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Texas Department of Agriculture (TDA) has very specific requirements for centers and sites that are participants in CACFP. All of the requirements and policies can be found at: www.squaremeals.org. There you are able to look up all of the requirements and policies that you, the site, and FFK, the sponsor; are held accountable to follow.

I have enclosed the instruction from TDA's Handbook to indicate that these requirements are not from FFK but from TDA. Several of you have had visits from TDA and you were not in compliance.

During the site visit there are required TDA forms that have to be completed on site to assess if the compliance requirements are being met by the center. A copy left at the site (see forms below).

[TDA Day Care Center Review Form 2017-2018](#)

[TDA's Instructions for the H1530](#)

Pay close attention to the instruction on yogurt and ready to eat cereal under "in addition". These instructions require the center to maintain a file for these items.

During FFK and TDA visits, the following non-compliances were noted daily.

Issues/non-compliances

Failure to:

1. record quantities prepared and served prior to the serving of the meal.
2. record the actual meal count not entered on H 1530 daily.
3. complete point of meal service at the point of service.

4. record correction to planned menu daily on H 1530
5. add totals to the bottom of the H 1535 daily
6. correct and reconcile the discrepancies between paper H1535 and data entry into EZ Claim
7. enter meal count no later than 5 days in EZ Claim
8. provide the correct (official) H 1530 to the reviewer during site visits
9. have current meal count attendance and meal production records

Outcome:

1. Requires a corrective plan by TDA
2. Requires dis-allowance of meal on site during visit of all non-compliances
3. Reduction in reimbursement amount of the claim
4. Inaccurate claims submitted
5. Repeated follow up visits to the site

Solution:

Effective February 1, 2018

All day care centers and at risk site are to fully automated. There is no need for a center/ at risk site to complete paperwork and then transfer to FFK EZ Claims. That is a duplication of effort; it increase mistakes, errors and causes delay and dis-allowance of meals.

The site that have already eliminated the paper form H 1530 and H 1535 has had the following results:

- Less dis-allowances during visit
- Higher reimbursed meals claim
- Able to validate the accuracy of the claim
- Submitted claim in timely manner
- Eliminated duplication of work by several person at the site location
- Saves staff time allocated to CACFP
- Less time doing CAFCP claim work
- Successful site visits

The of CACFP claim process can be fully performed on FFK EZ Claims system without paper. It only requires the use of a smart phone, table or small lap top. The purchase of these item for CACFP can be an allowable cost is used for the intended purpose only.

As your sponsor it is our responsibility to provide you with all the latest information, and tools to be successful.

My staff and I are available to assist you in implementing this process this in your center. Please call Vickie Keys for technical assistance if needed.

Please
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returned to ffkhouston@gmail.com or 713-669-0022 no later 5 pm on January 25, 2018. This form will be placed in your file for review by TDA.

Reminders:

1. When your center changes staff, please identify the person who is responsible for CACFP; I highly recommend that you notify FFK to request training for that person, so they can be trained by FFK fully equipped to do a great job.
2. The limit of the scanned pages has been increased for enrollment forms and receipts. It is to each center/at risk site's advantage to scan and email. This is less costly than overnighting packages that are not delivered on time or delivered to the wrong address. If you do not know how to scan, may I recommend that you watch a lesson on youtube for instructions and a demonstration. I strongly believe this will eliminate a lot of receipts and enrollment issues. It will also eliminate the need for you to hold forms until the last day. The scanners are inexpensive and can be an allowable for cost. Did you know you can get a free app for your smart phone and scan from there. There is also a video on youtube.

