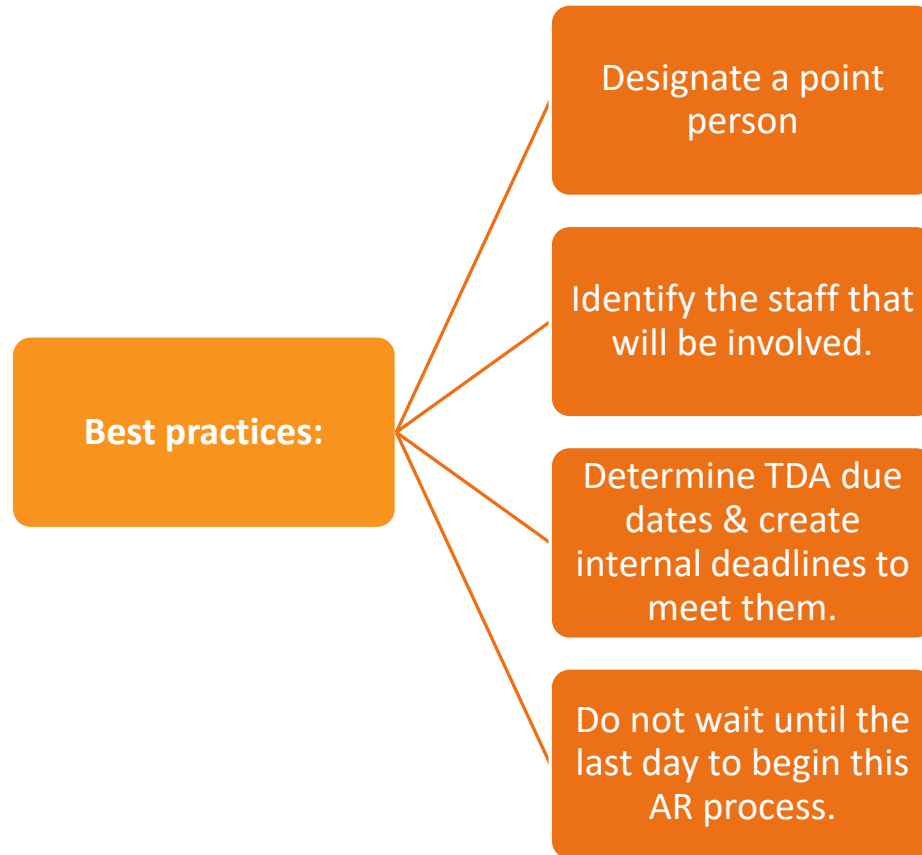




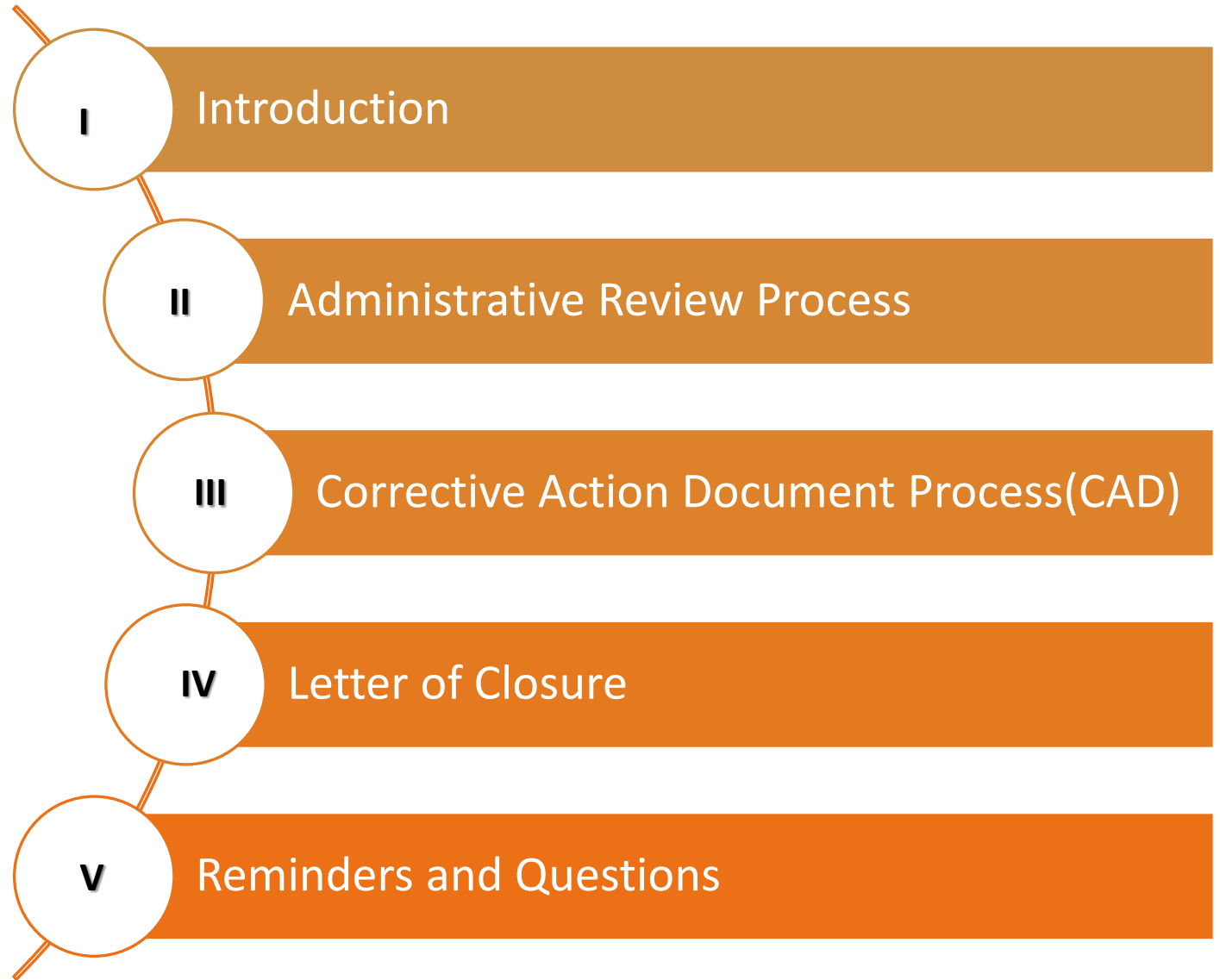
S/FMNP Administrative Review Process

TEXAS DEPARTMENT OF AGRICULTURE

Things to Consider

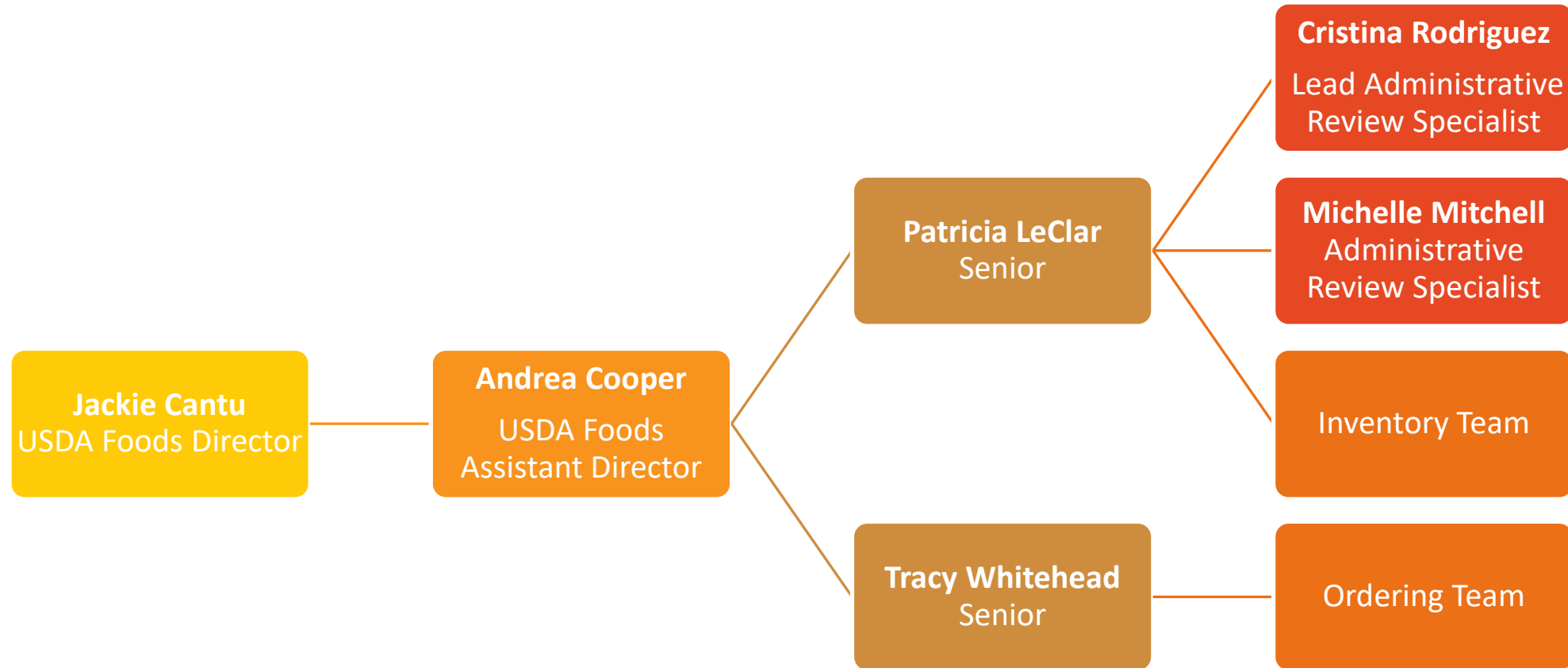


OUTLINE



I. Introduction

Introduction: USDA Foods Team



Introduction: Program Management



CRISTINA RODRIGUEZ

LEAD ARS

(512) 463-7444

CRISTINA.RODRIGUEZ@TEXASAGRICULTURE.GOV



MICHELLE MITCHELL

ARS

(832) 884-7720

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Introduction:

Code of Federal Regulations: 7 CFR 248

At least every 2 years, the State agency shall review all local agencies within its jurisdiction.

