

TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: January 7, 2019

To: All Holders of the Child and Adult Care Food Program At-risk Afterschool Care Centers Handbook (CACFP At-risk) Handbook

Revision No: 19-03

Subject: Revisions to the CACFP At-risk Handbook

The below section of the CACFP CCC At-risk Handbook has been revised as follows:

Section 7000, Financial Management

Effective January 1, 2019, the micro-purchase threshold increased from \$3,500 to \$10,000. The increased micro-purchase threshold is only applicable to those procurements conducted on or after January 1, 2019. Changes to the threshold were made as appropriate throughout the section.

As a result of the increase, CEs may follow the micro-purchase procurement method for procurements of supplies or services equal to or less than \$10,000, unless the CE has a more restrictive micro-purchase policy in place.

The January 2019 revision of Section 7000 replaces the October 2018 version.

The CACFP At-risk Handbook and form is available through the TDA Internet site at <http://www.squaremeals.org>, select Child and Adult Care Food Program, then CACFP Policy & Handbook.

If you download and save a copy of the CACFP At-risk Handbook on your computer(s), delete the section indicated above and replace it with the downloaded copy of the revised section(s) or save the complete handbook which includes the revised section(s) indicated above, available through the TDA website.

You are not required to print out a copy of the CACFP At-risk Handbook. During a review, Program Review Specialists will not check to verify that you have a printed copy of the Handbook; only that you and your employees know how to access the Handbook online.

TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: December 3, 2018

To: All Holders of the Child and Adult Care Food Program At-risk Afterschool Care Centers Handbook (CACFP At-risk) Handbook

Revision No: 19-02

Subject: Revisions to the CACFP At-risk Handbook

The below section of the CACFP CCC At-risk Handbook has been revised as follows:

- Rearrange and/or reword information to provide consistency and clarity
- Correct grammar, spelling, changes to webpage links
- Incorporate changes to existing requirements
- Add new requirements or information

Section 3000, Program Agreement

3150, Waiver of Program Requirements

- Updated guidance based on CACFP Memo 12-2018, Child Nutrition Program Waivers Request Guidance and Protocol - Revised

The December 2018 revision of Section 3000 replaces the March 2018 version.

Section 5000, Visits, Reviews and Audits

5200, 90-day Technical Assistance Visit

- New item

5320, Entrance Conference

- Increased the length of time to provide additional/requested documentation during an administrative review from 2 hours prior to the exit conference to “until” the exit conference

5350, Exit Conference

- Added clarifying information related to preliminary review findings

The December 2018 revision of Section 5000 replaces the November 2016 version.

Section 6000, Civil Rights

6110, *Limited English Proficiency*

- New item
- Incorporates existing information from FNS Instruction 113-1, Civil Rights Compliance and Enforcement – Nutrition Programs and Activities

6130, *Data Collection and Maintenance*

- Added examples of possible sources to use for data collection

6140, *Administrative and Site Reviews*

- Added information for Sponsors related to review requirements

6160, *Complaints*

- Added information for Sponsors related to review requirements
- Provided address for USDA Civil Rights Director

6220, *Public Notification*

- Modified to align with language in FNS Instruction 113-1, Civil Rights Compliance and Enforcement – Nutrition Programs and Activities

The December 2018 revision of Section 6000 replaces the July 2016 version.

The CACFP At-risk Handbook and form is available through the TDA Internet site at <http://www.squaremeals.org>, select Child and Adult Care Food Program, then CACFP Policy & Handbook.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: October 3, 2018

To: All Holders of the Child and Adult Care Food Program At-risk Afterschool Care Centers Handbook (CACFP At-risk) Handbook

Revision No: 19-01

Subject: Revisions to the CACFP At-risk Handbook

The below section of the CACFP CCC At-risk Handbook has been revised as follows:

- Rearrange and/or reword information to provide consistency and clarity
- Correct grammar, spelling, changes to webpage links
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- Add new requirements or information

Section 7000, Financial Management

7200, Conflicts of Interest

- Updated language to reflect regulatory language at 7 CFR 226.22

7310, Procurement Procedures

- Updated language to reflect regulatory language at 7 CFR 226.22

7320.4, Competitive Proposals

- Added guidance related to the use of sole source and emergency procurements

7330, Procurements Using Cooperatives, Agents and Third-Party Entities

- New Item added as a result of USDA Memo 03-2017, *Q&A: Purchasing Goods and Services Using Cooperative Agreements, Agents, and Third-Party Services*

In addition, TDA removed the requirement for sponsored sites to comply with Federal procurement regulations. Sponsored sites must still operate a non-profit food service and must still spend reimbursement on costs that meet the requirements of FNS Instruction 796-2, Financial Management – Child and Adult Care Food Program. Sponsors remain responsible for ensuring sites comply with those requirements.

The October 2018 revision of Section 7000 replaces the February 2017 version.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: July 13, 2018

To: All Holders of the Child and Adult Care Food Program At-risk Afterschool Care Centers Handbook (CACFP At-risk) Handbook

Revision No: 18-05

Subject: Revisions to the CACFP At-risk Handbook

The below section of the CACFP CCC At-risk Handbook has been revised as follows:

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- Correct grammar, spelling, changes to webpage links
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- Add new requirements or information

Section 2000, Eligibility and Application Requirements

Replaced *Texas Department of Family and Protective Services (DFPS)* with *Texas Health and Human Services Commission (HHSC)*, as needed.

2100, Eligibility

- Added the unmet need requirement information to this Item and removed it from Item 2222.1, *Financial Viability and Financial Management*. The requirement itself is unchanged.

2222, Performance Standards

- Expanded the information related to submitted procedures to provide and enhanced description of the elements that procedures should contain, at a minimum.

2222.2, Administrative Capability

- Expanded the information to mirror the information contained in the management plan section of TX-UNPS, and to include guidance on what information TDA is expecting when the CE completes this section.

2230, Budget

- Added guidance related to costs which require specific prior written approval and/or USDA Food and Nutrition Service approval.
- Added information related to the TDA compensation tool.

2240, Contracting Entity/Site Operations

- Added information related to non-ISD organizations operating on school campuses.

The July 2018 revision of Section 2000 replaces the February 2017 version.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: July 9, 2018

To: All Holders of the Child and Adult Care Food Program At-risk Afterschool Care Centers Handbook (CACFP At-risk) Handbook

Revision No: 18-04

Subject: Revisions to the CACFP At-risk Handbook

The below section of the CACFP CCC At-risk Handbook has been revised as follows:

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- Add new requirements or information

Section 4000, Managing the Program

Replaced *Texas Department of Family and Protective Services (DFPS)* to *Texas Health and Human Services (HHSC)* throughout.

