CACFP Program Year 2023-2024 Application Renewal

A guide to faster approvals

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This institution is an equal opportunity provider.

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PY 24 Enrollment

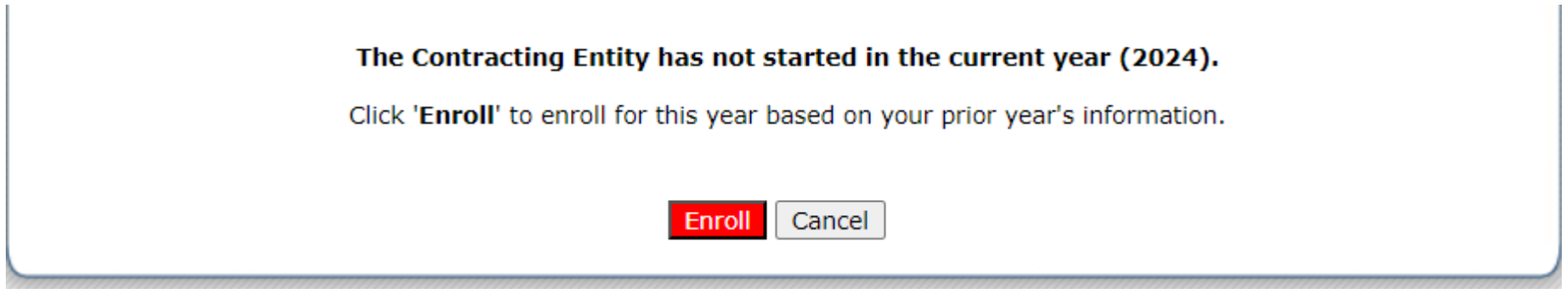
When to enroll your PY24 application packet in TX-UNPS

CACFP Program Year 2023-2024 (PY 24) Application

Factors to consider when enrolling your renewal application in PY24

TX-UNPS System Behavior | When enrolling the application packet in PY24, this is the only time the system will copy everything over from PY23.

Application Updates | Make all possible final updates to the PY23 application packet before enrolling the application packet.



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Data Roll-over Behavior

All approved data in PY23 will roll-over and populate in the PY24 application packet for:

- Contracting Entity Application
- Board of Directors
- Contracting Entity Budget Detail
- Management Plan

Amendments to these forms in PY23 after PY24 has been enrolled will need to be manually reentered and resubmitted to TDA for review.

Action	Form Name	Latest Version	Status
View | Modify	Contracting Entity Application	Original	Pending Validation
Revise | Details	Board of Directors	Original	Approved
View | Modify	Contracting Entity Budget Detail	Original	Pending Validation
View | Revise	Management Plan	Original	Approved
Details	Checklist		
View	Application Packet Notes for CE		

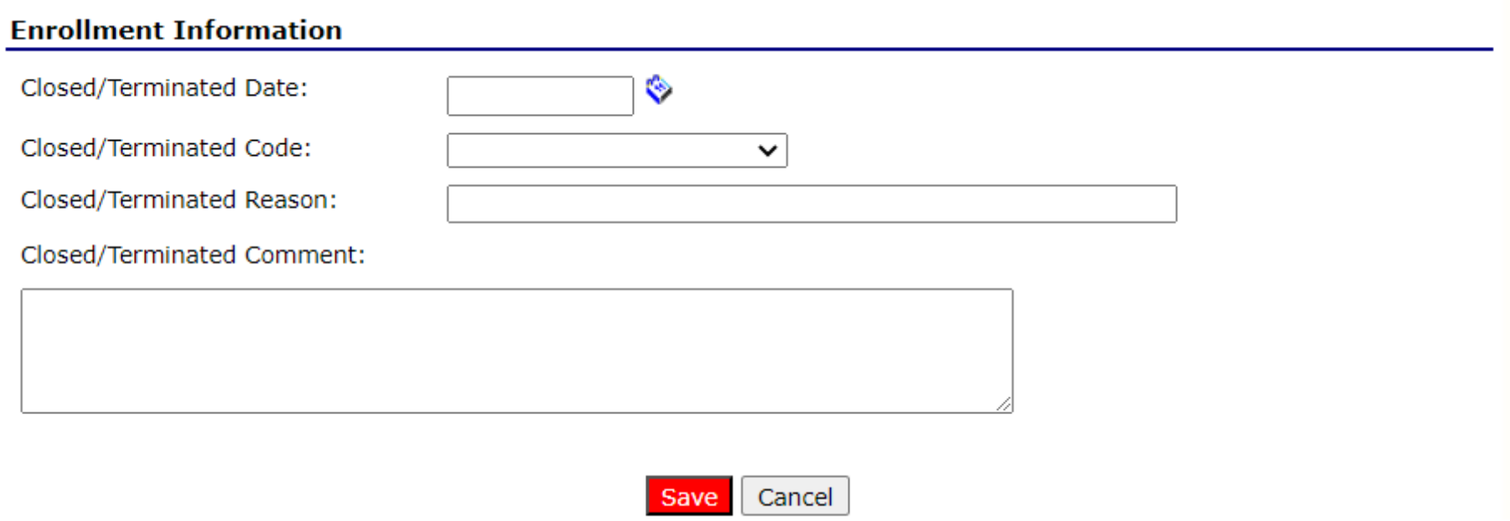
Data Roll-over Behavior

All open Site Applications in any status in PY23 will roll-over and populate in the PY24 application packet Site List.