Monitoring of local agencies shall encompass, but not limited to, evaluation of management, accountability, certification, nutrition education, financial management system, and coupon management system.

The State agency shall institute the necessary follow-up procedures to correct identified problem areas.

Phase 1

Pre-Administrative Review: Planning & uploading documents to One Drive



Phase 2

Administrative Review: Desk & Onsite



Phase 3

Post Administrative Review: Corrective Action

Introduction: Administrative Review



Two-part review:

Desk AR and Onsite AR



July 1, 2024:

All Requested Desk AR documents are due to TDA.



May-August

TDA conducts S/FMNP Administrative Reviews

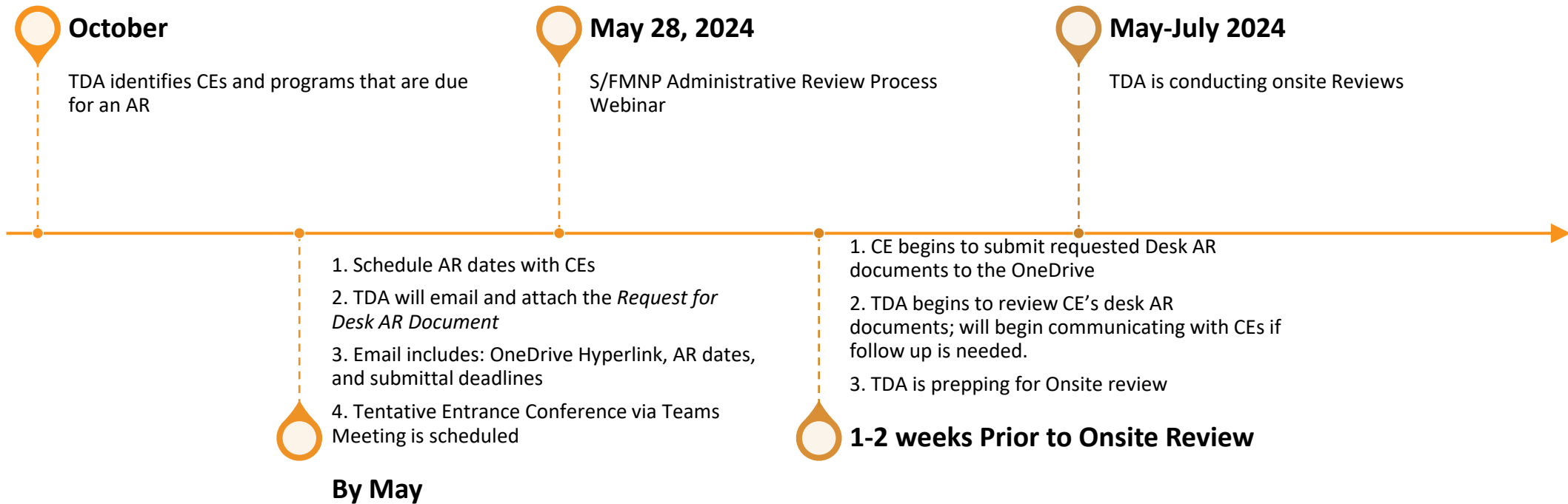


By end of September:

Target date to complete and close out all ARs.

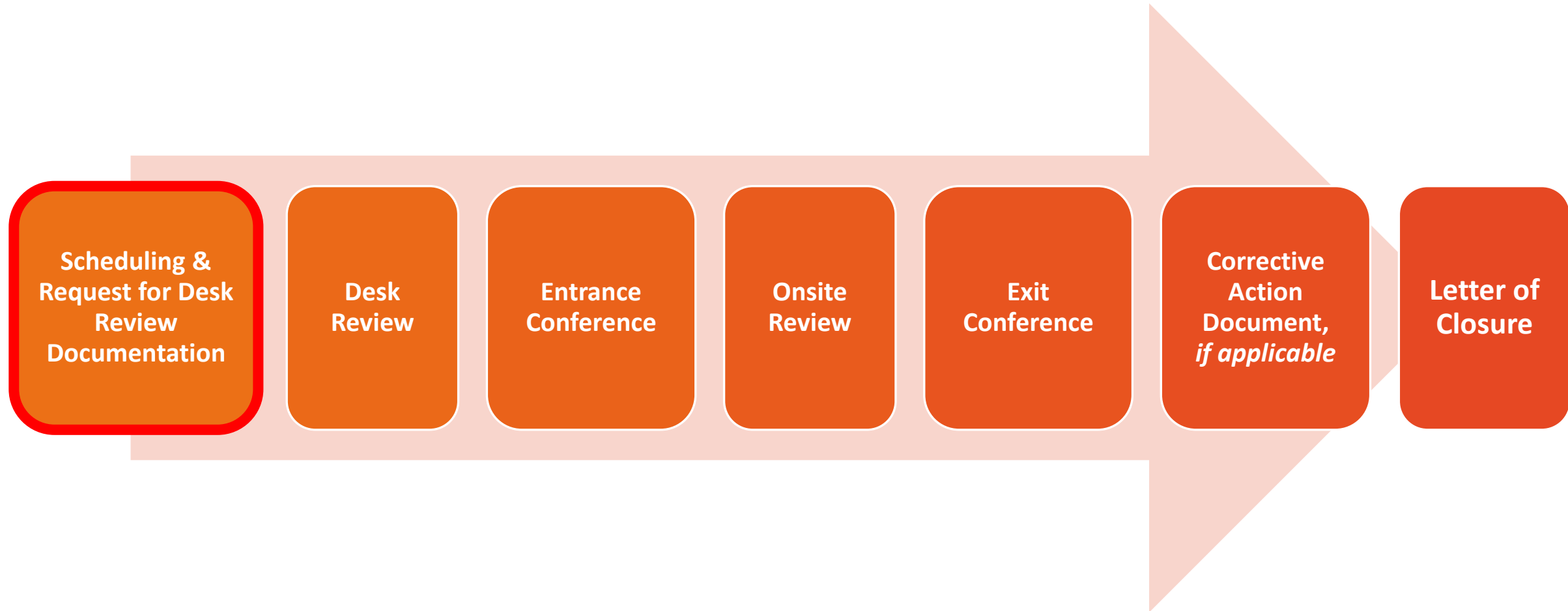
**Exceptions may occur*

Introduction: Pre-Review Timeline

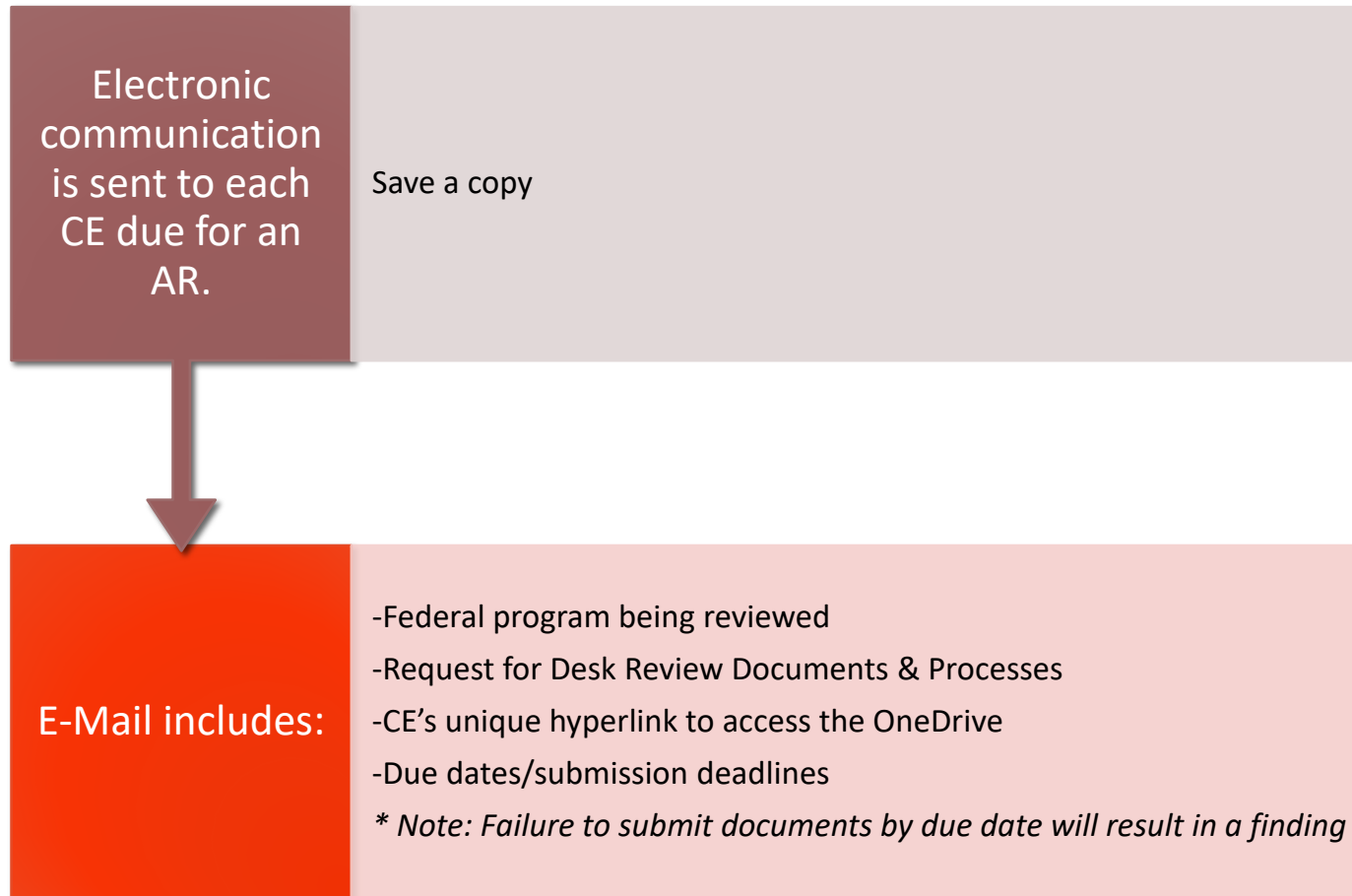


II. Administrative Review Process

Administrative Review Process Overview



Request for Documentation



Request for Documentation: OneDrive

By May:

- Each CE receives an email with an attached formal Request for Desk Review Documentation.
- A unique OneDrive link to access your OneDrive Folder.
- Onsite S/FMNP Market dates & Due dates for submission.

