

# CACFP Input Workgroup Meeting Minutes

Date: January 7, 2026

## Introductions

- New participants introduced themselves: Ingrid Ang (Policy Analyst), Kelli Wise (Director for Program Enhancement), Stephanie Parrott (Training Development).

## Achievements & Best Practices

- Karlandrea Bennett shared success in securing grants from Walmart, Target, and Whole Foods for food programs.
- Maryon Wright discussed adopting 'My Plate Program' software to streamline meal production and reporting.
- June Bryant highlighted improved compliance review processes using organizational strategies.
- Sharon Ray introduced Center Pilot app for attendance tracking, improving compliance and efficiency.

## Challenges

- Meredith Rokas raised issues with capturing attendance for fluid after-school programs in school districts.
- Karlandrea Bennett noted confusion in IFB procurement process and suggested more training.
- Maryon Wright requested guidance on documenting training requirements while transitioning to Learn Upon LMS.

## Workgroup Updates

- Ricardo Espinosa emphasized need for frequent communication and uniform policy updates; suggested monthly FAQ updates.

## Training Updates

- Andrea Urquidez introduced new training initiatives, including CACFP Quick Bites webinars and plans for Megacon sessions.
- Feedback requested on training topics; suggestions included nonprofit food status and corrective actions for non-compliant sites.

## Policy & Handbook Updates

- David Dierksen announced major handbook and form updates coming in spring, with improved clarity and alignment with training.

## Workgroup Recommendations

- Explore adding alphanumeric codes to review checklists for easier document identification.
- Provide training on IFB procurement and vended meals process.
- Develop guidance for attendance tracking in fluid after-school programs.
- Plan additional CACFP Quick Bites webinars and Megacon sessions on requested topics.
- Release updated handbook and forms with clear communication and training support.