disclaimer:** The examples and ideas included in this session are meant as viable options to teach and provide additional guidance to each organization. Please refer to applicable Federal & State regulations for additional guidance.

# You promise to...

- Turn off the ringer on your phone.
- Sit next to someone that you DO NOT KNOW so you can fully benefit from the session activities.
- Sit in the front of the room, if possible.
- 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.
- We will start the session on time.
- We will end the session on time.



# CE's in the Class

- ✓ **Independents**
- ✓ **Sponsors of:**
  - Affiliated Sites**
  - Unaffiliated Sites**
  - Both**
- ✓ **Day Care Homes**
- ✓ **At-Risk Only**

# You Complete Me

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The missing piece of the puzzle . . .



## Types of Application Packets

New Application or adding a NEW program – an application packet that has not been previously approved.

Renewal/Continuing – Once a CE is initially approved they are required to submit a renewal application every year.

Amendment – change/update to an already approved application packet.

## Processing timelines for New/adding a New Program CEs

### **NEW CE or adding a NEW Program:**

- Per Federal Regulations, TDA will notify the CE of approval or denial within 30 calendar days of receipt of a complete application.
- TDA will review a submitted application packet within 15 calendar days.

# Processing timelines for Renewal CEs

## Application Renewal:

Once a CE is initially approved they are required to submit a renewal application every year (TX-UNPS opens July 1):

- TDA will review a submitted application within 15 calendar days



## Processing timelines for Amendments

### Amendments:

Once a New CE or renewing CE is initially approved for a program year any changes/update to the application packet must be submitted in TX-UNPS.

- TDA will review a submitted application packet amendment within 7 TDA business days

# Step 1: Submit the Application Packet and required supporting documentation

Submit the application packet via TX-UNPS AND any supporting documentation via one of the three methods below:

- Upload in TX-UNPS which is the most reliable and efficient method to ensure that supporting documentation is received in a timely manner by TDA.
- fax: (888) 223-8645
- email to the appropriate program:
  - ✓ CACFP CE:  
[CACFP.bops@TexasAgriculture.gov](mailto:CACFP.bops@TexasAgriculture.gov)

## Step 2: Ensure the Application Packet is submitted in TX-UNPS

The top right-hand corner of the TX-UNPS application packet shows the status of the application packet. The status can be:

- ❖ Returned
- ❖ Submitted for Approval
- ❖ Not Submitted
- ❖ Approved
- ❖ Denied
- ❖ Withdrawn