Request for Desk Review Documentation: PY 24 FMNP Administrative Review Due 7/1/24



Cristina Rodriguez

To ergonzalez@safoodbank.org; edemaria@safoodbank.org;
mhagney@safoodbank.org; megamez@safoodbank.org; +1 other
Cc [Michelle Mitchell](#)



Reply

Reply All

Forward



Mon 5/6/2024 12:00 PM

This item will expire in 14 days. To keep this item longer apply a different Retention Policy.



2. S.FMNP AR Request for Documentation_Desk Review.docx
166 KB

Good Morning,

- I. TDA will be conducting its PY 24 Administrative Review of the San Antonio Food Bank's Senior & WIC Farmers' Market Nutrition Program (FMNP), CFDA #10.572 and 10.576. This is a (2) part review that consists of a Desk and Onsite Portion.
 - **The onsite SAFB S/FMNP Market will take place in the month of July, location and time is TBD**
 - a. Please make sure to send us your PY 24 S/FMNP Market schedule.
- II. The second part of the administrative review will consist of a desk review of all major components of the CE's operations. The CE is responsible for submitting the processes and documentation requested on the Desk Review tool attached. TDA will also be having a S/FMNP AR webinar on 5/28/24 to go over these processes.
 - **Please ensure all documentation is submitted and saved via the OneDrive by July 1, 2024. *Note: Failure to submit the documents by the due date will result in a finding.**
 - **OneDrive FMNP Link:** [SAFB](#)
 - Note: Only specific staff have access to the OneDrive Link, if you need me to add additional staff, please provide me their names & email addresses.
 - Also, CEs do not have the functionality of deleting files once uploaded to the OneDrive, please contact me if you need any file removed.

Please let me know if you have any questions through this process.

Cristina Rodriguez
USDA Foods Program Specialist
Texas Department of Agriculture

Request for Documentation: OneDrive

OneDrive is a cloud-based file sharing tool.

- *Do not submit documents via email unless otherwise requested by TDA**

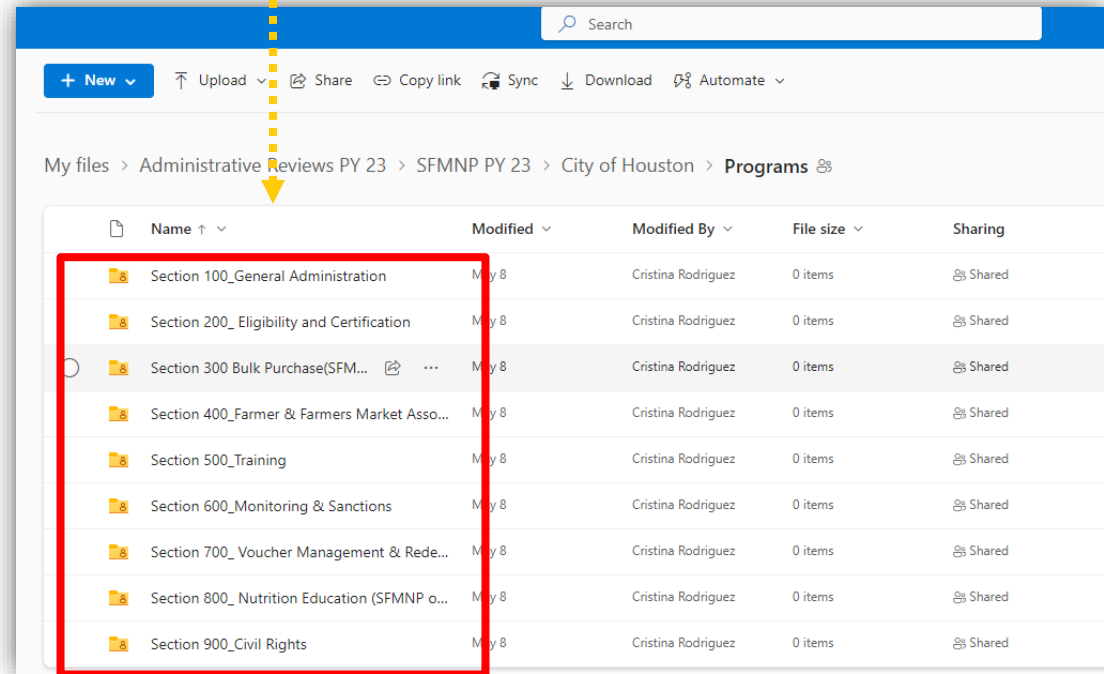
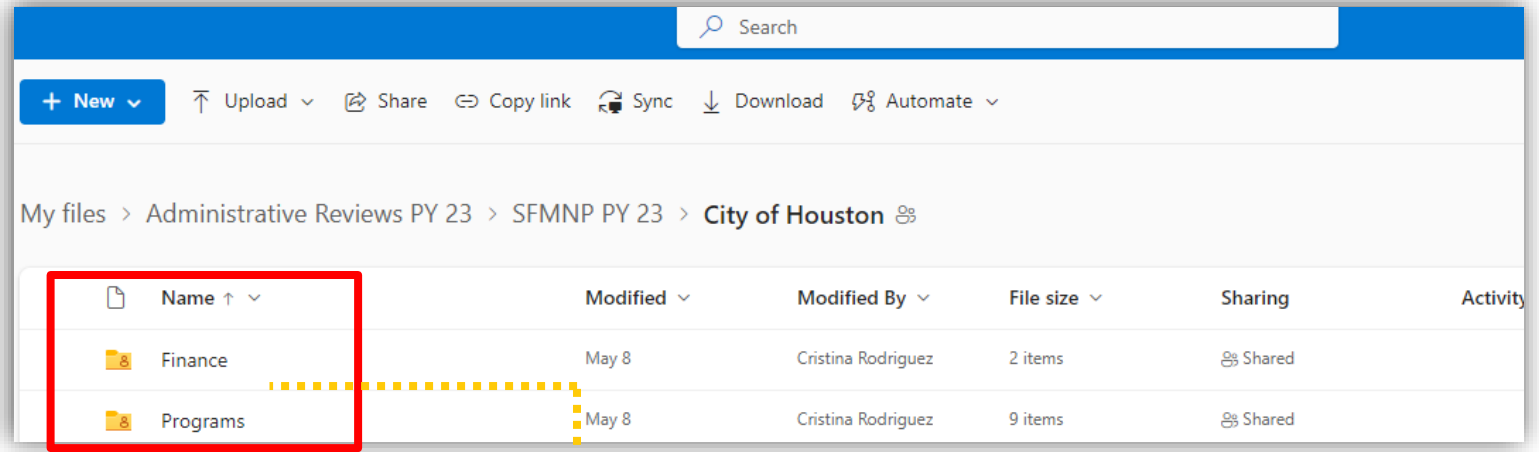
One Drive Access:

- TDA grants specific CE staff with access
- To add additional staff, email PM
- Test your access before due dates

Request for Documentation: OneDrive

- Your OneDrive Folder is set up with 2 main subfolders:
 - Programs
 - Finance

- In each subfolder, there are corresponding folders for each section of the Desk Review



Request for Documentation: OneDrive

- Click **Upload**
- Click **Rename** to match each document to its' corresponding prompt number (refer to your desk review document)
- ****CEs do not have the functionality to delete files**
 - CEs must contact PM to get files or folders deleted

My files > Administrative Reviews PY 23 > SFMNP PY 23 > City of Houston > Programs > Section 100_General Administration

My files > Administrative Reviews PY 23 > SFMNP PY 23 > City of Houston > Programs > Section 100_General Administration

Common error made by CEs is not renaming documents to the Desk AR document tool question.