4112.1, Meal Pattern Charts – Children One Year and Older

- Updated to meal pattern chart footnotes related to crediting using CN Labeled products which indicate grains in ounce equivalents

4112.6, Grains

- Added new guidance from USDA Memo CACFP 09-2018, *Grain Requirements in the Child and Adult Care Food Program; Questions and Answers* (this memo supersedes memo CACFP 01-2018 of the same title)

4120, Meal Time Restrictions

- Clarified restrictions for sites that serve meals and snacks through both CACFP and the National School Lunch Program (NSLP)

4173, Field Trips

- New Item
- Provides guidance on serving and claiming meals while on a field trip

4254, Limitations on Administrative Reimbursements for Sponsoring Organizations

- Added a note regarding determining the allowable monthly percentage when costs are paid on a quarterly basis

The July 2018 revision of Section 4000 replaces the October 2017 version.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: March 2, 2018

To: All Holders of the Child and Adult Care Food Program At-risk Afterschool Care Centers Handbook (CACFP At-risk) Handbook

Revision No: 18-03

Subject: Revisions to the CACFP At-risk Handbook

The below section of the CACFP CCC At-risk Handbook has been revised as follows:

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Section 3000, Program Agreement

3140, Program Management

- Updated the list of functions that may not be contracted to include claim submission, per FNS Instruction 792-2, *Contracting Out Management Functions in the Child and Adult Care Food Program*.

3150, Waiver of Program Requirements

- New item
- Adds a new policy from USDA Memo CACFP 12-2017, *Child Nutrition Programs Waiver Request Guidance and Protocol*, which allows CEs to submit requests to waive certain Program requirements.

3200, Program Payments and USDA Foods

- Added examples of unearned reimbursement.

The March 2018 revision of Section 3000 replaces the March 2016 version.

New Form

A new form, *Child Nutrition Programs Waiver Request*, dated March 2018, has been created for CEs use in submit waiver requests in accordance with USDA Memo CACFP 12-2017, *Child Nutrition Programs Waiver Request Guidance and Protocol*, and the new handbook item 3150, Waiver of Program Requirements discussed above.

The CACFP At-risk Handbook and form is available through the TDA Internet site at <http://www.squaremeals.org>, select Child and Adult Care Food Program, then CACFP Policy & Handbook.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: February 1, 2018

To: All Holders of the Child and Adult Care Food Program At-risk Afterschool Care Centers Handbook (CACFP At-risk) Handbook

Revision No: 18-02

Subject: Revisions to the CACFP At-risk Handbook

The below section of the CACFP CCC At-risk Handbook has been revised as follows:

- Rearrange and/or reword information to provide consistency and clarity
- Correct grammar, spelling, changes to webpage links
- Incorporate changes to existing requirements
- Add new requirements or information

Section 11000, Resources

11130, Education Service Center Offices

- Updated address, fax and phone information as needed

11141, Time Distribution Report and 11141.1 Instructions – Time Distribution Report

- Removed alternate certification statement from form and instructions.

11142, Field Trip Food Service Documentation and 11142.1, Instructions – Field Trip Food Service documentation Form

- Added form and instructions

11320, Parental Notification Flyers in English and Spanish – Building for the Future

- Deleted
- Moved to <http://www.squaremeals.org> under Administration and Forms

11430, Frankfurter Fact Sheet

- Deleted, obsolete

11450, Meat Versus Protein Fact Sheet

- Deleted, obsolete

11500, USDA Child Nutrition (CN) Labels through 11520, Approved CN Labels

- Combined into 11500
- Deleted unapproved label information. CEs must check the approved list to determine if labels are valid

11620, Texas Department of Family and Protective Services – Sample Print Screen

- Renamed “Licensing (HHSC/DFPS) – Sample Print Screen
- Replaced sample with current version as a result of merger of DFPS with HHSC

The February 2018 revision of Section 11000 replaces the January 2015 version.

Section 12000, Frequently Asked Questions

Due to the large volume of questions and answers published by the United States Department of Agriculture (USDA) via memos and other forms of communication, and their availability to the public on the Food and Nutrition Service (FNS) website at <https://www.fns.usda.gov/> the USDA published questions and answers have been removed from this section of the handbook. The above link to USDA’s website has been included in this section and questions and answers published in this section will be those received by TDA and published for the use of our contracting entities and the public.

The February 2018 revision of Section 12000 replaces the August 2014 version.

The CACFP At-risk Handbook is available through the TDA Internet site at <http://www.squaremeals.org>, select Child and Adult Care Food Program, then CACFP Policy & Handbook.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: October 1, 2017

To: All Holders of the Child and Adult Care Food Program At-risk Afterschool Care Centers Handbook (CACFP At-risk) Handbook

Revision No: 18-01

Subject: Revisions to the CACFP At-risk Handbook

The below section of the CACFP CCC At-risk Handbook and listed forms been revised as follows:

- Rearrange and/or reword information to provide consistency and clarity
- Correct grammar, spelling, changes to webpage links
- Incorporate changes to existing requirements
- Add new requirements or information

Section 4000, Managing the Program

4112 Meal Pattern Requirements

- Added definition of food component, food item, and combination food from USDA Memo CACFP 05-2017, Offer Versus Serve and Family Style Meals in the Child and Adult Care Food Program

4112.1 Meal Pattern Chart – Children One Year and Older

- Updated the meal pattern based on Final Rule CACFP Meal Pattern Revisions Related to the Healthy Hunger Free Kids Act (HHFKA) of 2010

4112.2 Fluid Milk

- New item
- Updated the meal pattern based on Final Rule CACFP Meal Pattern Revisions Related to the HHFKA of 2010 and USDA Memo CACFP 17-2016, Fluid Milk and Fluid Milk Substitutions in the Child and Adult Care Food Program, Questions and Answers

4112.3 Vegetables

- New item
- Updated the meal pattern based on Final Rule CACFP Meal Pattern Revisions Related to the HHFKA of 2010, USDA Memo CACFP 25-2016, Vegetable and Fruit Requirements, Questions and Answers, USDA Memo CACFP 08-2017, Questions and Answers on the Updated Meal Pattern Requirements for the Child and Adult Care Food Program, and USDA Memo CACFP 09-2017, Vegetable and Fruit Requirements: Questions and Answers

4112.4 Fruits

- New item
- Updated the meal pattern based on Final Rule CACFP Meal Pattern Revisions Related to the HHFKA of 2010, USDA Memo CACFP 25-2016, Vegetable and Fruit Requirements, Questions and Answers, USDA Memo CACFP 08-2017, Questions and Answers on the Updated Meal Pattern Requirements for the Child and Adult Care Food Program

4112.5 Grains

- Formerly Grains/Bread Requirements
- Updated the meal pattern based on Final Rule CACFP Meal Pattern Revisions Related to the HHFKA of 2010, USDA Memo CACFP 02-2017, Grain Requirements in the CACFP, Questions and Answers, USDA Memo CACFP 08-2017, Questions and Answers on the Updated Meal Pattern Requirements for the Child and Adult Care Food Program