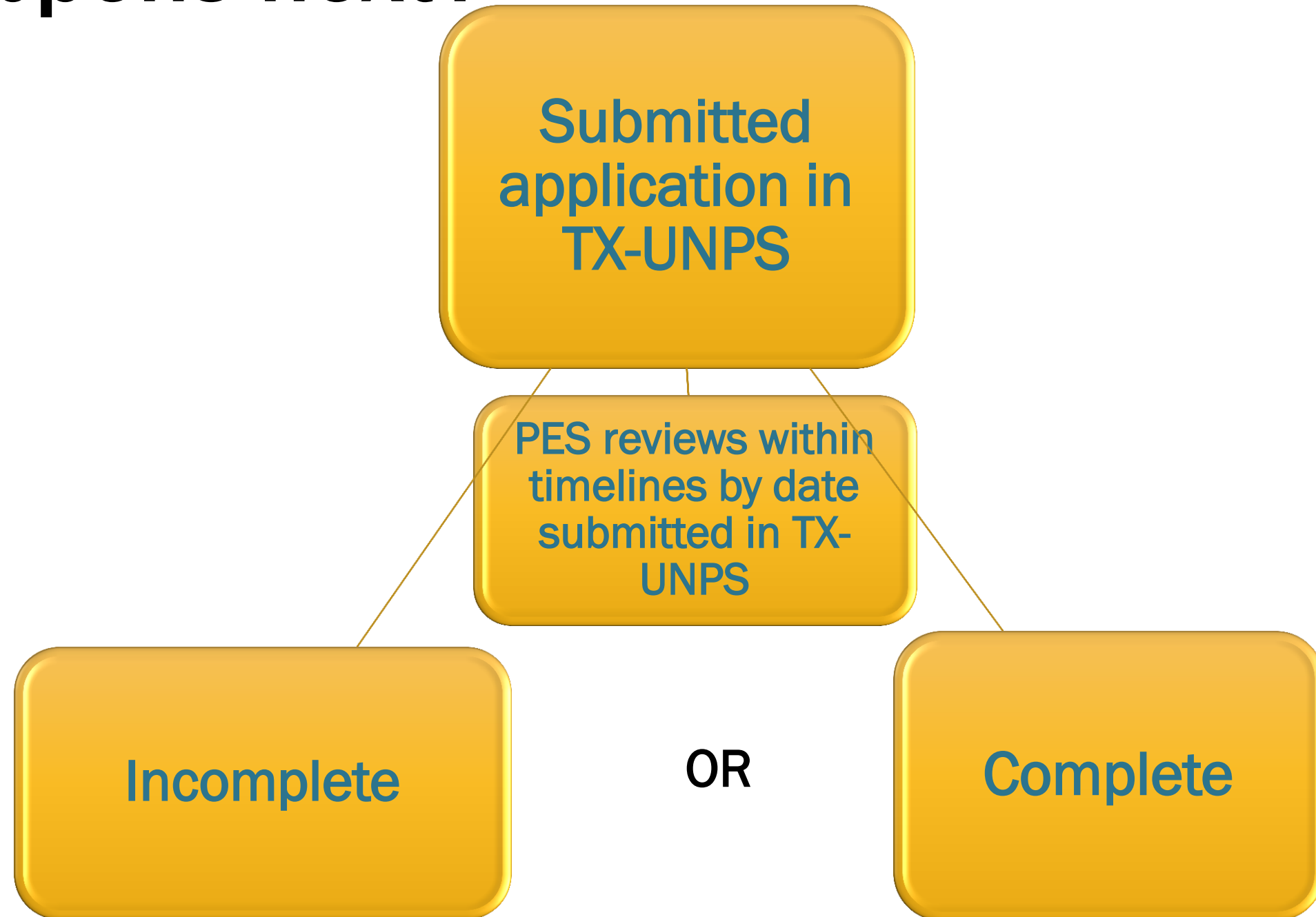
# Submitted Application Packet Status in TX-UNPS

PES will review the application packet in TX-UNPS, when the status of the application packet is **Submitted for Approval**. Otherwise TX-UNPS does not notify PES that changes have been made to the application packet and that it needs to be reviewed.

Application Packet Sponsor of Affiliated Sites	
Packet Submitted Date:	01/18/2019
Packet Approved Date:	
Packet Original Approval Date:	10/08/2018
Packet Status:	Submitted for Approval
Packet Ticket Date:	01/17/2019



# The application is submitted in TX-UNPS: what happens next?



**Step 3:**  
**CEs should monitor TX-UNPS and email to determine if the application has been returned, approved, etc. in TX-UNPS.**

- TX-UNPS will automatically email the Contracting Entity Administrator as noted in the Contracting Entity Application when the application has been returned or approved.
- If the Contracting Entity Administrator is not receiving email notifications please check the spam folder.

# Returned for Incomplete: New, adding a New program or Renewal CEs

The application will be reviewed within timelines. PES will notify a NEW/adding a NEW program/Renewal CEs of missing/incomplete forms, documentation or TX-UNPS screens via the Contracting Entity Application in the Application Packet.

**Child and Adult Care Food Program** **TX-UNPS**

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet - Centers > Program Year: 2018 - 2019

**Application Packet  
Independent Center**

Packet Assigned To: .

Action	Form Name	Latest Version	Status
<a href="#">View</a>   <a href="#">Admin</a>	Contracting Entity Application	Original	Returned for Correction

# Example of Returned for Incomplete: New, adding a New program or Renewal CEs

Reason application returned: INCOMPLETE

The application will NOT be REVIEWED FOR ACCURACY until all items listed below are received by TDA. After all items are submitted, the application MAY BE RETURNED AGAIN if corrections are needed.