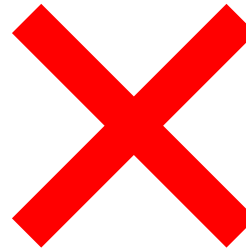
Name	Modified	Modified By	File size	Sharing	Activity
FMNP Conf...	A few seconds ago	Cristina Rodriguez	13.5 KB	Shared	

Request for Documentation: OneDrive

Share Copy link Download Automate

My files > Administrative Reviews PY 23 > SFMNP PY 23 > City of Houston > Programs > Section 20

Name	Modified	Modified By	File size
200.01.a FMNP Categories Eli...	July 3, 2023	Salazar, Oscar - HHD	49.2 KB
200.02 Voucher Issuance Log 2023.pdf	July 3, 2023	Salazar, Oscar - HHD	371 KB
200.05 SFMNP Categories Eligible Participa...	July 3, 2023	Salazar, Oscar - HHD	52.0 KB
200.06a_SFMNP Participant Application_EN...	July 3, 2023	Salazar, Oscar - HHD	161 KB
200.06b_SFMNP Participant Application_SP...	July 3, 2023	Salazar, Oscar - HHD	162 KB
200.07 Ineligibility Notification Process.pdf	July 3, 2023	Salazar, Oscar - HHD	230 KB
200.09_11 Waiting List_SFMNP Only.pdf	July 3, 2023	Salazar, Oscar - HHD	50.8 KB



files > Administrative Reviews PY 22 > S_FMNP PY 22 > SFC

Name	Modified
Daily Issuance 06.14.22 FS.pdf	July 6, 2022
Daily Issuance 06.28.22 FS.pdf	July 6, 2022
Daily Issuance JL 07.02.22.pdf	July 6, 2022
WIC Clinic Program Promotion.docx	July 5, 2022
WIC Voucher Issuance Guide_Events_2022.d...	July 5, 2022
WIC Voucher Issuance Guide_FM_s_2022.docx	July 5, 2022

Request for Desk Review Documentation: Overview

1. CEs to utilize the desk review document

2. CEs to submit & save all requested documents to TDA via the OneDrive Link & folders created

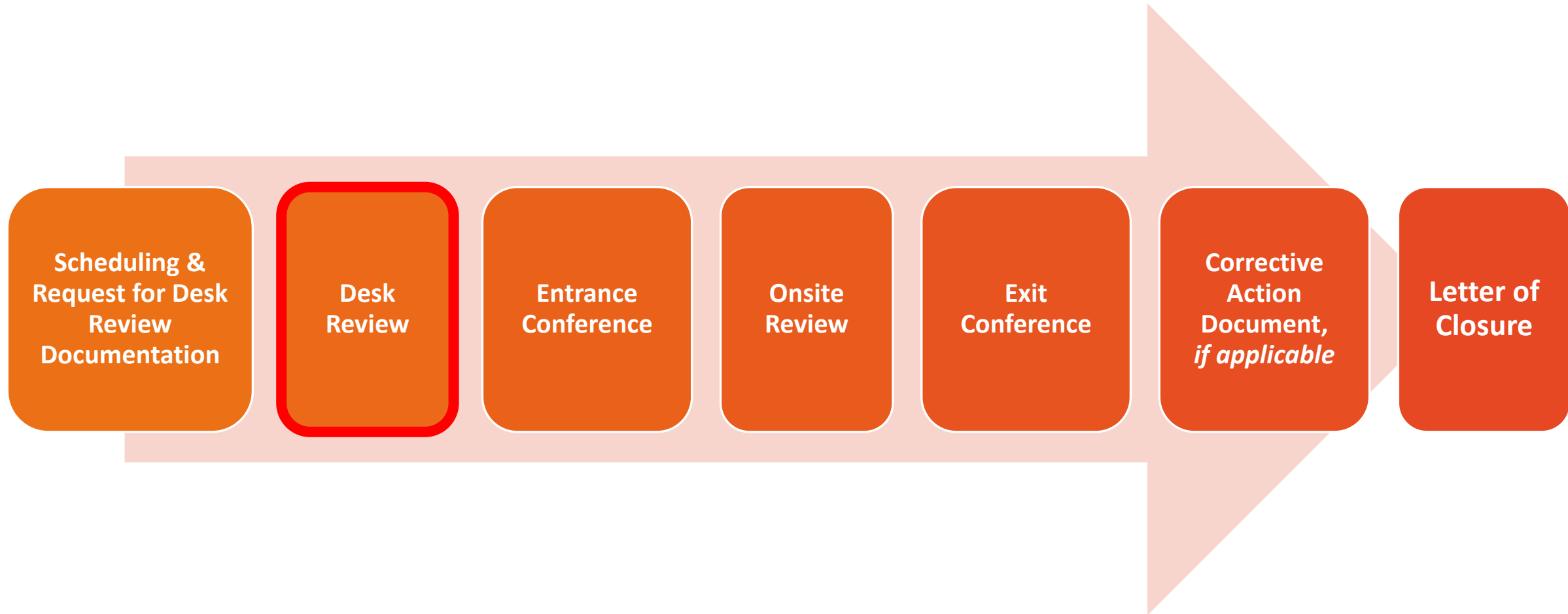
3. CEs must rename each document per the corresponding prompt number/question located on the desk review document

4. Some requested items may not be applicable to every CE. Select/answer the question as N/A, do not leave blank.

Section 200: Eligibility/Certification

200.01	Describe the CE's process for determining an applicant's FMNP eligibility.
200.02	Describe the CE's system used to track and record FMNP participation, issuance, and redemption numbers. <ul style="list-style-type: none">• Submit a sample of (3) completed voucher logs from current PY
200.03	Describe the CE's process for how it promotes the FMNP at WIC clinics.
200.04	Describe the CE's process for detecting and preventing dual participation and proxy fraud from the S/FMNP.
	SFMNP ONLY:
200.05-200.06	Describe the CE's process for certifying participants to the SFMNP. <ul style="list-style-type: none">• Submit a sample of the CE's intake form
200.07-200.08	Describe how the CE provides written notification when the participant is ineligible for the SFMNP. <ul style="list-style-type: none">• Provide (3) participant's ineligibility notifications.• Provide the timeframe of when the participant is notified of their ineligibility from the time of application
200.09-200.11	Describe the CE's process when it has distributed and allocated all its SFMNP booklets to program participants. <ul style="list-style-type: none">• If Applicable, provide (1) sample of the CE's waiting list• Provide the timeframe of when the SFMNP participant is notified of their placement on the waiting list
200.12	Describe the CE's process for informing the SFMNP participant of their right to a fair hearing if deemed ineligible for the program.

Administrative Review Process Overview



Desk Review: Helpful Tips!

What is TDA requesting of the CE?

A request for a CE's process does not mean a one sentence description.

Review/open all the documents to ensure they were saved onto the OneDrive correctly.

Do not leave any question blank or unanswered, even if N/A.

Save documents/processes and reuse for next AR

Desk Review

Programs

- 100- General Administration
- 200- Eligibility/Certification
- 300-Bulk Purchase (SFMNP only)
- 400- Farmer & FMA
- 500- Training
- 600- Monitoring/Sanctions
- 700- Voucher Management & Redemption
- 800- Nutrition Education (SFMNP Only)
- 900- Civil Rights

Finance

- 1000- Fiscal Integrity
- 2000- Procurement

Desk Review: Programs

100 General Administration

- CE staff/FMA's roles & responsibilities
- CE/FMA's Certified FM Certificates
- CE's current PY FM/roadside stand schedule
- Conflict of interest between CE and Farmer, FMA, and/or roadside stands Process

200 ELIGIBILITY/CERTIFICATION

S/FMNP

- Process for determining S/FMNP eligibility
- System for tracking/recording FMNP participation, categories, and SFMNP Senior participation
- Process for detecting/preventing dual participation
- Voucher Log samples

SFMNP only:

- Written notifications & timeframes for ineligibility, eligibility & wait lists
- Process for certifying SFMNP participants
- Fair Hearing notification process
- Wait List samples
- Proxy procedures

Desk Review: Programs

300 Bulk Purchase (SFMNP only)

- If applicable, process for the CE's Bulk Purchase Model
- Agreement
- Eligible foods included in the box
- Distribution Process
- Describe how the CE ensures the value of the box doesn't exceed the SFMNP benefit

400 FARMER/FARMERS' MARKET

- PY 22-24 Agreements: CE and each FMA; FMA and each farmer
- Criteria to authorize FMAs and farmers to participate in the S/FMNP
- List/total number of participating FMAs and farmers, to include new FMAs and farmers.

Desk Review: Programs

500 TRAINING

- S/FMNP and Civil Rights Trainings
- Process for conducting trainings to staff, farmers, new FMA/new farmers
- Records of Training Provided (sing in logs/sheets)
- Training Materials (PowerPoint, handouts)

600 MONITORING/SANCTIONS

- Process for pre-approving S/FMNP site market/roadside stand locations, provide pre-approval forms
- CE's monitoring process, to include sanctions
- Review Schedule for last and current PY
- Ranking/Risk Assessment of farmers/markets being reviewed, include high risk factors used
- CE's monitoring tool: (1) completed copy
- If applicable, Compliance Buy Documentation/form
- If applicable, sanctions imposed on farmers/FMAs within past 12 months

Desk Review: Programs

700 VOUCHER MANAGEMENT & REDEMPTION

- Voucher management process
- Voucher Reconciliation and Redemption process
- CE's written notifications/instructions on the S/FMNP given to participants
- CE's method on meeting redemption

800 Nutrition Education (SFMNP only)

- CE's Nutrition Education Plan
- Nutrition Education Materials given to participants (handouts, recipes, flyers)
- Location used to conduct/distribute SFMNP Nutrition Education

Desk Review: Programs

900 Civil Rights

- Examples of Public Notification
 - Limited English Proficiency
 - Nondiscrimination Statement on website and materials
- Program Documentation
- Civil Rights Complaint Procedures-updated
- Process for Reasonable Accommodations
- Agreement between TDA and CE