4112.6 Meat/Meat Alternates

- New item
- Updated the meal pattern based on Final Rule CACFP Meal Pattern Revisions Related to the HHFKA of 2010 , and USDA Memo CACFP 08-2017, Questions and Answers on the Updated Meal Pattern Requirements for the Child and Adult Care Food Program, and USDA Memo CACFP 09-2017, Vegetable and Fruit Requirements: Questions and Answers

4112.7 Water Availability in the CACFP

- Updated based on USDA Memo CACFP 20-2016 Water Availability in the Child and Adult Care Food Program

4113.2 Children with Disabilities

- Updated based on Final Rule CACFP Meal Pattern Revisions Related to the Healthy Hunger Free Kids Act (HHFKA) of 2010 and Memo CACFP 14-2017 Modifications to Accommodate Disabilities in the Child and Adult Care Food Program and Summer Food Service Program

4113.3 Children with Medical or Special Dietary Needs

- Updated based on Final Rule CACFP Meal Pattern Revisions Related to the Healthy Hunger Free Kids Act (HHFKA) of 2010

4114 Meal Service Documentation

- Formerly “Food Labels and Manufacturer’s Documentation

4114.1 Meal Production Record

- New item
- Updated based on Final Rule CACFP Meal Pattern Revisions Related to the HHFKA of 2010, USDA Memo CACFP 02-2017, Grain Requirements in the CACFP, Questions and Answers, and USDA Memo CACFP 17-2016, Fluid Milk and Fluid Milk Substitutions in the Child and Adult Care Food Program, Questions and Answers
- Changed completion of meal production record from “on day of meal service” to “prior to meal service”, this allows CEs that must prepare meals at central kitchens the night before to complete the meal production record the night before the meal service, etc.

4114.2 Leftover/Recycle

- New item

4114.3 Donations

- New item

4114.4 Infant Feeding Preference

- New item

4115 Food Preparation

- New item
- Added based on Final Rule CACFP Meal Pattern Revisions Related to the HHFKA of 2010

4115.1 On-site Food Preparation

- Formerly item 4361
- Updated based on Final Rule CACFP Meal Pattern Revisions Related to the HHFKA of 2010, and USDA Memo CACFP 08-2017, Questions and Answers on the Updated Meal Pattern Requirements for the Child and Adult Care Food Program

4115.2 Vended Meals

- Formerly item 4267 Vended Programs

4117 Excess Meals

- Formerly item 4265

4118 Use of USDA Foods

- Formerly item 4270

4131.1 Offer Versus Serve

- Updated based on Final Rule CACFP Meal Pattern Revisions Related to the HHFKA of 2010, USDA Memo CACFP 05-2017, Offer Versus Serve and Family Style Meals in the Child and Adult Care Food Program

4132 Family

- Updated based on Final Rule CACFP Meal Pattern Revisions Related to the HHFKA of 2010, USDA Memo CACFP 05-2017, Offer Versus Serve and Family Style Meals in the Child and Adult Care Food Program

4323 Open Enrollment

- Added guidance related to sponsors that obtain new agreements from existing sites during open enrollment

4540 Required Forms

- Updated list of forms for which CEs may now create their own alternate versions to include the Review (H1606-AT) and Pre-Approval Visit (H1606-AT-P)

The October 2017 revision of Section 4000 replaces the January 2017 version.

Form Revision

The following forms have been revised, with a revision date of October 2017.

Daily Meal Production Record (H1530)

- Updated to reflect the new meal pattern requirements
- “Actual participation” is now an optional entry
- Completion *prior to the meal service* no longer must be on the day of the meal service
- Replaces the May 2014 version

Daily Meal Count and Attendance Record – At-risk (H1535-AT)

- Updated instructions, related to
 - Electronic completion
 - Participant’s name and attendance
- Combined form and instructions
- Replaces the January 2011 version

Documentation of Meals Claimed – At-risk (H1540-AT)

- New form
- Previously CEs used the ADC/CCC form H1540

Record of Leftover/Recycled Food (H1568)

- Formerly titled “Record of Recycled Food”
- Combined the form and instructions
- Replaces the September 2007 version

Review (H1606-AT)

- New form
- Reflects the new meal pattern requirements
- Adds a section for non-profit food service review

Pre-Approval Visit (H1606-AT-P)

- New form
- Added a section for non-profit food service
- Combined the form and instructions
- Adds a section for non-profit food service

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: February 9, 2017

To: All Holders of the Child and Adult Care Food Program At-risk Afterschool Care Centers Handbook (CACFP At-risk) Handbook

Revision No: 17-03

Subject: Revisions to the CACFP At-risk Handbook

The below section of the CACFP CCC At-risk Handbook has been revised as follows:

- Rearrange and/or reword information to provide consistency and clarity
- Correct grammar, spelling, changes to webpage links
- Incorporate changes to existing requirements
- Add new requirements or information

Section 2000, Eligibility and Application Requirements

The information in this section has been extensively rearranged

2241, Licensing

- Updated exemptions to licensing information based on guidance received from the Texas Department of Family and Protective Services

The February 2017 revision of Section 2000 replaces the June 2015 version.

Section 7000, Financial Management

In addition to the above mentioned revisions, guidance from 2 Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* and the following USDA memos have been added throughout. These memos impacted multiple items. Changes have been highlighted.

11-2015, *Local Foods in the Child and Adult Care Food Program with Questions and Answers*

02-2016, *Questions and Answers on the Transition to and Implementation of 2 CFR Part 200*

03-2016, *Procurement Standards and Resource Management Requirements related to Franchise Agreements*

05-2016, *Guidance on Competitive Procurement Standards for Program Operators*

12-2016, *Updated Guidance: Contracting with Food Service Management Companies*

18-2016, *Resources for Making Potable Water Available in Schools and Child Care Facilities*

The February 2017 revision of Section 7000 replaces the March 2016 version.

Form Revision

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Covered Contracts (H2048) has been revised per USDA Memo 12-2016, *Updated Guidance: Contracting with Food Service Management Companies*. As of the date of this release the previous version dated October 2014 is no longer available and may not be used. CEs must begin using the February 2017 revision immediately.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: January 6, 2017

To: All Holders of the Child and Adult Care Food Program At-risk Afterschool Care Centers Handbook (CACFP At-risk) Handbook

Revision No: 17-02

Subject: Revisions to the CACFP At-risk Handbook

The below section of the CACFP CCC At-risk Handbook has been revised as follows:

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Section 4000, Managing the Program

4111 Planning of Meal Service

- Added best practices from USDA Memo 15-2016, *Optional Best Practices to Further Improve Nutrition in the Child and Adult Care Food Program Meal Pattern*

4112.1 Meal Pattern Chart – Children One Year and Older

- Added early implementation allowances and guidance based on the new meal pattern requirements from USDA Memo 14-2016, *Early Implementation of the Updated Child and Adult Care Food Program Meal Pattern Requirements and the National School Lunch and School Breakfast Programs' Infant and Preschool Meal Patterns*
 - Meat/meat alternate may be used to meet entire grain requirement at breakfast
 - Tofu and soy yogurts are creditable meat alternates
 - Reimbursement can be received when a mother breastfeeds her child on-site

NOTE: TDA implemented the five early allowances contained in Option 1 of memo 14-2016 effective October 1, 2016. Go to <http://www.squaremeals.org> and select the “New CACFP Meal Pattern” icon on the right side of the page for additional information. CEs are not required to implement these allowances prior to October 1, 2017.