- 
- Complete Annual Audits Screen in TXUNPS
  - Complete all open SPWA requests (new only)

## FORMS:

The following forms can be found online in TXUNPS under applications > download forms

- FND Permanent Agreement (if applicable)
- Direct Deposit Authorization (74-176)
- Application for Texas Identification Number (AP-152)
- Pre-Awards Civil Rights Compliance Review
- Performance Bond – Form ID: CACFP-005. Or Performance Bond Waiver Request (please see section 2300 of your handbook, Relief from the Bonding Requirement)
- Governing Body Awareness

## DOCUMENTS:

Your organization must have the following documents. Submit copies to TDA.

- Comprehensive Financial Statements – Balance Sheet, Income Statement, Statement of Cash Flow (For Profit)
- Comprehensive Financial Statements – Statement of Activities, Statement of Financial Position (Non-Profit)
- Organizational Chart
- EIN, Letter from the IRS
- 501 (c)(3) Letter from the IRS (non-profit Only)



## Example of Return for Incomplete: Amendment

The application will be reviewed within timelines. PES will notify a CE that has submitted an Amendment of missing/incomplete forms, documentation or TX-UNPS screens via the Contracting Entity Application in the Application Packet.

Comment(s) for Provider:

Returned for incomplete: Please submit a license for this provider.

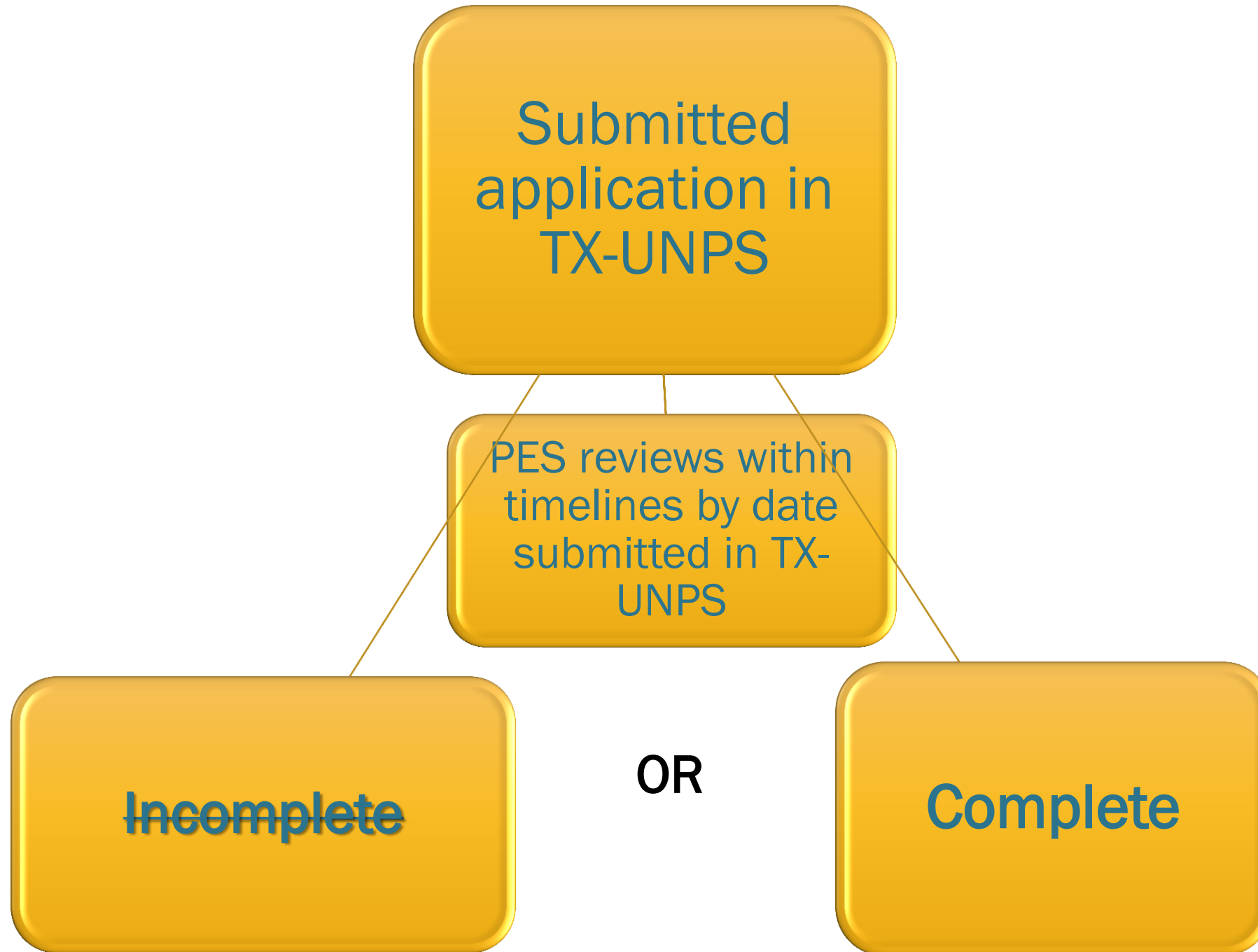
## Step 4: The application has been returned as incomplete, what happens next?

