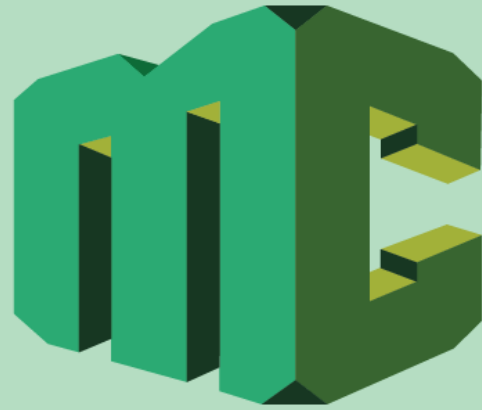


CACFP Administrative Review (AR) Preparations and Record Keeping



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER



Nancy Gates

Compliance Review Monitor

LaMargo Watts

Review Team Lead

Dwayne Decuire

Prior Approval Compliance Specialist

Meet our Speakers



Nancy Gates

Compliance Review
Monitor II



LaMargo Watts

Review Team Lead



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Prior Approval
Compliance Specialist



TDA Food & Nutrition Community Operations What We Do





Questions & Resources





Acknowledgement Statement

You understand and acknowledge that:

- The training you are about to take does not cover the entire scope of the program; and that
- You are responsible for knowing and understanding all handbooks, manuals, alerts, notices, and guidance, as well as any other forms of communication that provide further guidance, clarification, or instruction on operating the program.

Why Does This Matter?



Communication



Collaboration



Compliance



Overview

Bridging Language

Bridging the AR Process

Real World Scenarios

Questions



Bridging The Language





Bridging The Language



(DRP)
Document
Request Packet



(POS)
Point of Service



(VPA)
Visit Prior to
Approval

Bridging The Process





Communication



Application



VPA



Compliance
Review



Visit Prior to Approval (VPA)



New
Applicants



Why



When



Goal



Steps of the Administrative Review

Selection for an
Administrative
Review



Announcement
of Selection

Engagement
Letter



On-Site
Observation

Exit
Conference



Notification of
Review Findings &
Corrective Action
Plan (CAP)



Record
Retention
Overview





Selection for an AR

90 Day
For New
Organizations
>5 Sites



Serious
Deficiency
Follow Up

High Risks

Complaints

Scheduled
Review



Announcement of Selection



Organizations Notification



Engagement Letter



Date & Time of Administrative Review

Document Request Packet (DRP)

Financial Sampling Tool (FST)

Instructions to Upload Documents



Possible On-Site Observations



Entrance
Conference



Review of
Records



Meal Service
Observation



Exit Conference



Preliminary
Review Report

Provide
Technical
Assistance

Answer
Questions



Notification of Review Findings

Any Findings
or Adverse
Actions

CAP Due
Dates

Repayment
Instructions

Appeal
Rights





Corrective Action Plan (CAP)

Required for non-compliances

Includes corrective actions made

Includes processes & procedures to prevent future non-compliance





Record Retention Overview



Current year
+3 years



Securely
stored



Readily
accessible



Form
accuracy



Common Issues Observed



VPA Review



DRP
Submissions



On-Site
Review



Bridging to Real World Scenarios





Scenario #1

During the Visit Prior to Approval (VPA) review, an organization submitted its monthly menu. They served spaghetti twice that month, and the menu items were listed by component. The spaghetti sauce was categorized as a vegetable.



Questions to consider



Based on the information provided, could TDA determine whether the menu item was compliant?





Questions to consider



What additional information might the organization need to provide?



Scenario #2

During a review of ABC Organization, TDA issued the Document Request Packet (DRP) to the organization, in the engagement letter, listing the documents required to be submitted by *June 15, 2026*. The organization submitted most of the required documents by the due date, but some were incomplete. However, two days after the deadline, ABC organization attempted to submit additional and corrected documents for review.



Questions to consider



Will the documents received after the
DRP due date be accepted by TDA?





Questions to consider



How can organizations ensure all required documents are complete and accurate before the deadline?



Are there any exceptions to the DRP deadline policy?



What potential consequences can result from submitting documentation after the DRP due date?



Scenario #3

These labels were submitted in response to the DRP request for nutrition labels to support the test-month production records.

Diced Chicken

Nutrition Facts	
Serving Size	100 Gram
Amount Per Serving	
Calories	130
% Daily Value*	
Total Fat 2.5g	3%
Saturated Fat 1.0g	5%
Trans Fat 0g	
PolyUnsaturated Fat n/a	
MonoUnsaturated Fat n/a	
Cholesterol 70mg	23%
Sodium 45mg	2%
Total Carbohydrate 0g	0%
Dietary Fiber 0g	0%
Total Sugars 0g	
Includes n/a Added Sugars	n/a
Protein 26g	52%
Vitamin D n/a	n/a
Calcium 3.83mg	0%
Iron 0.8mg	4%
Potassium 172mg	4%

* The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.

Apple Juice

Nutrition Facts	
Serving Size	100 Gram
Amount Per Serving	
Calories	50
% Daily Value*	
Total Fat 0g	0%
Saturated Fat 0g	0%
Trans Fat 0g	
PolyUnsaturated Fat n/a	
MonoUnsaturated Fat n/a	
Cholesterol 0mg	0%
Sodium 10mg	0%
Total Carbohydrate 13g	5%
Dietary Fiber 0g	0%
Total Sugars 13g	
Includes n/a Added Sugars	n/a
Protein 0g	0%
Vitamin D n/a	n/a
Calcium 10.67mg	1%
Iron 0.29mg	2%
Potassium n/a	n/a

* The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.



Questions to consider



Are these labels allowable for CACFP validation?





Questions to consider



If the document is incomplete, what else could have been provided to make these labels acceptable?



Why are nutrition labels, CN labels, and product formulation statements important?



Scenario #4

During an on-site review at Watts Child Care Center (WCCC), the monitor observed that 33 participants received breakfast, which matched the 33 participants listed on the attendance record. However, WCCC claimed reimbursement for 65 breakfasts. When the monitor asked the sponsor to explain the discrepancy, the site director was unable to provide an explanation.



Questions to consider



Would this be considered a finding? Why or Why not?





Questions to consider



What should be checked when comparing meal counts and attendance?



What should the sponsor do if discrepancies are found?



What are some best practices for meal counting accuracy?



Scenario #5

During an on-site review of lunch service for participants ages 3–5 at WCCC, the monitor observed that 2% chocolate milk was being served. A review of previous monitoring forms revealed the same non-compliance had been identified and documented during earlier monitoring visits. Despite the recurrence of this issue, the sponsor has not required the center to submit a corrective action plan.



Questions to consider



Can 3- to 5-year-olds be served 2% chocolate milk?





Questions to consider



What are the potential consequences of documenting food as served when they were not?



What responsibility does the sponsor have when repeat non-compliance are identified?



How does inaccurate meal documentation affect program integrity and reimbursement?

Communication is Key!





Questions?



Leave Us Your
Feedback!



Contact Us



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



ComOps@Texasagriculture.gov



Squaremeals.org

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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; or

2. fax:
(833) 256-1665 or (202) 690-7442; or

3. email:
program.intake@usda.gov

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