Desk Review: Finance

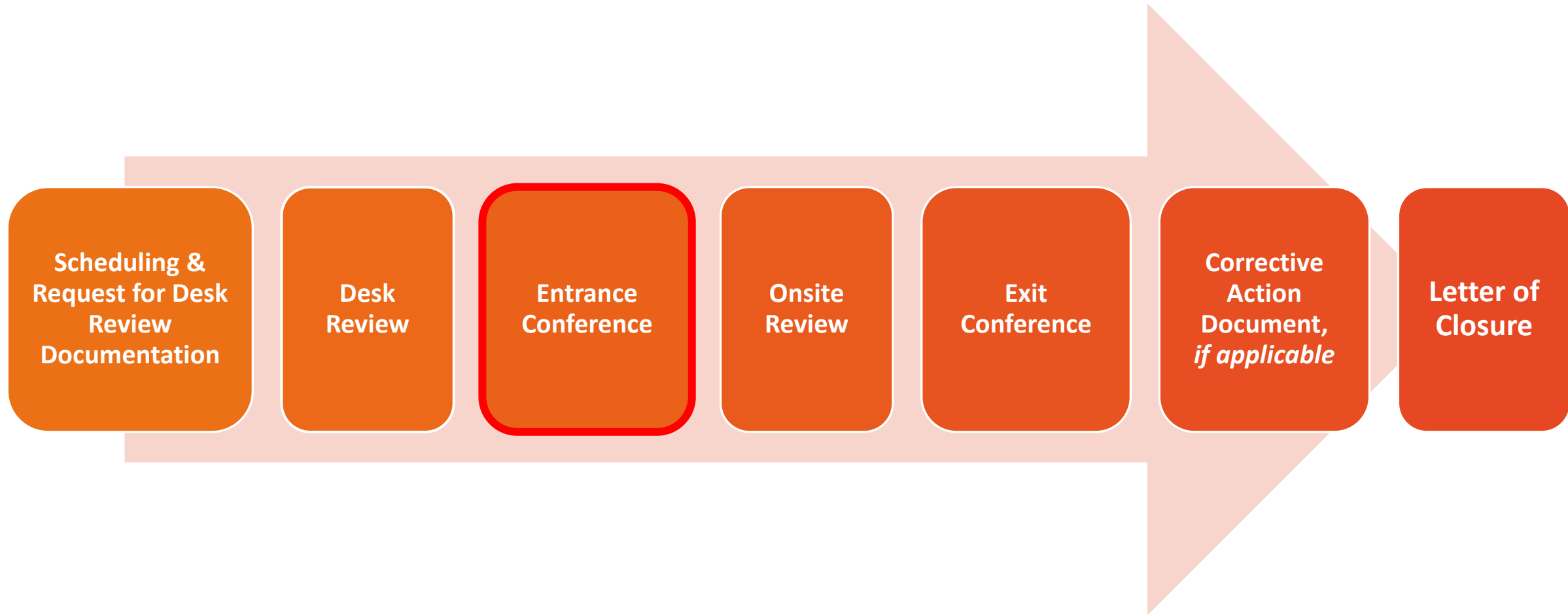
1000 Fiscal Integrity

- Review: CE's (2) months February-July current PY claims
 - Methodology for determining indirect costs and salaries
 - CE's general ledgers, time studies, allocations/mileage
 - *Note: For each cost submitted on the claim for reimbursement, there must be proof of invoices/payment.
- CE's process for reconciling its market redeemed vouchers and how it pays its farmers
- 3 samples of CE's Redemption List
- Process for recovering funds, if farmer receives overpayment

2000 Procurement

- Written Standard of Conduct
- Written Procurement Plan
- If applicable, documented examples of solicitations

Administrative Review Process Overview



Entrance Conference

01

TDA will schedule an **entrance conference** with each CE via a Teams meeting 1-2 weeks prior to onsite review.

02

TDA will go over the scheduling of the **onsite review** of the market

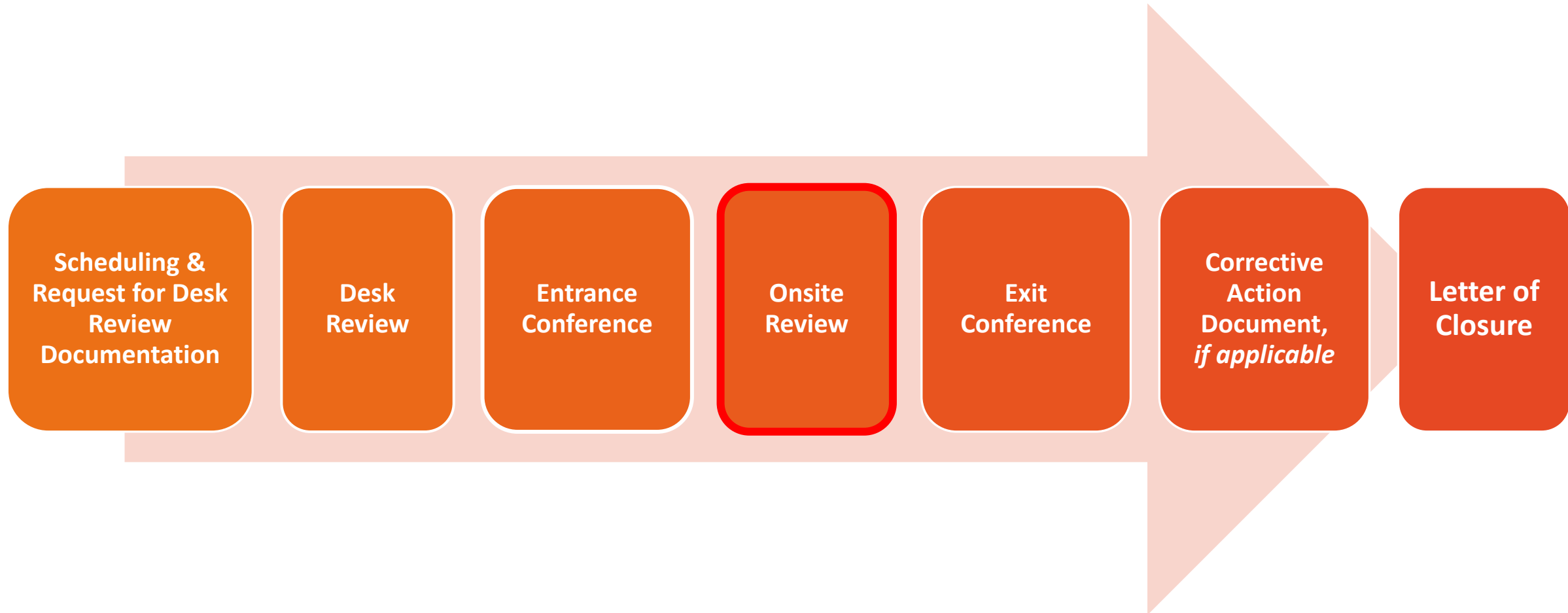
03

TDA will go over CE's previous/last AR findings.