4112.2 Water Availability in the CACFP

- Added information related to testing water quality from USDA Memo 18-2016, *Resources for Making Potable Water Available in Schools and Child Care Facilities*

4112.3 Tofu and Soy Yogurt Products

- New handbook section to add guidance based on USDA Memos 14-2016, *Early Implementation of the Updated Child and Adult Care Food Program Meal Pattern Requirements and the National School Lunch and School Breakfast Programs' Infant and Preschool Meal Patterns* and 21-2016, *Crediting Tofu and Soy Yogurt Products in the School Meals Programs and CACFP*
 - Tofu and soy yogurts are creditable meat alternates
 - Provides crediting information when using these items as substitutes in the meal patterns

4120 Meal Time Restrictions

- Added extended school days to the NOTES section from USDA Memo 08-2012, *The At-risk Afterschool Meals Component of the Child and Adult Care Food Program: Questions and Answers* (this information is also contained in Section 12000 Frequently Asked Questions and the USDA FNS website)

4140 Congregate Feeding

- Reiterates congregate feeding expectation in Child Nutrition Programs based on USDA Memo 22-2016, *Taking Food Components Off-site in the At-risk Afterschool Component of the Child and Adult Care Food Program*

4141 Taking Food Off-site

- New handbook section to add guidance based on USDA Memo 22-2016, *Taking Food Components Off-site in the At-risk Afterschool Component of the Child and Adult Care Food Program*
 - Explains when it is allowable for a child to take food off-site for later consumption and what food(s) and how many may be taken

4150 Share Tables

- New handbook sections to add guidance based on USDA Memo 13-2016, *The Use of Share Tables in Child Nutrition Programs*

4171 Meal Service Record

- Removed requirement for CEs to submit a plan to TDA for electronic point of service meal count via Form 1548, Application/Management Plan Change. This is a standard written operating procedure that CEs must have in place to demonstrate program accountability. Changes to this procedure must be submitted as they occur.

- Added information related to “means to securely capture” the required CE and site representative’s signature and date of signature. CEs choosing to implement electronic transactions, such as a point of service meal count, must ensure security and integrity of the information.

4220 Adding, Terminating or Making Changes to Sites

- Added information related to submission of license or if exempt health and safety documentation. Full details are located in Section 2000, *Eligibility and Application Requirements*
- Updated the information related to the revision of the Permanent Agreement Between Sponsoring Organization and Child Care Site

4242.1 Five-day Reconciliation

- New handbook section to add guidance based on USDA Memo 24-2016, *Conducting Five-Day Reconciliation in the CACFP, with Questions and Answers*
 - This requirement is included in the Monitor Review form and instructions, it is being added to this handbook for consistency with the other CACFP handbooks

4250 Claims for Reimbursement

- Expanded the maximum number of meals CEs and sites may claim per child per day chart

4300 Operation of Child Nutrition Programs During a Disaster

- Added information related to unanticipated closures based on USDA Memo 26-2016, *Meal Service during Unanticipated School And Day Care Closures*

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: November 1, 2016

To: All Holders of the Child and Adult Care Food Program At-risk Afterschool Care Centers Handbook (CACFP At-risk) Handbook

Revision No: 17-01

Subject: Revisions to the CACFP At-risk Handbook

The below section of the CACFP CCC At-risk Handbook has been revised as follows:

- Rearrange and/or reword information to provide consistency and clarity
- Correct grammar, spelling, changes to webpage links
- Incorporate changes to existing requirements
- Add new requirements or information

Section 5000, Visits, Reviews and Audits

5200, Administrative Reviews

- Added the following items
 - 5210 Frequency and Scope
 - 5220 Entrance Conference
 - 5230 Meal Service Observation
 - 5240 Review of Records (previously 5210 Examination of Records)
 - 5250 Exit Conference
 - 5260 Notification of Review Findings
 - 5270 Corrective Action
 - 5280 Site Reviews
- The additional items provide details of each step of the review process to help contracting entities understand how the process works and prepare for a review from TDA.

5400, Audits and subsections

Revised the audit threshold from \$500,000 to \$750,000 throughout

5410, *General Policy*

- Moved audit requirements for nonprofit and for-profit organizations to this item
- Revised the for-profit audit policy to mirror the nonprofit single audit requirement as follows:

Previous		New	
Threshold/Criteria	Due Date	Threshold/Criteria	Due Date
Received \$500,000 or more in CACFP funds during the Program Year	June 30 each year	Expended \$750,000 or more in Federal Funds during the organization's financial fiscal year	Within 30 days of receipt from the auditor or nine months after the end of the audit period, whichever comes first.

FOR-PROFIT CONTRACTING ENTITIES - IMPORTANT IMPLEMENTATION INSTRUCTION:

- 1) The annual audit information in TX-UNPS for PY 2017 must be completed/updated no later than January 31, 2017 to indicate the organization's fiscal year end (FYE) and list any federal financial assistance received (other than CACFP).
- 2) The new for-profit audit policy applies to audits of fiscal years beginning on or after May 1, 2016 (FYE 6/30/2017 and later).

5420, *Scope of Audit*

- Previously named "Purpose of Audits"
- Added guidance from 2 CFR 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*

5430, *Audit Requirements for Nonprofit Organizations* and 5440, *Audit Requirements for For-profit Organizations*

- These items have been deleted
- Information contained in items have been incorporated into Items 5410, *General Policy* and 5430, *Compliance with Audit Requirements*

The November 2016 revision of Section 5000 replaces the December 2014 version.

The CACFP At-risk Handbook is available through the TDA Internet site at <http://www.squaremeals.org>, select Child and Adult Care Food Program, then CACFP Policy & Handbook.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: July 1, 2016

To: All Holders of the Child and Adult Care Food Program At-risk Afterschool Care Centers Handbook (CACFP At-risk) Handbook

Revision No: 16-06

Effective: July 2016

Subject: Revisions to the CACFP At-risk Handbook

The below section of the CACFP CCC At-risk Handbook has been revised as follows:

- Rearrange and/or reword information to provide consistency and clarity
- Correct grammar, spelling, changes to webpage links
- Incorporate changes to existing requirements
- Add new requirements or information

Changes in the handbook are highlighted in yellow.