CEs need to carefully read the reason(s) the application was returned in TX-UNPS.  
CE actions:

- Seek technical assistance from their Education Service Center. In the return for incomplete PES lists the phone number for the Education Service Center.
- Submit all missing/incomplete forms and documentation,
- Complete all missing/incomplete screens in TX-UNPS,
- Submit the application in TX-UNPS when ready for PES to review.

Note: PES may return the application for incomplete again if not all items were received or completed.

# The application is Complete: what happens next?



**Complete  
Application –  
What happens  
next?**

- PES will review a submitted application packet and will designate it as complete when all documents and screens in TX-UNPS have been submitted.
- A complete application now moves into the correct vs. incorrect phase of review.



## Complete Application – New or adding a New Program CE

TDA highly encourages CEs to seek technical assistance from the Education Service Center during the incorrect phase of application processing.

- NEW/Adding a New Program CEs are greatly impacted by Federal timelines:
  - CACFP – 30 calendar days from submitting a COMPLETE application in TX-UNPS.
- The 30 day timeline includes:
  - CE addressing and submitting all required corrections;
  - PES staff completing the Viability, Capability and Accountability (VCA) tool to determine if the CE is VCA compliant  
**AND**
  - Quality Assurance/Quality Control conducting a Visit Prior to Approval.

# Return for incorrect New, adding a New program or Renewal CEs

PES will notify a NEW/adding a NEW program/Renewal CEs of incorrect documentation, forms and TX-UNPS screens via the Contracting Entity Application in the Application Packet.

## Child and Adult Care Food Program

### TX-UNPS

[Applications](#) | [Claims](#) | [Compliance](#) | [Reports](#) | [Security](#) | [Search](#)

[Programs](#) | [Year](#) | [Help](#) | [Log Out](#)

Applications > Application Packet - Centers > Program Year: 2018 - 2019

**Application Packet  
Independent Center**

Packet Assigned To: .

Action	Form Name	Latest Version	Status
<a href="#">View</a>   <a href="#">Admin</a>	Contracting Entity Application	Original	Returned for Correction

# Example of Return for Incorrect: NEW CE or adding a NEW program

## Comments to Contracting Entity

1/2/2019

Reason application returned: CORRECTIONS NEEDED

Your application was reviewed for accuracy and sufficient viability, capability, and accountability. Your organization must address all required corrections and/or provide required additional information by 1/1/2019 in order to maintain compliance with TDA. The following items require corrections or additional information.

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Permanent Agreement

- Please complete page 27.

PRE-AWARD CIVIL RIGHTS REVIEW

- 2.a. Enter the estimated number of recipients for each site. Do not enter percentages or decimals.

## Return for Correction: Amendment

PES will notify CEs that have received initial application approval of incorrect forms, documentation or TX-UNPS screens via the Application Packet.

