

CHILD AND ADULT CARE  
FOOD PROGRAM

# Good Cause Transfer Request Procedure Change May 2023



TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711  
Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)

This product was funded by USDA.  
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Food and Nutrition Division  
Child and Adult Care Food Program



Updated 10/24/2023  
[www.SquareMeals.org](http://www.SquareMeals.org)



# Good Cause Transfer (GCT) Request Procedure Change

Effective **05/01/2023** GCT requests submitted to Community Operations require the submission of documentation to SmartSheet.

Business Operations and ESCs are aware of this transition and can assist in providing the link to CEs requesting a Good Cause Transfer.

Sites must submit GCT requests using the link below:  
<https://app.smartsheet.com/b/form/aa6d93d57824441ab667e692da722e61>

# Process Summary Sheet



**Purpose:** To facilitate the timely receipt and staffing of Good Cause Transfers (GCT)



**Process:** All sites requesting a GCT are required to submit their request to Community Operations using Smartsheet.



**Starting Point:**

<https://app.smartsheet.com/b/form/aa6d93d57824441ab667e692da722e61>



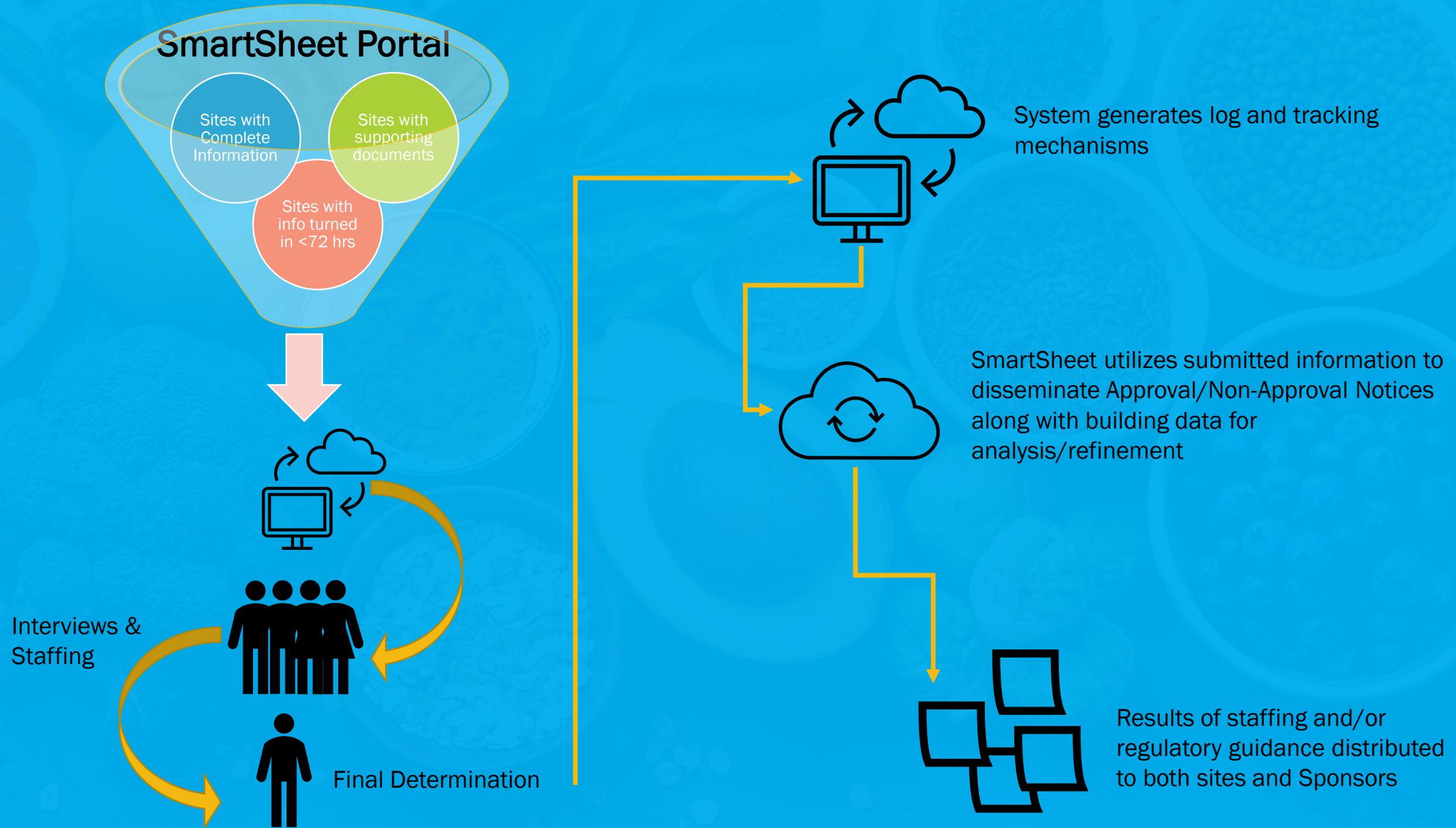
**Supplemental Documents:** CE's are required to provide their Sponsor/Site agreement along with supplemental documentation which substantiates the Good Cause Transfer.



