

for PROGRESS



## CACFP Input Workgroup

9:15am – 10:15am

F&N Conference Room

Thursday, October 26, 2017

*External*

### Roll Call

**External members:** Kandace Davis, Veronica Day, Sidonia King, Shonika Kwarteng, Cindy Serrano

**Internal members:** Catherine Wright Steele, Robin Roark, Melissa Dozier Gonzales, Senta Fortune, Beth Thorson, John Tuley, Sharon Wellborn, Christine Bendana, Marianne Hopper, Theresa Cornett, Carl Peterson, Kerry Cowlshaw (notes)

#### 1. TDA Updates

Applications: As of October 21, over 1,000 applications were approved with an average of 11-calendar day processing period. System functioning smoothly with approximately 100 applications not yet submitted.

#### 2. Monitor Form 1606

Background: Purpose of the form revision was due to federal regulation update. TDA clarified that the form itself is not required, but the elements of the form are and clarified general questions regarding the use of the form.

#### 3. Review minutes from previous meeting. No questions or changes.

#### 4. Review and Report on Sub-Committees

- Program Review: Christine Bendana

- Initial meeting held with two members participating.

**Discussion items included:**

- Impact program integrity had on the review process
- Identified areas for misinterpretation
- Administrative time spent at a review

A process has been set in place to receive and review documents prior to the review, to reduce the amount of time at time of review. Financial and Procurement Review Process: Senta Fortune

TDA will be in contact with committee members to determine initial meeting. Coordinator and two leads are in-place on the Audit Team. Moving forward, TDA will request the committee's assistance on defining terms and concepts of how an audit is different from a review.

- Meal Pattern

Sharon will reschedule the 1<sup>st</sup> meeting for a mutually agreed upon Wednesday morning.