Section 4000, Financial Agreement

Deleted Items 4250 – 4257

- This has been moved to Section 7000, Financial Management
- Renumbered remaining items accordingly

4112.1, *Meal Pattern Chart – Children One Year and Older*

- Revised information related to smoothies per USDA Memo CACFP 05-2014(v3), *Smoothies Offered in Child Nutrition Programs - revised*

4115, *Service of Traditional Foods*

- New Item – added information from USDA Memo CACFP 19-2015, *Service of Traditional Foods in Public Facilities*

4240, *Reviews – Sponsoring Organizations*

- Clarified information related to reviews for SFSP organizations that participate in at-risk

The July 2016 revision of Section 4000 replaces the December 2015 version.

Section 6000, Civil Rights

6110, *Public Notification*

- Added exceptions to the use of the full nondiscrimination statement contained in FNS Instruction 113-1, Civil Rights

6140, *Training*

- Updated the instructions to accessing TDA developed Civil Rights training materials

6150, *Complaints*

- Updated complaint information contained in FNS Instruction 113-1, Civil Rights

The July 2016 revision of Section 6000 replaces the November 2015 version.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: March 17, 2016

To: All Holders of the Child and Adult Care Food Program At-risk Afterschool Care Centers Handbook (CACFP At-risk) Handbook

Revision No: 16-05

Effective: March 2016

Subject: Revisions to the CACFP At-risk Handbook

The below section of the CACFP CCC At-risk Handbook has been revised as follows:

- Rearrange and/or reword information to provide consistency and clarity
- Correct grammar, spelling, changes to webpage links
- Incorporate changes to existing requirements
- Add new requirements or information

Detailed below are the changes to existing requirements as a result of the release of 2 CFR 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, as well as *some* of the revisions made to provide consistency and clarity.

Additionally, financial management information contained in Sections 3000, Program Agreement and 4000, Managing the Program have been moved to this section.

Changes in the handbook are highlighted in yellow.

Section 3000, Financial Agreement

3140, Program Management

- Removed the information related to contract provisions. This information has been moved to Section 7000, as described below.

The March 2016 revision of Section 3000 replaces the March 2015 version.

Section 7000, Financial Management

This section was previously titled “Procurement” and has been renamed “Financial Management”.

7100, Financial Controls

- Specifies the financial processes and procedures contracting entities must have in place and follow to ensure proper use and accounting of Program funds

7300, Procurement

- 7310, Procurement Procedures – provides an outline of the processes and procedures contracting entities must have in place to conduct proper procurements
- 7320.1, Micro Purchases – provides contracting entities a micro purchase method for purchases that do not exceed \$3500.00
- 7330, Contracts – provides guidance related to different contracting options
- 7330.2, Contract Provisions - specifies the terms that must be contained in all contracts paid for in whole or in part out of CACFP funds (previously contained in Section 3000).

7400, Nonprofit Food Service

- Previously contained in Section 4000 (includes all subsections).

The March 2016 revision of Section 7000 replaces the April 2015 version.

The CACFP At-risk Handbook is available through the TDA Internet site at <http://www.squaremeals.org>, select Child and Adult Care Food Program, then CACFP Policy & Handbook.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: December 9, 2015

To: All Holders of the Child and Adult Care Food Program At-risk Afterschool Care Centers Handbook (CACFP At-risk) Handbook

Revision No: 16-04

Effective: **December 2015**

Subject: Revisions to the CACFP At-risk Handbook

The below section of the CACFP CCC At-risk Handbook has been revised as follows:

- Rearrange and/or reword information to provide consistency and clarity
- Correct grammar, spelling, changes to webpage links
- Incorporate changes to existing requirements
- Add new requirements or information

Detailed below are the some of the revisions that have been made.

Changes in the handbook are highlighted in yellow.

Section 1000, Introduction

1100, Program Description

- Updated the Program purpose, per USDA Memo CACFP 15-2015, Allowable Costs Related to Physical Activity and Limiting the Use of Electronic Media in the CACFP

1300, Other Programs

- Updated the list of other programs TDA Administers

The December 2015 revision replaces the June 2014 version.

The CACFP At-risk Handbook is available through the TDA Internet site at <http://www.squaremeals.org>, select Child and Adult Care Food Program, then CACFP Policy & Handbook.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: December 7, 2015

To: All Holders of the Child and Adult Care Food Program At-risk Afterschool Care Centers Handbook (CACFP At-risk) Handbook

Revision No: 16-03

Effective: December 2015

Subject: Revisions to the CACFP At-risk Handbook

The below section of the CACFP CCC At-risk Handbook has been revised as follows:

- Rearrange and/or reword information to provide consistency and clarity
- Correct grammar, spelling, changes to webpage links
- Incorporate changes to existing requirements
- Add new requirements or information

Detailed below are the changes to existing requirements, as well as *some* of the revisions made to provide consistency and clarity.

Changes in the handbook are highlighted in yellow.

Section 4000, Managing the Program

4113.2, Children/Infants with Disabilities

- Expanded the list of acceptable medical professionals that may sign a medical statement for meal accommodations, per USDA Memo CACFP 13-2015, *Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs*

4114.2, CN Labels

- Expanded the criteria for use of watermarked CN labels, per USDA Memos CACFP 09-2015, *Administrative Review Process Regarding the Child Nutrition (CN) Label, Watermarked CN Label and Manufacturer's Product Formulation Statement*, and CACFP 10-2015, *CN Labels Copied with a Watermark Acceptable Documentation and TIP Sheet for Accepting Processed Product Documentation*

4130, Meal Service Styles

- Divided information into the following subsets:
 - 4131, Cafeteria/Pre-plated/Unitized
 - 4130.1, Offer Versus Serve
 - 4132, Family

4140, Prohibition of Separation by Gender

- Prohibits separation during meal service unless a waiver has been granted, per USDA Memo CACFP 12-2015, *Prohibition of Separation by Gender during Child Nutrition Meal Service*

4230, Training

- Renamed Training and Education

4250, Nonprofit Food Service

- Expanded allowable costs to include information and activities related to physical activity and limiting use of electronic media, per USDA Memo CACFP 15-2015, *Allowable Costs Related to Physical Activity and Limiting the Use of Electronic Media in the Child and Adult Care Food Program*

4253, Program Income

- Renamed Income to the Program
- Added additional information contained in FNS Instruction 796-2, *Financial Management – Child and Adult Care Food Program*

The December 2015 revision replaces the May 2015 version.