**References:** Reference the corresponding CACFP Handbooks (CCC, AR, ADC) for details regarding Sponsoring Organizations and Sites: Section 4331 (*Adding, Terminating, or Making Changes to Sites*); 4331.2 (*Terminating a Site*); 4334 (*Open Enrollment*) & 4335 (*Transfers*)



# Infographic for GCT Application Staffing



## Good Cause Transfer (GCT)

Thank you for submitting your request for a Good Cause Transfer (GCT). To expedite the staffing process of your request and ensure that Community Operations has all the required information to determine if your organization has provided Good Cause, please provide a response to each question below.

What is your site's name? \*

Site ID \*

Please enter a Site ID (4 digits) (not CE ID number).

Site Type \*

What is your site's physical address? \*

City \*

Zip Code \*

Is your mailing address different from your site's address? \*

What is your Regional ESC Number? \*

Have you met with an ESC Representative to discuss the Good Cause Transfer? \*

# Requesting Site Interface

When a site follows the link, they will arrive at the submission portal.

Fill out all the required information indicated by red stars. The form will populate further as the answers are provided. Smartsheet will not let you progress further without providing all the required information. Smartsheet saves requests after the submit button is clicked.

Sites must drag and drop their supporting documents to the File Upload portion of their request.

Sites are required to provide the contact information for their ESC rep who they have consulted with in the request process.



# Exceptions for Sites Requesting a GCT

- A site may change their Sponsor during Open Enrollment Season. This can be done *without* submitting a GCT request to TDA.
- Sites can coordinate a change in Sponsorship with TDA Business Operations during Open Enrollment.
- Open Enrollment Periods are outlined below:
  - Child Care Center: June 1<sup>st</sup> to September 30<sup>th</sup> of each PY.
  - Adult Day Care: June 1<sup>st</sup> to September 30<sup>th</sup> of each PY.
  - At-Risk: *June 1<sup>st</sup> to September 30<sup>th</sup> of each PY. (\*applies to sites operating a traditional childcare center/emergency shelter who are ALSO participating in the AR program)*
  - At-Risk: *June 1<sup>st</sup> to July 30<sup>st</sup> of each PY. (\*applies to sites operating ONLY an At-Risk afterschool center)*



## Good Cause Transfer request submission ([CTRL + click here](#))

*\*Requests will be staffed in the order received.*

*\*\*Requests submitted via email or phone call will be redirected to the submission link and processed in order received*

The site representative identified on the site application utilizes the submission link and provides the required documentation to the Smartsheet Portal for Community Operations staffing

## Community Operations Processing & Staffing

**If** all required information is submitted:

- ComOps Staff conducts a review of documents, hosts interviews, and generates recommendations to Management (Staffing)

**If** Information is Missing from the GCT request

## Staffing Results

**Approved**

**Not Approved**

Staff generates *Notice of Insufficient Information*. Site is told in notice what documentation is missing for staffing.

