



# CACFP Program Year 2024-2025 Application Renewal

**A guide to faster approvals**

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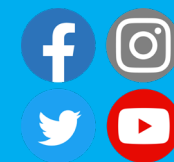
TEXAS DEPARTMENT OF AGRICULTURE  
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Food and Nutrition Division  
Child and Adult Care Food Program



Updated 8/26/2024  
[www.SquareMeals.org](http://www.SquareMeals.org)

01

Program Year  
(PY) 25



# SUCCESSFUL APPLICATION RENEWAL

Submit the PY 25 application at least one time to TDA before midnight, September 30, 2024.



Receive application approval at least on time before midnight, November 30, 2024.

# CACFP Program Year 2024-2025 (PY 25) Application

## Factors to consider when enrolling your renewal application in PY25

**TX-UNPS System Behavior | When enrolling the application packet in PY25, this is the only time the system will copy everything over from PY24.**

**Application Updates | Make all possible final updates to the PY24 application packet before enrolling the application packet.**

The Contracting Entity has not started in the current year (2024).

Click '**Enroll**' to enroll for this year based on your prior year's information.

**Enroll**

Cancel

# Data Roll-over Behavior

All approved data in PY24 will roll-over and populate in the PY25 application packet for:

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

**Amendments to these forms in PY24 after PY25 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 PY24 will roll-over and populate in the PY25 application packet Site List.

Get rid of the “stop signs” in your Site List: Site Applications that are closed in PY24 prior to enrolling in PY25 **will not** populate in the PY25 Site List.



Action	Site #	Site Name	Type	Latest Version	Status
<a href="#">View</a>	● 0126	Best CACFP Site Ever		Rev. 1	Pending Validation

# Data Roll-over Behavior

**When to submit a new site application. *Do not submit both PY24 and PY25 at the same time. The PY25 application will be returned if both are submitted together because the PY will dictate when the site application can start operations.***

**New At-Risk sites** signed on during the Open Enrollment Period should be submitted via the PY24 application to be reviewed for an initial start date between August 1 and September 30. The approved site application will then populate in the PY 25 Site List. New At-Risk sites entered and submitted in PY25 in error may need to be deleted and recreated in the PY24 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.

# Data Roll-over Behavior

**When to submit a new site application. *Do not submit both PY24 and PY25 at the same time. The PY25 application will be returned if both are submitted together because the PY will dictate when the site application can start operations.***

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 PY25 application. New sites not coming from another sponsor and are new to the Program should be submitted in PY24 if they were signed up before October 1, 2024.

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.



# 02

**New for PY25**



# Budget Detail Review

Previously approved and newly submitted costs that are not clearly defined may be determined unallowable during an Administrative Review.

Costs determined unallowable would need to be repaid to TDA using non-Program funds.

Therefore, line items within the Budget Detail that denote, Materials, Supplies, Misc and Etc **MUST** be clearly defined with a cost breakdown list to ensure that everything the line item cost comprises of can be determined to be reasonable, allocable and necessary to the operation of the Food Program.

Kitchen Supplies may be interpreted by TDA as things like plastic wrap and wax paper, but the CE may be interpreting it as a TV for the cooks to watch cooking shows on.



# Driver's License for All Principals

TDA must combat identity theft and verify all participants in the Programs. To do so, a valid government issued identification is required for all of the organization's principals.

- Contracting Entity Administrator
- Claim Preparer
- Authorized Individual 1
- Authorized Individual 2

1. Compare the Board of Directors list to the Principals listed on the Contracting Entity Application.

2. Submit a copy of the Driver's License for all Principals listed in the Contracting Entity Application that do not appear in the Board of Directors list.



# Keep all data current and accurate

## VCA – Program Accountability

As part of the required Program Performance Standard of Program Accountability, Contracting Entities must ensure that all information contained within the application packet is current and accurate.

## Addresses of Principals and Board of Directors

Review the Principals and Board of Directors to ensure that home addresses are current. They must be updated within 60 days in TX-UNPS if they have changed.