The CACFP At-risk Handbook is available through the TDA Internet site at <http://www.squaremeals.org>, select Child and Adult Care Food Program, then CACFP Policy & Handbook.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: November 19, 2015

To: All Holders of the Child and Adult Care Food Program At-risk Afterschool Care Centers Handbook (CACFP At-risk) Handbook

Revision No: 16-02

Effective: **Immediately**

Subject: Revisions to the CACFP At-risk Handbook

***** IMPORTANT DEADLINES – PLEASE READ *****

Section 6000, Civil Rights, of the CACFP At-risk Handbook has been revised as follows:

6110, Public Notification

- The nondiscrimination statement has been revised. CEs must update Program information as follows:
 - Websites must be updated by November 20, 2015 – due to the timing of this notification CEs will be given until **December 31, 2015** to update the statement on their websites, if applicable.
 - Documents, pamphlets, brochures, etc. must be updated by **December 31, 2015**
 - Documents, pamphlets, brochures, etc. that a CE has already printed and have in stock *as of the date of this revision notice* may be used until supplies are exhausted or until **September 30, 2016** (whichever comes first).
 - All new printing *as of the date of this revision notice* must contain the updated nondiscrimination statement.

The revised text is highlighted in yellow.

The November 2015 revision replaces the March 2015 version.

The CACFP At-risk Handbook is available through the TDA Internet site at <http://www.squaremeals.org>, select Child and Adult Care Food Program, then CACFP Policy & Handbook.

If you download and save a copy of the CACFP At-risk Handbook on your computer(s), delete the section indicated above replace it with downloaded copies of the revised section available through the TDA website. You can download each section of the handbook individually or you can download the complete handbook which contains each section in one document.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: November 5, 2015

To: All Holders of the Child and Adult Care Food Program At-risk Afterschool Care Centers Handbook (CACFP At-risk) Handbook

Revision No: 16-01

Effective: **November 2015**

Subject: Revisions to the CACFP At-risk Handbook

The below section of the CACFP CCC At-risk Handbook has been revised as follows:

- Rearrange and/or reword information to provide consistency and clarity
- Correct grammar, spelling, changes to webpage links
- Incorporate changes to existing requirements
- Add new requirements or information

Section 10000, Serious Deficiency

Items have been renamed, rearranged and edited for clarity and ease of use.

For example:

Item 10500, *Serious Deficiency for Independently Disqualified Responsible Principals and Individuals* (RPIs) has been renamed *Sponsored Sites*. This item provides sponsors of sites the instructions for pursuing serious deficiency when serious non-compliances have been identified.

Item 10600, *Removal from the National Disqualified List*, was edited to clarify that a request for removal does not guarantee it will be approved, removal from the NDL does not mean approval to participate in the CACFP, and which serious deficiencies are so egregious that requests for removal will not be considered.

The November 2015 revision replaces the December 2014 version.

The CACFP At-risk Handbook is available through the TDA Internet site at <http://www.squaremeals.org>, select Child and Adult Care Food Program, then CACFP Policy & Handbook.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: June 22, 2015

To: All Holders of the Child and Adult Care Food Program At-risk Afterschool Care Centers Handbook (CACFP At-risk) Handbook

Revision No: 15-08

Effective: June 2015

Subject: Revisions to the CACFP At-risk Handbook

The below section of the CACFP CCC At-risk Handbook has been revised as follows:

- Rearrange and/or reword information to provide consistency and clarity
- Correct grammar, spelling, changes to webpage links
- Incorporate changes to existing requirements
- Add new requirements or information

Detailed below are the changes to existing requirements, as well as *some* of the revisions made to provide consistency and clarity. Changes are highlighted in yellow.

Section 8000, Eligibility and Application Requirements

All items have been renumbered, rearranged and/or consolidated.

The June 2015 revision replaces the June 2014 version.

The CACFP At-risk Handbook is available through the TDA Internet site at <http://www.squaremeals.org>, select Child and Adult Care Food Program, then CACFP Policy & Handbook.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: June 1, 2015

To: All Holders of the Child and Adult Care Food Program At-risk Afterschool Care Centers Handbook (CACFP At-risk) Handbook

Revision No: 15-07

Effective: June 2015

Subject: Revisions to the CACFP At-risk Handbook

The below section of the CACFP CCC At-risk Handbook has been revised as follows:

- Rearrange and/or reword information to provide consistency and clarity
- Correct grammar, spelling, changes to webpage links
- Incorporate changes to existing requirements
- Add new requirements or information

Detailed below are the changes to existing requirements, as well as *some* of the revisions made to provide consistency and clarity. Changes are highlighted in yellow.

Section 2000, Eligibility and Application Requirements

2124, Debarment Certification

- Added additional information related to debarment certification requirements for subcontractors

2125, National Disqualified List/State Agency List

- Added updated information as a result of the new USDA web-based system

2225, Licensing

- Added an exception for Non-SFA sites per USDA Memo CACFP 05-2015, Health and Safety Inspection Requirements

The June 2015 revision replaces the December 2014 version.

The CACFP At-risk Handbook is available through the TDA Internet site at <http://www.squaremeals.org>, select Child and Adult Care Food Program, then CACFP Policy & Handbook.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: April 30, 2015

To: All Holders of the Child and Adult Care Food Program At-risk Afterschool Care Centers Handbook (CACFP At-risk) Handbook

Revision No: 15-06

Effective: May 2015

Subject: Revisions to the CACFP At-risk Handbook

The below section of the CACFP CCC At-risk Handbook has been revised as follows:

- Rearrange and/or reword information to provide consistency and clarity
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- Incorporate changes to existing requirements
- Add new requirements or information

Detailed below are the changes to existing requirements, as well as *some* of the revisions made to provide consistency and clarity. Changes are highlighted in yellow.

Section 4000, Managing the Program

4113.1, Meal Pattern Chart

- Added new information related to the crediting of fruit/vegetable and yogurt in smoothies, per USDA Memo CACFP 05-2014(v2.), *Smoothies Offered in Child Nutrition Programs*

4113.2, Variations in Meal Pattern Requirements for Religious Reasons

- Added clarifying information from FNS Instruction 783-13, *Variations in Meal Requirements for Religious Reasons; Jewish Schools, Institutions and Sponsors*

4113.6, Alternate Protein Products

- Added clarifying information from 7 CFR 226 Appendix A related to creditability and documentation requirements

4114, Food Labels and Manufacturer's Documentation

- Revised to clearly differentiate between and explain the different types of information contracting entities may use to document compliance with meal pattern requirements

4114.1, Ingredients Listing/Nutrition Facts Label

- Added this section clearly differentiate between and explain the different types of information contracting entities may use to document compliance with meal pattern requirements

4114.2, CN Labels

- Added information from USDA Memo TA-07-2010(v3.), *Guidance for Accepting Processed Product Documentation for Meal Pattern Requirements*
- Revised to clearly differentiate between and explain the different types of information contracting entities may use to document compliance with meal pattern requirements
- Added clarifying information related to CN Label eligible products
- Added clarifying information related to record keeping
- Added a sample CN Label so contracting entities can recognize a CN Labeled product

4320, Adding, Terminating, or Making Changes to Sites

- Changed submission due date from 25th of month to last day of the month, for additions or changes to be eligible to be effective in that same month

4250, Nonprofit Food Service and all of its subsections

- Revised to be more specific to FNS Instruction 796-2, *Financial Management – Child and Adult Care Food Program* as well as the *Budget Detail*
- Some subsections were deleted, information from those subsections were combined with other subsections or made into new subsections

4430, Types of Records

- Added clarifying information regarding copied or scanned documentation and requirements for source (original) documentation

The May 2015 revision replaces the December 2014 version.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: April 13, 2015

To: All Holders of the Child and Adult Care Food Program At-risk Afterschool Care Centers Handbook (CACFP At-risk) Handbook

Revision No: 15-05

Effective: April 2015

Subject: Revisions to the CACFP At-risk Handbook

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- Incorporate changes to existing requirements
- Add new requirements or information

Detailed below are the changes to existing requirements, as well as *some* of the revisions made to provide consistency and clarity. Changes are highlighted in yellow.