## System Actions

**Site Receives:**  
Approval Notice,  
CC: Business Ops & ESC  
Regional staff

**Sponsor Receives:**  
Approval Notice for both  
sponsor & site,  
CC: Business Ops & ESC  
regional staff

**Site Receives:**  
Non-Approval Notice,  
CC: Business Ops & ESC  
Regional staff

**Sponsor Receives:**  
Non-Approval Notice for  
**both** sponsor & site,  
CC: Business Ops & ESC  
regional staff

Smartsheet generates a **72-hour** window for the site to provide the information to Community Operations

Site & Sponsor are both provided criteria for Good Cause Transfer & Open Enrollment with Non-Approval notice

Site **provides** necessary information within **72 hours**

Site **does not** provide necessary information within **72 hours**

## Post-Staffing Site Options

**Site Options:**

- Resubmit application for GCT: Note: Smartsheet will maintain a history of previous requests & document submissions.
- Continue with current sponsor until Open Enrollment Season.



# How Notices will be Distributed

**WARNING: This email originated from outside of the Texas Department of Agriculture email system. DO NOT click links or open attachments unless you expect them from the sender and know the content is safe.**

TEXAS DEPARTMENT OF AGRICULTURE  
COMMISSIONER SID MILLER

05/01/23

This is a system-generated communication intended for:

[Redacted]  
[Redacted]  
No-Name Big Sponsor Company, #98765  
[Redacted]  
Houston, Texas 77023

Dear Superintendent [Redacted]:

Attached is the Unapproved Notice of Good Cause Transfer directed towards your organization. The attached notice serves as the official communication from the Texas Department of Agriculture (TDA) regarding the above referenced matter. Please open and read the attached notice in its entirety.

Community Operations has reviewed your request and determined that your organization has not met the criteria for a Good Cause Transfer. As of the date of distribution, Community Operations will consider that this request is closed. You may resubmit an application using the SharePoint site. Please note that you must resubmit your supporting documentation should your organization request another Good Cause Transfer. Community Operations will conduct staffing for your request in the order in which it was received.

If you have questions or concerns, please contact your local Education Service Center Representative (ESC) at <https://squaremeals.org/About/Education-Service-Centers>

If you require further assistance after communicating with your ESC, contact Community Operations at [Community.Ops@TexasAgriculture.gov](mailto:Community.Ops@TexasAgriculture.gov).

The notice will arrive in the email address provided. Read the notice in its entirety

If you require further assistance after communicating with your ESC, contact Community Operations at [Community.Ops@TexasAgriculture.gov](mailto:Community.Ops@TexasAgriculture.gov).

Sincerely,

Community Operations  
Food & Nutrition Division  
Texas Department of Agriculture

1. [Good Cause](#)

Changes since 5/1/23 1:17 PM

1 row changed  
1 attachment added

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1 row added or updated (shown in yellow)

Row 1

Site Name [Redacted]

Site ID [Redacted]

Changes made by [Redacted]

---

1 attachment added

Good Cause Transfer Unapproved Notice\_for Site\_cc\_ESC BusOps\_final.pdf (1M) added by automation@smartsheet.com on Row 1: [Redacted]

At the bottom of the notice will be the attachment of the Approved, Unapproved, or Insufficient Information Notice. If there are any questions on the nature of the notice, contact Community Operations

# Final Summary

Sites must submit requests using the following link:

<https://app.smartsheet.com/b/form/aa6d93d57824441ab667e692da722e61>

The application process is intuitive and will guide the requestor through the process when answering questions.

SmartSheet will screen GCT requests and verify that supporting documentation has been submitted for Community Operations Staffing.

GCTs received outside of the SmartSheet portal will not be processed. The requesting party will be redirected to use the link.

Submission of a GCT request does not imply approval of the request. Criterion for GCTs are outlined in the respective handbook.



Questions  
should be  
directed to:  
**Community  
Operations,  
Food &  
Nutrition,  
Texas  
Department of  
Agriculture**



**Community.Ops**  
**@TexasAgriculture.gov**

**1-877-TEX-  
MEAL**  
**(877-839-6325)**



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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/ad-3027.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;

2. fax: (833) 256-1665 or (202) 690-7442; or 3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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