The notification of incorrect may be located within the screen in TX-UNPS that has been submitted as an amendment. Possible locations are:

- Comments to CE in the Site/Provider applications
- Comments to CE in the Budget Detail
- Comments to CE in the Management Plan
- Packet notes



# Example of Return for Incorrect: NEW CE or adding a NEW program

Site application returned for incorrect:

## Comments to Contracting Entity

11/19/18

Returned for Correction

- Please correct C2 (Normal Hours of Operation) to match with DFPS License information.

Stated hours of operation on DFPS website are from 3 pm to 6 pm. Your hours entered in question C2 are not correct.

**Can a Complete  
Application Packet  
become  
Incomplete ?????**

- YES? NO?

The answer is YES.

- Possible reasons for a complete Application Packet becoming incomplete:
  - New Board of Director added, documentation was not submitted.
  - New Site/Provider added, documentation was not submitted.
  - CE discloses that the rental agreement is less-than-arms length. Requires submittal of SPWA screen in TX-UNPS
- If the application is incomplete the applicable timeline will stop and re-start when the application packet is complete again.



Application Packets are returned incomplete.

**Hint:**

**[www.squaremeals.org](http://www.squaremeals.org) has detailed information regarding what documentation and forms must be submitted by New and Renewal CEs. Check out the CACFP page!**

Top reasons an Application Packet is returned for incomplete:

1. Documentation is not submitted;
2. Forms are not submitted;
3. TX-UNPS screens are not submitted: Annual Audit Screen (located under the application tab>Annual Audits.

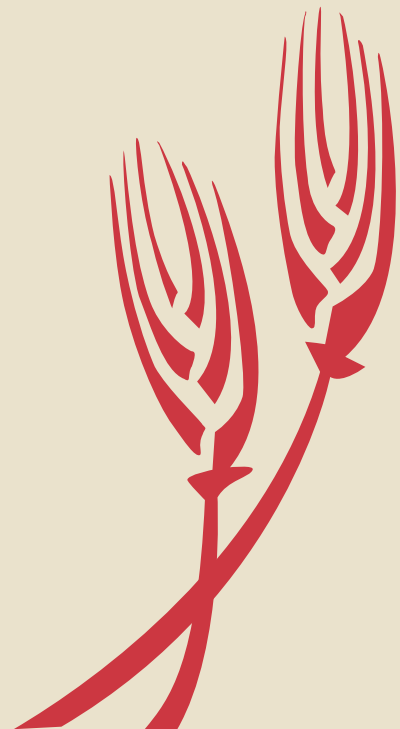
Child and Adult Care Food Program	
TX-UNPS	
Applications   Claims   Compliance   Reports   Security   Search   Programs   Year   Help   Log Out	
Applications > Program Year: 2018 - 2019	
Item	Description
Contracting Entity Manager	CACFP Contracting Entity's Profile, Site and Hold Information
Application Portal	Access to all program applications
Application Packet - Center	Center Application Packet
Request for SPWA	Request for Special Prior Written Approval (SPWA) related to items on the Application Packet Budget Detail.
Application Packet - DCH	DCH Application Packet
Advance Request	Contracting Entity's request for Cash Advance(s) for the current year
Advance Requests Manager	Manage requested Advance(s) for the current year
Download Forms	Forms for Downloading - CACFP
Annual Audits	Annual Audits



**A complete application is returned for correction.**

## Top reasons an Application Packet is returned for incorrect:

1. Documentation submitted is not correct
  - Procurement
  - Site/Provider applications – the license doesn't match.
2. Forms are incorrect
  - Direct Deposit in the name of a person instead of CE
  - Permanent Agreement missing signatures
3. TX-UNPS screens are incorrect:
  - Budget Detail
  - Management Plan
  - Site/Provider Application
4. CEs did not read the return for correction and submitted the same documentation again.
5. CEs did not contact the Education Service Center for technical assistance.



**THANK YOU**



# TEXAS DEPARTMENT OF AGRICULTURE

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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;

2. **Fax:** (202) 690-7442; or

3. **E-Mail:** [program.intake@usda.gov](mailto:program.intake@usda.gov).

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