Section 7000, Procurement

7100 Conflicts of Interest

- Added specific elements required in a Contracting Entity's written Codes of Conduct, per USDA Memo CACFP 03-2015, *Written Codes of Conduct and Performance of Employees Engaged in Award and Administration of Contracts*.
- CEs must ensure their written Codes of Conduct comply with the requirements, update them as needed, and maintain them with Program files for review or submission as necessary.

The April 2015 revision replaces the June 2014 version.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: March 11, 2015

To: All Holders of the Child and Adult Care Food Program At-risk Afterschool Care Centers Handbook (CACFP At-risk) Handbook

Revision No: 15-04

Effective: March 2015

Subject: Revisions to the CACFP At-risk Handbook

The below section of the CACFP CCC At-risk Handbook has been revised as follows:

- Rearrange and/or reword information to provide consistency and clarity
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- Incorporate changes to existing requirements
- Add new requirements or information

Detailed below are the changes to existing requirements, as well as *some* of the revisions made to provide consistency and clarity. Changes are highlighted in yellow.

Section 6000, Civil Rights

6120 Data Collection and Maintenance

- Added definitions to assist CEs and sites in identifying racial and ethnic categories.
- Added an example of how racial and ethnic data could be collected.

The March 2015 revision replaces the June 2014 version.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: March 9, 2015

To: All Holders of the Child and Adult Care Food Program At-risk Afterschool Care Centers Handbook (CACFP At-risk) Handbook

Revision No: 15-03

Effective: March 2015

Subject: Revisions to the CACFP At-risk Handbook

The below section of the CACFP CCC At-risk Handbook has been revised as follows:

- Rearrange and/or reword information to provide consistency and clarity
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- Add new requirements or information

Detailed below are the changes to existing requirements, as well as *some* of the revisions made to provide consistency and clarity. Changes are highlighted in yellow.

Section 3000, Program Agreement

3140 Program Management

- Added options for obtaining debarment certification for subcontractors

3212 Disbursing Reimbursement to Sponsored Sites

- This item incorporates the disbursement of reimbursement to sponsored sites requirement currently contained in Section 4000, *Managing the Program*, Items 4264.2, *Sponsors of Unaffiliated Sites* and 4264.3, *Sponsors of Both Affiliated and Unaffiliated Sites*.

The March 2015 revision replaces the June 2014 version.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: January 5, 2015

To: All Holders of the Child and Adult Care Food Program At-risk Afterschool Care Centers Handbook (CACFP At-risk) Handbook

Revision No: 15-02

Effective: January 2015

Subject: Revisions to the CACFP At-risk Handbook

The below section of the CACFP CCC At-risk Handbook has been revised as follows:

- Rearrange and/or reword information to provide consistency and clarity
- Correct grammar, spelling, changes to webpage links
- Incorporate changes to existing requirements
- Add new requirements or information

Detailed below are the changes to existing requirements and new requirements, as well as *some* of the revisions made to provide consistency and clarity. Changes are highlighted in yellow.

Section 11000, Resources

11240 USDA Web-based Procurement Training

- Renamed *National Food Service Management Institute (NFSMI) Resources and Training*
- Revised to provide a link to all resources and training provided by NFSMI

11320 Parental Notification Flyers in English and Spanish (Building for the Future)

- Updated the USDA contact telephone number. CEs and sites must post the revised flyers immediately, but may use the existing supplies of the current versions already printed and placed in enrollment packets until supplies run out.

11330 FND CACFP e-News

- This item has been deleted as this communication has been discontinued. The information previously provided via the e-News will now be communicated through the Education Services Centers (ESC).

11410 Meal Planning

- Added a link to USDA's "What's Cooking? USDA Mixing Bowl" interactive tool that helps contracting entities, sites and providers plan and prepare healthy and budget-friendly meals.

11410.1 Sample Production Formulation Statement: Prepared Grain/Bread

- This item has been deleted
- Links to USDAs current samples has been provided in Section 4000 of this handbook

11410.2 Sample Product Formulation Statement and Review Checklist for Meat/Meat Alternate

- This item has been deleted
- Links to USDAs current samples has been provided in Section 4000 of this handbook

The January 2015 revision replaces the June 2014 version.

The CACFP At-risk Handbook is available through the TDA Internet site at <http://www.squaremeals.org>, select Child and Adult Care Food Program, and then CACFP Policy & Handbook.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: December 1, 2014

To: All Holders of the Child and Adult Care Food Program At-risk Afterschool Care Centers Handbook (CACFP At-risk) Handbook

Revision No: 15-01

Effective: **December 2014**

Subject: Revisions to the CACFP At-risk Handbook

The below sections of the CACFP CCC At-risk Handbook have been revised as follows:

- Rearrange and/or reword information to provide consistency and clarity
- Correct grammar, spelling, changes to webpage links
- Incorporate changes to existing requirements, as applicable
- Add new requirements, as applicable

Detailed below are the changes to existing requirements and new requirements, as well as *some* of the revisions made to provide consistency and clarity. Changes are highlighted in yellow.

Section 2000, Eligibility and Application Requirements

2127 Government Issued Identification

- Information was rearranged to clearly detail what documentation is an acceptable form of government issued identification and what documentation is acceptable proof of residential mailing address

2300 – 2320 Serious Deficiency Process for Organizations Applying to Participate in the CACFP

- These items have been deleted from Section 2000 and moved to Section 10000 which has been renamed Serious Deficiency

2229 Application Renewal

- Information was added to this section to explain the request for additional information during the renewal process for contracting entities that have experienced significant operational issues.

Section 4000, Managing the Program

4114 Product Labeled Food

- Renamed to “Food Labels and Manufacturer’s Documentation”
- Added clarifying text regarding documentation

4114.2 Product Analysis/Product Formulation Statements

- Renamed “Product Formulation Statements”
- Added a note regarding other references

4114.3 Manufacturer’s Specifications

- This item has been deleted

4121.2 Second Meals during One Meal Service

- Rearranged information for clarity

4240 Reviews – Sponsoring Organizations

- Added a note to further clarify the meal observation requirement.