## Child Care Center | Adult Day Care Center | Day Care Home Providers

Review the license expiration dates to ensure they do not show as expired.



# 03

## 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 15, 2024

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



# Keep the renewal review simple.

## Budget Detail

Make all possible updates to the PY24 application packet.

Avoid making large changes in program costs. The initial renewal submission for PY25 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:

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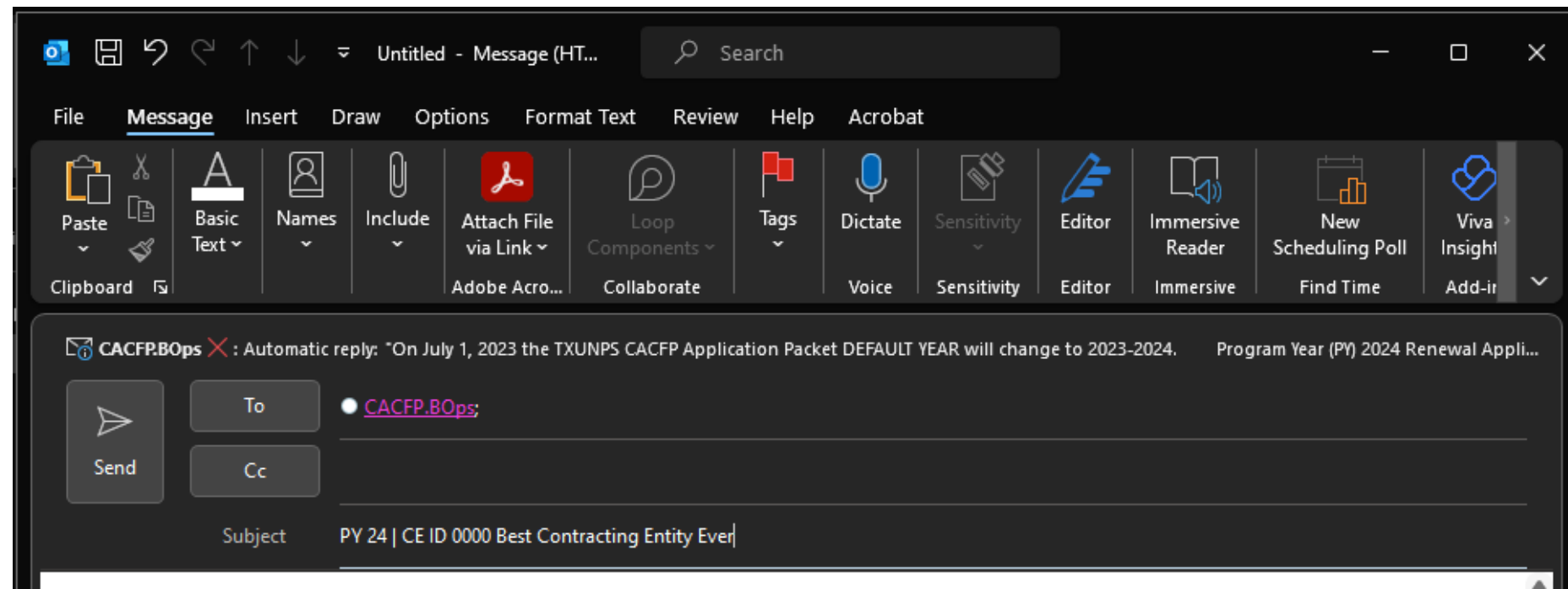
**If the organization is a Non-Federal Contracting Entity (including States, federally recognized Indian Tribes, local governments, nonprofit organizations and for-profit organizations) you must complete the annual audit screen located at Applications >> Annual Audit.**

# Submitting Supporting Documentation

During the application renewal season, TDA receives through the [CACFP.Bops@texasagriculture.gov](mailto: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.**





# 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.*



# 04

## 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, 2024 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.



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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, audiotope, 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](mailto:program.intake@usda.gov)

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