04

Opportunities for questions or changes to the review schedule

Administrative Review Process Overview



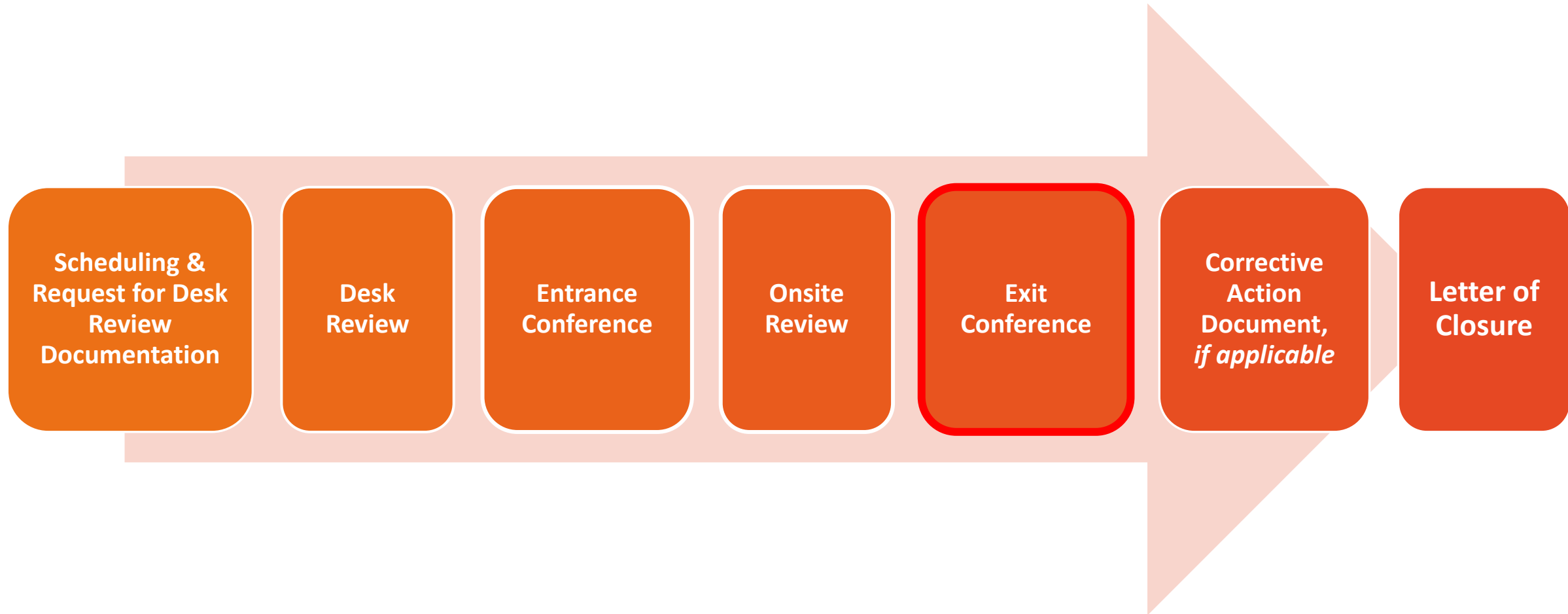
Onsite reviews

May-August

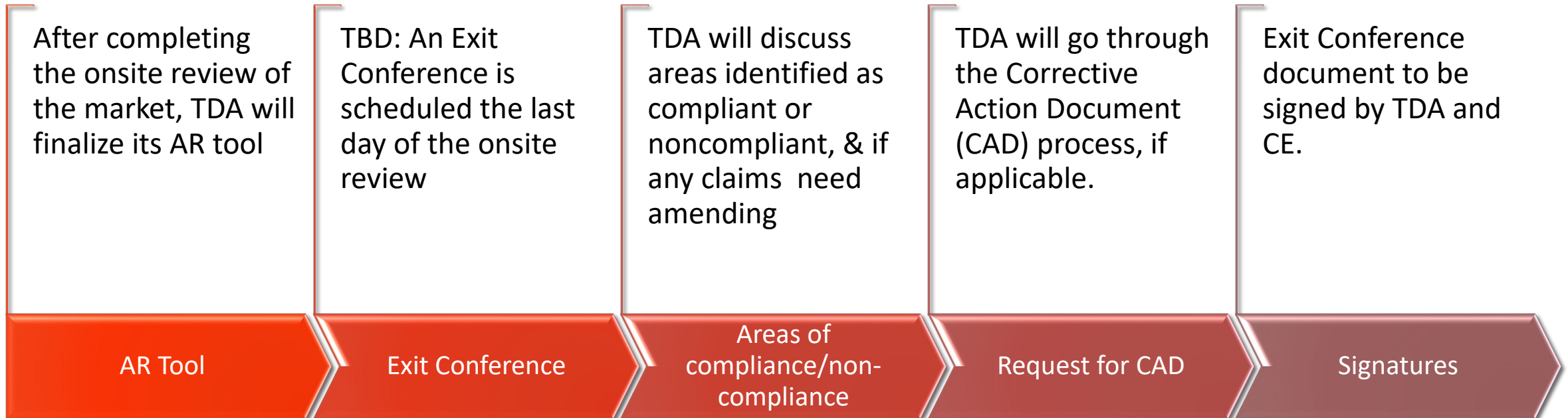
Items that TDA is unable
to review via desktop:

Observe and monitor a
farmers' market/roadside
stand

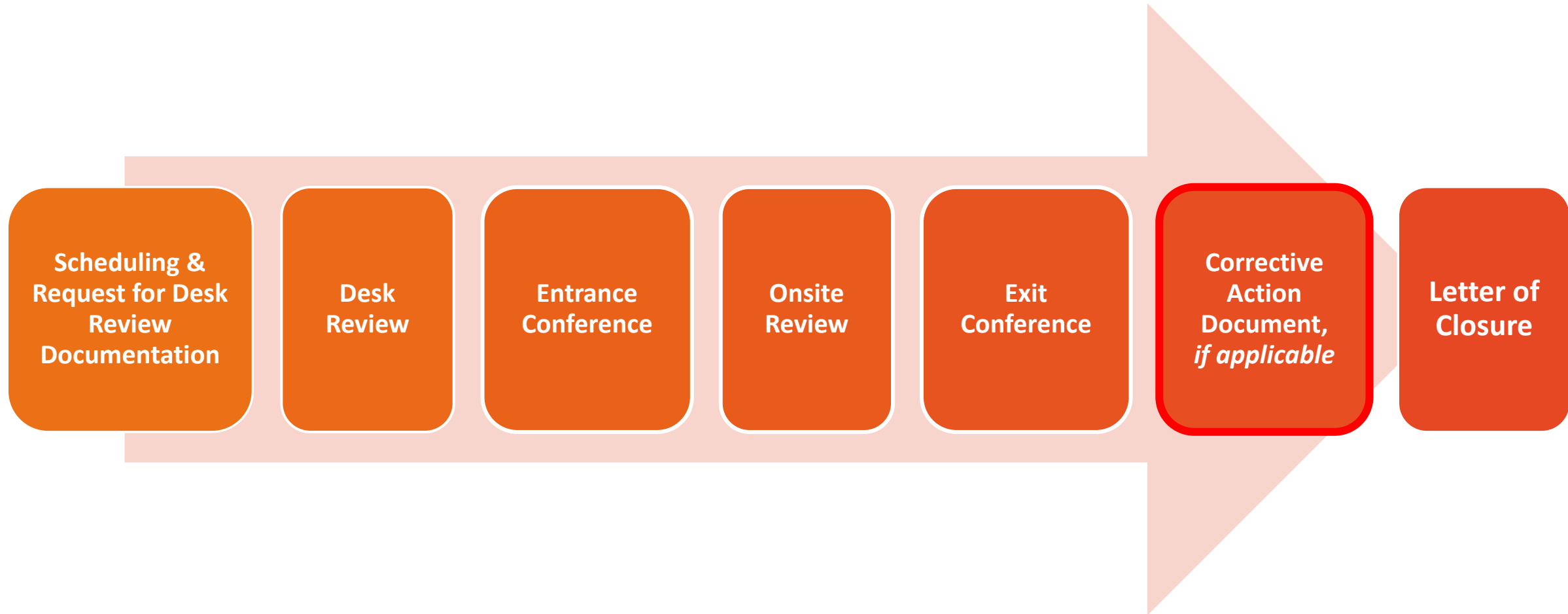
Administrative Review Process Overview



Exit Conference



Administrative Review Process Overview



III. Corrective Action Document (CAD) Process

TO BE COMPLETED IN TX-UNPS

Corrective Action Document (CAD) Timeline: No Areas of Noncompliance Identified



Corrective Action Document (CAD) Timeline: Areas of Noncompliance Identified



Corrective Action Document (CAD):



The diagram consists of two overlapping circles. The left circle is a light orange color and contains the text for 'Finding'. The right circle is a darker, muted orange color and contains the text for 'Corrective Action'. The two circles overlap in the center, and the text is centered within each circle.

Finding:

CE is not complying or meeting program requirements, regulations, policies, or agreement terms.

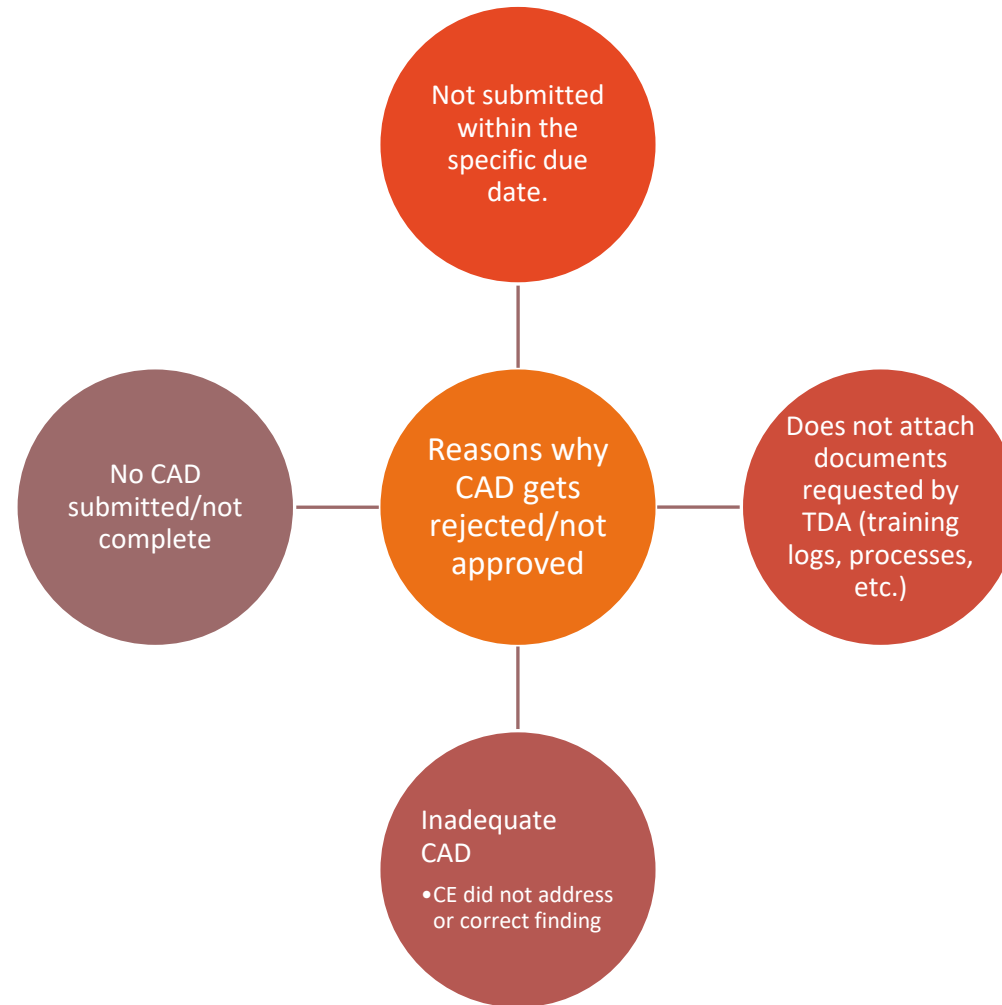
Corrective Action:

Improve and correct CE's noncompliance and internal controls.