Site Applications that are closed in PY23 prior to enrolling in PY24 ***will not*** populate in the PY24 Site List.

Site Applications that are closed in PY23 after enrolling in PY24 ***will*** populate in the PY23 Site List.

The effective date of closure determines the last day upon which a site may be claimed for reimbursement.



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Data Roll-over Behavior

When to submit a new site application. ***Do not submit both PY23 and PY24 at the same time.***

New At-Risk sites signed on during the Open Enrollment Period should be submitted via the PY23 application in order to be reviewed for an initial start date prior to September 30. The approved site application will populate in the PY 24 Site List. At-Risk sites entered and submitted in PY24 in error will need to be deleted and recreated in the PY23 application.

> Sites that are at-risk afterschool care centers ONLY (do not participate in any other component of the CACFP) may select a new sponsor, without prior approval from TDA, between June 1 and July 31 of each Program Year. *Permanent Agreement Between Contracting Organization and Child Care Site* signed during the open enrollment period are effective August 1 of the same Program Year.

New Day Care Home Provider, Child Care Center and all other Center type sites signed on during the Open Enrollment Period should be submitted via the PY24 application. Site Applications that are closed in PY23 after enrolling in PY24 ***will*** populate in the PY23 Site List. The approved site application will not populate in the PY24 Site List.

> Sites may select a new sponsor, without prior approval from TDA, between June 1 and September 30 of each program year. A *Permanent Agreement Between Contracting Organization and Adult Day Care* Site signed during the open enrollment period is effective October 1 of the following program year.

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Early Bird Submittals

PY24 Applications Submitted from July 1 to July 31

The anticipated annual reimbursement is populated via the claim rates entered in the claim rate screen.

Before PY24 claim rates are received from USDA, claim rates from PY23 are carried over to PY24 as placeholders.

PY24 claim rates are expected toward the end of July to the middle of August.

What does that mean?

The anticipated reimbursement in the budget detail will need to be updated with the most current claim rates and program costs may need to be adjusted to ensure that the anticipated reimbursement (line E2) does not exceed the projected program costs (line E1).

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02

Tips for faster Approvals

And other sundries.

Go by the recommended deadlines

August 15

If you are 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

If you are a sponsoring organization, a Tier 2 Renewal, and/or are making significant changes to your previously approved application packet.

September 1, 2023

If you are an independent center and/or Tier 1 renewal.

Keep the renewal review simple.

Budget Detail

Make all possible updates to the PY23 application packet.

Avoid making large changes in program costs. The initial renewal submission for PY24 is not the best time to request raises since compensation reviews are time consuming and may delay the initial application approval.

Complete the Annual Audit

This is the most common item for an application return.

If you see this at the top of the application packet screen, then it means it will be returned before anything else can be reviewed:

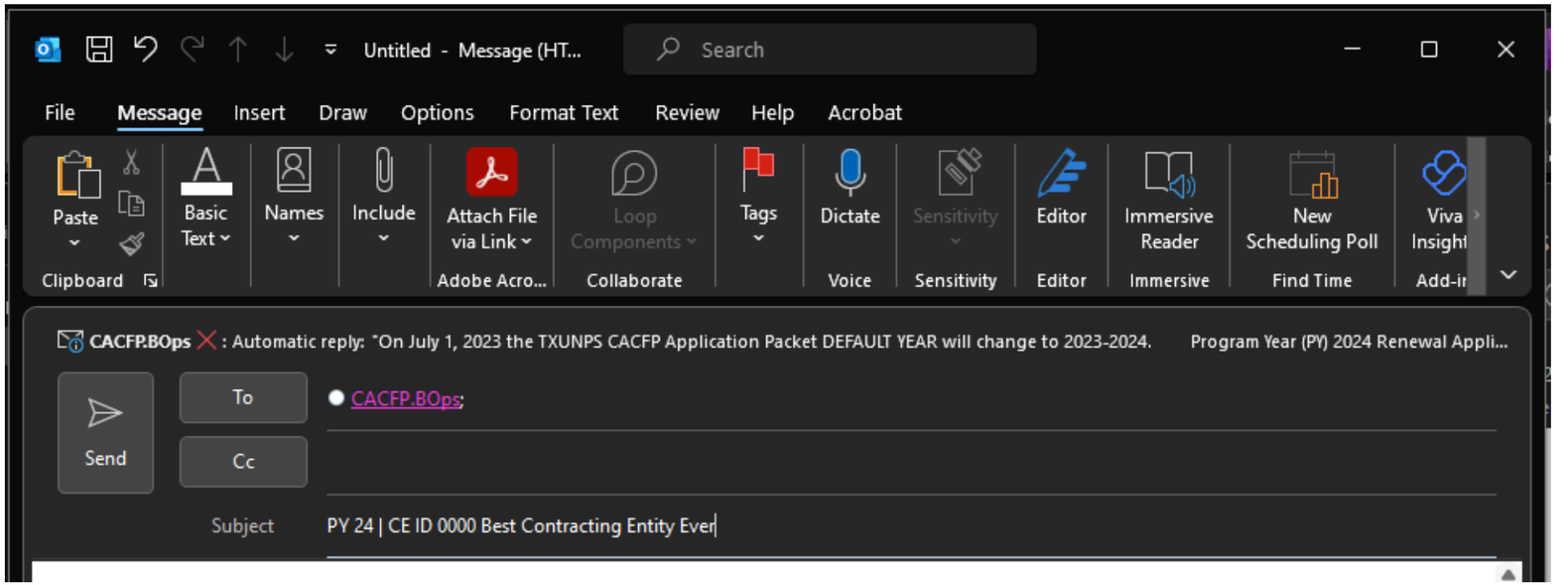
> **If the organization is a Non-Federal Contracting Entity (including States, federally recognized Indian Tribes, local governments, nonprofit organizations and for-profit organizations) you must complete the annual audit screen located at Applications >> Annual Audit.**

Submitting Supporting Documentation

During the application renewal season, TDA receives through the CACFP.Bops@texasagriculture.gov email documentation for both program years.

To ensure the quickest processing possible:

Note the Program Year in the email Subject line to which the documentation applies.



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A look behind the scenes

When you submit your renewal application, TDA has **15 calendar days** to review and approve or return it back to you.

During this 15 days, the initial step that TDA conducts is a Pre-Eligibility (PE) check to make sure your organization is still eligible to participate in the program.

The PE Check consists of a check with:

The Texas Secretary of State (SOS) | Does the name match TX-UNPS? Is the organization in good standing with the SOS?

IRS | If the organization is a non-profit, is the 501c3 in good standing?

Comptroller's Office | Is the organization's status in good standing?

NDL/TEXSL | Is the institution and all individuals listed in the application packet checked to ensure they are not on the National Disqualified List and/or the Texas Excluded List?

If the organization is in good standing, the application will be re-assigned to a Grant Specialist to conduct the application review.

A look behind the scenes

Application Review Process

The application is reviewed in two phases:

- ***Complete***
- ***Correct***

Upon initial submittal, the application is reviewed to ensure it is complete. Once it has been determined complete, it will be reviewed for accuracy.

For example, if the Annual Audit has not been completed it will be returned only for this item.

Once the application is resubmitted with the completed Annual Audit, the application will be reviewed for accuracy. At this point, the application may be returned for correction/clarification on any number of items that may need addressing.

Unique Entity Identifier (UEI)

USDA requires that all subrecipients of federal grant award monies have a UEI.

The UEI does not need to be kept active, nor do new recipients need to wait until SAM.gov officially registers the UEI.

As soon as the UEI is generated by SAM.gov, that is all that is required from TDA.

IMPORTANT:

The UEI profile on SAM.gov MUST be made public. TDA must have access to the profile for verification purposes.

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Things to avoid

Avoid missing the application deadline.

Applications with an initial submittal date after September 30 MUST be processed for Failure to Renew.

CONSEQUENCE:

- Permanent Agreement will be terminated for failure to renew.
- Organization must reapply as a new Contracting Entity. All new documentation must be submitted and nothing from the former CE can be considered for review.

Avoid a late initial approval

Applications that do not receive an initial approval by December 1, 2023 MUST be processed for Serious Deficiency.

CONSEQUENCE:

- The CE will be sent a Notice of Serious Deficiency. Applications approved after December 1 can be approved as far back as November 1. This means the CE is seriously deficient for not meeting the Capability standard of operating the program by missing the month of October to claim for meal reimbursements.
- The CE must submit a Corrective Action Document (CAD) to note it's process to ensure this issue will not occur again.
- The month of October reimbursement will be lost.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or
2. **fax:**
   (833) 256-1665 or (202) 690-7442; or
3. **email:**
   program.intake@usda.gov

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