4250 Nonprofit Food Service

- Clarified prior year’s expenditures should be used to calculate excess balance

4300 Operation of Child Nutrition Programs During a Disaster

- Revised due to USDA Memo CACFP 12-2014, Disaster Response
- The revised information provided by USDA does not change the requirements previously contained in this section

Section 5000, Visits, Reviews and Audits

5220 – 5242 Serious Deficiency Process for Participating Contracting Entities, and sub-items

- These items have been deleted from Section 5000 and moved to Section 10000 which has been renamed Serious Deficiency

5250 Serious Deficiency Process for Independently Disqualified Responsible Principals and Individuals (RPIs)

- This item has been deleted from Section 5000 and moved to Section 10000 which has been renamed Serious Deficiency

5260 Removal from the National Disqualified List

- This item has been deleted from Section 5000 and moved to Section 10000 which has been renamed Serious Deficiency

Section 10000, Policy Alerts and Notices

- Renamed “Serious Deficiency”
- Moved all serious deficiency information from other sections to this one section

10110 New Organizations

- Added examples of information that could result in a determination of serious deficiency

10120 Renewing Organization

- Revised the second paragraph to clarify that the organization, responsible principals and responsible individuals will go into serious deficiency before application denial and proposed termination and disqualification

10210 Step 1. Serious Deficiency Determination

- Added notes and examples of non-compliances that could result in determination of serious deficiency
- Added information to clarify what occasional and systemic, minor and major mean in relation to a serious deficiency determination

The CACFP At-risk Handbook is available through the TDA Internet site at <http://www.squaremeals.org>, select Child and Adult Care Food Program, and then CACFP Policy & Handbook.

If you download and save a copy of the CACFP At-risk Handbook on your computer(s), delete the section indicated above replace it with downloaded copies of the revised section available through the TDA website. You will have to download and save each section individually.

You are not required to print out a copy of the CACFP At-risk Handbook. During a review, Program Review Specialists will not check to verify that you have a printed copy of the Handbook; only that you and your employees know how to access the Handbook online.

TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: August 19, 2014

To: All Holders of the Child and Adult Care Food Program At-risk Afterschool Care Centers Handbook (CACFP At-risk) Handbook

Revision No: 14-02

Effective: August 2014

Subject: Revisions to the CACFP At-risk Handbook

Section 12000, Frequently Asked Questions of the CACFP At-Risk Afterschool Care Centers Handbook has been revised as follows:

12030 Oversight, Training and Monitoring

- Q&As have been added to this item as a result of USDA Memo CACFP 11-2014, *Sharing Aggregate Data to Expand Access to Services in Child Nutrition Programs*. Not all Q&As contained in the USDA memo were added to 12030. To see the entire memo access the FNS website at <http://www.fns.usda.gov/>.

The CACFP At-risk Handbook is available through the TDA Internet site at <http://www.squaremeals.org>, select Child and Adult Care Food Program, and then CACFP Policy & Handbook.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: June 24, 2014

To: All Holders of the Child and Adult Care Food Program At-risk Afterschool Care Centers Handbook (CACFP At-risk) Handbook

Revision No: 14-01

Effective: June 2014

Subject: Revisions to the CACFP At-risk Handbook

The CACFP At-risk Handbook contains the requirements and information previously contained in the CACFP Child Care Centers Handbook. In addition, the handbook has been revised to:

- Incorporate changes to existing requirements
- Add new requirements

Detailed below are the changes to existing requirements, new requirements and some of the revisions made to provide consistency and clarity.

Section 2000, Eligibility and Application Requirements

2100 Eligibility Requirements

- Updated to include the submission of an audit for the for-profit CEs as an option to demonstrate Standard Financial Viability and Financial Management.

2125 National Disqualified List

- Added a note regarding the Texas SFSP Excluded List (TEXSL), its effect on a CE's participation and its location in TX-UNPS.

2140 Governing Body Awareness

- Revised due to enhancements made to the Board of Directors information in TX-UNPS.

2224.2 Weekend Care

- Added the requirement that the sponsor ensure the site is approved through the licensing agency (if licensed) for weekend care to the list of requirements (reference 2225.3).

Section 4000, Managing the Program

4113.1, Meal Pattern Charts – Children One Year and Older

- Added information regarding crediting yogurt in smoothies at breakfast (*This is a change to an existing policy and was made as a result of USDA Memo CACFP 05-2014, Smoothies Offered in Child Nutrition Programs*)
- Added a link to the USDA “Crediting Guide for CACFP”

4221, Documentation of Area Eligibility

- Added an exception to the use of PIEMS data (*This is a change to an existing policy and was made as a result of USDA Memo CACFP 02-2014, Use of School and Census Data*)
- Added the requirement for CEs to obtain documentation from school verifying the site is located in the qualifying school’s attendance zone (*This is a new policy. Sites that have already been approved to participate do not have to submit this documentation until the five (5) years has expired. New sites and those sites whose 5 years has expired must submit this documentation*)

4340, Reviews – Sponsoring Organizations

- Added information to clarify that monitors must observe the entire “meal service” and the duration of that meal service is specified on the site application

4344, Health and Safety

- This is a new Item that requires certain actions of monitors that note or suspect conduct or conditions that pose an imminent threat to the health or safety of participants or the public. (*This is a new policy and was made as a result of USDA Memo CACFP 13-2013, Health and Safety in the Child and Adult Care Food Program*)

Section 6000, Civil Rights

6100, Civil Rights Act of 1964

- Renamed “Title VI of the Civil Rights act of 1964” to further clarify where the requirements are contained. This reference was changed throughout.

6110, Public Notification

- Updated the non-discrimination statement. CEs can use current supplies of printed Program information but must update material with the revised statement prior to re-printing.

Section 12000, Frequently Asked Questions

12030, Oversight, Training and Monitoring

- Added questions and answers #15 - #21

12050, Program Meals/Snacks

- Replaced all questions with revised questions (*These questions were replaced as a result of USDA Memo CACFP 05-2014, Smoothies in Child Nutrition Programs*)

Additional changes

Forms

Invitation for Bid (IFB) and Contract for Purchased Meals, located under CACFP Administration and Forms, has been revised. CEs do not have to re-sign a contract with existing FSMCs/vendors on the new form, but must use the new form if re-procuring or for new procurements.

Governing Body Awareness, located under CACFP Administration and Forms, has been revised. CEs do not have to re-submit existing information on the new form, but must use the new form if submitting changes to existing information or new governing body members.

The above information is a high level summary of the changes made to the handbook. CEs are responsible for reviewing the handbook and complying with all requirements contained within. Additionally, sponsors are responsible for ensuring sites are aware of and in compliance with the requirements contain within the handbook.

The CACFP At-risk Handbook is available through the TDA Internet site at <http://www.squaremeals.org>, select Child and Adult Care Food Program, and then CACFP Policy & Handbook.

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