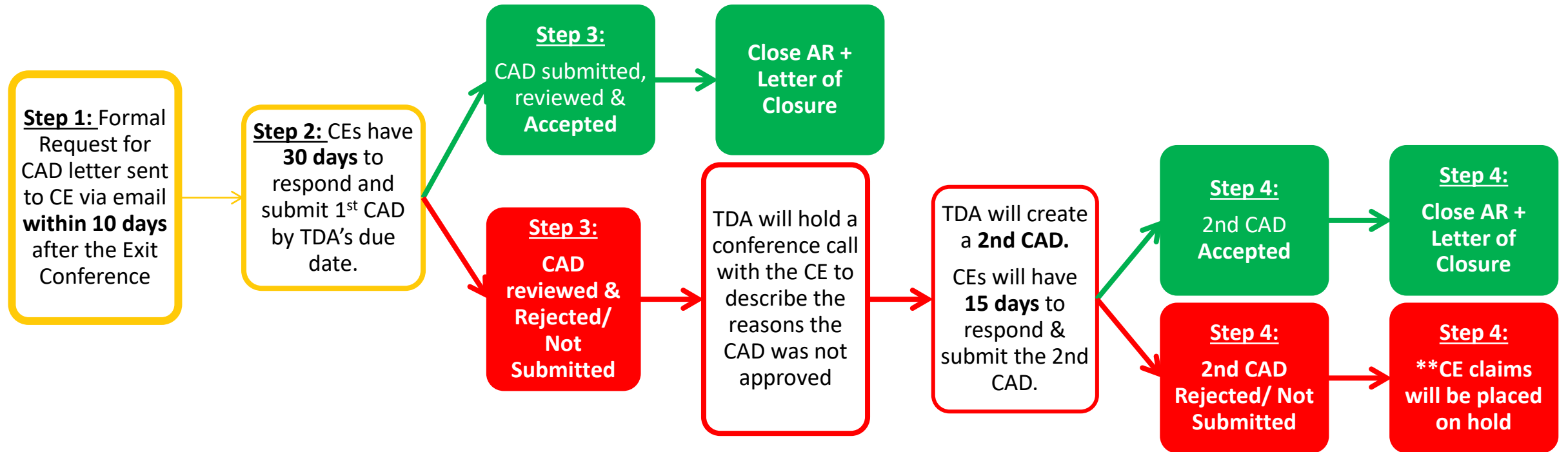
Corrective Action Document (CAD):



Corrective Action Document (CAD):



Corrective Action Document (CAD) Timeline

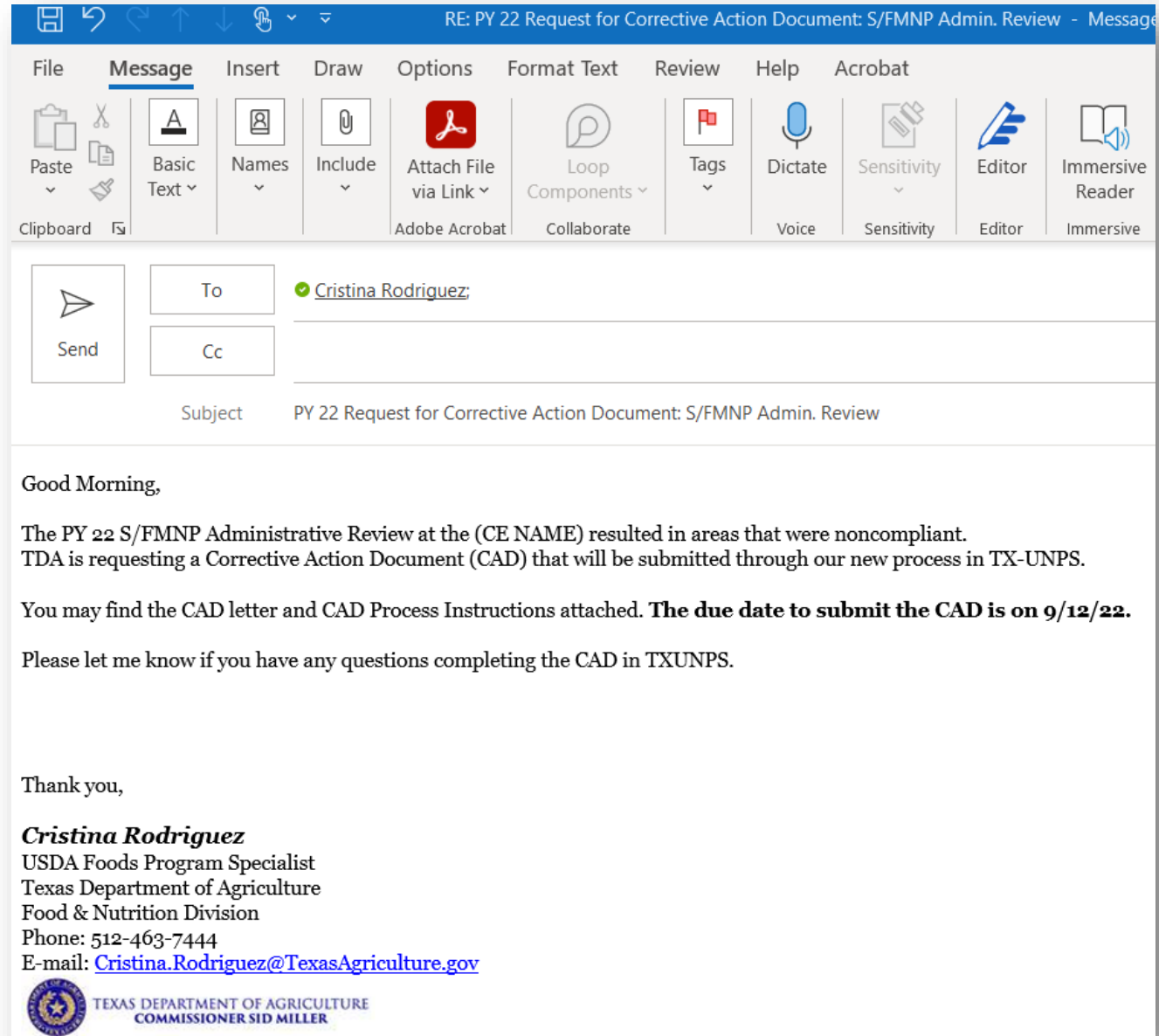


Corrective Action Document (CAD)

➤ TDA has 10 business days after the exit conference to submit 1st CAD to CE.

➤ The CAD will be requested via email and submitted via TX-UNPS.

- Notice of Findings
- Due Dates
- Instructions



RE: PY 22 Request for Corrective Action Document: S/FMNP Admin. Review - Message

File Message Insert Draw Options Format Text Review Help Acrobat

Paste Basic Text Names Include Attach File via Link Loop Components Tags Dictate Sensitivity Editor Immersive Reader

Clipboard Adobe Acrobat Collaborate Voice Sensitivity Editor Immersive

To: [Cristina Rodriguez](#)

Cc:

Subject: PY 22 Request for Corrective Action Document: S/FMNP Admin. Review

Good Morning,


The PY 22 S/FMNP Administrative Review at the (CE NAME) resulted in areas that were noncompliant. TDA is requesting a Corrective Action Document (CAD) that will be submitted through our new process in TX-UNPS.

You may find the CAD letter and CAD Process Instructions attached. **The due date to submit the CAD is on 9/12/22.**

Please let me know if you have any questions completing the CAD in TXUNPS.

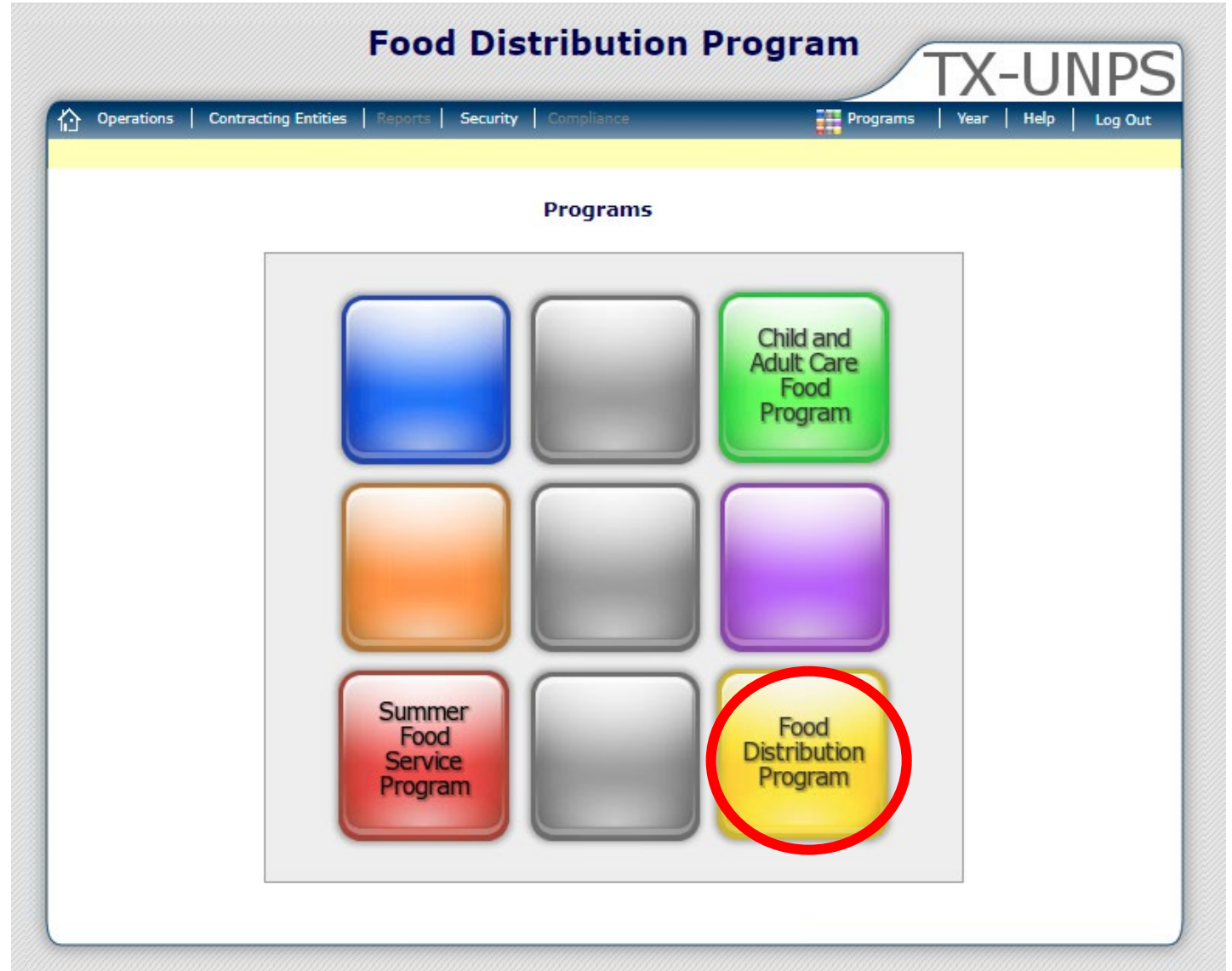
Thank you,

Cristina Rodriguez
USDA Foods Program Specialist
Texas Department of Agriculture
Food & Nutrition Division
Phone: 512-463-7444
E-mail: Cristina.Rodriguez@TexasAgriculture.gov

 TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Corrective Action Document (CAD)

- The Corrective Action Document (CAD) provides a detail of all areas of noncompliance
- The CAD will be requested and submitted via TX-UNPS.
- To view and submit the CAD, log into TX-UNPS
 - Click on the **Food Distribution Program** Module



Corrective Action Document (CAD)

- Click on **Contracting Entities**
- Click on **Corrective Action Documents (CAD) Others**

Food Distribution Program TX-UNPS

Home | **Operations** | **Contracting Entities** | Security | Programs | Year | Help | Log Out

Program Year: 2021 - 2022

Welcome to the Food Distribution Program

Food Distribution Program TX-UNPS

Home | Operations | **Contracting Entities** | Security | Programs | Year | Help | Log Out

Contracting Entities > Program Year: 2021 - 2022

Item	Description
Surveys	Survey Entry Forms
Contract	Submit and Maintain Annual Commodity Contract Packet and view Contract Entitlement
Claims	TEFAP, CSFP, FMNP and SFMNP Claims
Download Forms	Forms Available for Downloading
Corrective Action Documents (CAD) Others	Functions for tracking Other Corrective Action Documents non-related to an Administrative Review

Corrective Action Document (CAD)

- Enter the **Program Year, Program, and CE Name**
- Click **Search**

The screenshot shows the 'Food Distribution Program' interface for 'TX-UNPS'. The main title is 'Food Distribution Program' and the user is logged in as 'TX-UNPS'. The navigation bar includes 'Operations', 'Contracting Entities', 'Reports', 'Security', and 'Compliance'. The current page is 'Contracting Entities >' for the 'Program Year: 2021 - 2022'. The main content area is titled 'Corrective Action Document Search' and contains the following fields:

- Program Year: 2021 - 2022 (dropdown menu)
- Program: (dropdown menu)
- Contracting Entity: (dropdown menu)
- Contracting Entity #: (text input field)
- Warehouse: (dropdown menu)
- Processor: (dropdown menu)

At the bottom of the form, there are two buttons: 'Search' and 'Cancel'. The 'Search' button is circled in red, indicating it should be clicked.

Corrective Action Document (CAD)

- Select the CAD from the Corrective Action Document List

The screenshot displays the 'Food Distribution Program TX-UNPS' web interface. At the top, there is a navigation bar with links for Operations, Contracting Entities, Reports, Security, Compliance, Programs, Year, Help, and Log Out. Below the navigation bar, the page title is 'Corrective Action Documents (CAD) Others >'. The main content area is titled 'Corrective Action Document List'. Underneath, there is a section for 'CE Information' which is currently empty. Below this, a table lists the CAD records. The 'Actions' column for the first record is circled in red. At the bottom of the table, there is a '< Back' button.

Actions	Program Year	CAD Type	Version	CAD Sent Date	CAD Due Date	CAD Received Date	CAD Status
Details	2021-2022	FDP Admin Review	Original	10/22/2021	11/22/2021		Open

Corrective Action Document (CAD)

➤ FDP Corrective Action Documents Overview

- Summary of Findings
- Due Dates
- Current Status of Findings

Operations | Contracting Entities | Reports | Security | Compliance | Programs | Year | Help | Log Out

Corrective Action Documents (CAD) Others > Program Year: 2021 - 2022

FDP Corrective Action Documents

CE Information

Corrective Action Documents CAD ID: 69

Total CADs Required

Not Started	0
Pending Action	1
Pending Submission	0
Pending Approval	0
Returned	0
Accepted	0

CAD Counts

Total Number of CADs:	1
Number of Contracting Entity CADs:	1
Number of Site CADs:	0
CAD Due Date:	11/22/2021
Contracting Entity Access Start Date:	10/22/2021
Contracting Entity Access End Date:	11/23/2021

Corrective Action Documents

Contracting Entity Findings

Not Started	Pending Action	Pending Submission	Pending Approval	Returned	Accepted	Total
0	1	0	0	0	0	1

Corrective Action Document (CAD)

➤ Findings Table

- Click **Modify** to respond to each finding

Contracting Entity Findings

Not Started	Pending Action	Pending Submission	Pending Approval	Returned	Accepted	Total
0	1	0	0	0	0	1

Action	Program	CAD Type	Brief Description	Finding Description	Status	Due Date
View Modify	CMDT	FDP Admin Review	The CE does not have a defined conflict of interest policy.	Policy Citation: FMNP Handbook, Section 400.0: Managing the Program "The CE must ensure there is no conflict of interest between the CE and any participating farmer or farmer's market. For example, employees or volunteers of the CE must not participate in any activity that conflicts with their performance of FMNP duties." Condition: The CE does not have a defined conflict of interest policy. Considering the CE acts as the CE and FMA, and one of the CE's employees also runs a participating farm, there is a clear potential conflict of interest.	Pending Action	11/22/2021

Corrective Action Document (CAD)

➤ TDA will complete the Findings Details:

- Brief Description of the finding
- Description/Policy of the finding
- Required and recommended Corrective Action for the CE.
- How the CE will correct the finding/area of non-compliance.

**FDP Reviews
Findings Details**

CE Information

Corrective Action Documents **CAD ID: 371**

Program: CMDT **CAD Type:**FDP Admin Review

Brief Description: The CE does not have a defined conflict of interest policy.

Finding Description

Add Standard Comment:

Policy Citation: FMNP Handbook, Section 4000: Managing the Program
"The CE must ensure there is no conflict of interest between the CE and any participating farmer or farmer's market. For example, employees or volunteers of the CE must not participate in any activity that conflicts with their performance of FMNP duties."

Condition: The CE does not have a defined conflict of interest policy. Considering the CE acts as the CE and FMA, and one of the CE's employees also runs a participating farm, there is a clear potential conflict of interest.

Required Corrective Action:

Add Standard Comment:

The CE must develop and implement a written policy which describes how the CE will handle potential conflicts of interest between the CE and any participating farmer or farmer's market.

Corrective Action Document (CAD)

- Enter Contracting Entity Corrective Action Response
- Upload Attachments
- **Click Submit for Acceptance**


- ****Note:** Save your work; TXUNPS will log you off after inactivity.

Contracting Entity Corrective Action Response:



Document Attachments

A contracting entity may submit supplemental information related to their Corrective Action by selecting the 'Add an attachment' link.



Action	File Name	Description	Date
View	Updated Written Policy for Conflict of Interest.pdf	This is the correct version. Please review this one.	10/08/2022

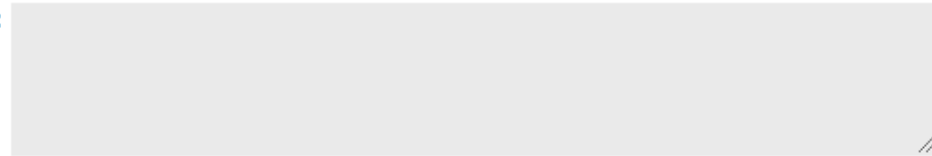
Finding Tracking

Current Status:

Corrective Action Required:

Due Date:

Reviewer Response to CAD:

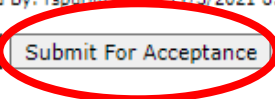


Dates

Submitted for Acceptance:

Accepted by Reviewer:

Created By: rspurlin10 on: 11/3/2021 8:46:28 AM Modified By: rspurlin10 on: 11/3/2021 8:46:28 AM



Corrective Action Document (CAD)

- CAD Overview will provide updated status for each CAD in the pie chart
- Pie Chart will turn purple once the CE has answered and submitted their CAD.
- TDA will review the CAD within 30 days of CE's submission.

Operations | Contracting Entities | Reports | Security | Compliance | Programs | Year | Help | Log Out

Corrective Action Documents (CAD) Others > Program Year: 2021 - 2022

FDP Corrective Action Documents

CE Information

Corrective Action Documents CAD ID: 69

Total CADs Required

Not Started	0
Pending Action	0
Pending Submission	0
Pending Approval	1
Returned	0
Accepted	0

CAD Counts

Total Number of CADs:	1
Number of Contracting Entity CADs:	1
Number of Site CADs:	0
CAD Due Date:	11/22/2021
Contracting Entity Access Start Date:	10/22/2021
Contracting Entity Access End Date:	11/23/2021

Corrective Action Document (CAD)

CAD ACCEPTED

- If the CAD is accepted by TDA, **CAD Status will change to Closed**
- Status chart will show that all CAD/finding responses have been accepted
- Chart will turn Lime Green.

Operations | Contracting Entities | Reports | Security | Compliance | Programs | Year | Help | Log Out

Corrective Action Documents (CAD) Others >

Corrective Action Document List

CE Information

Actions	Program Year	CAD Type	Version	CAD Sent Date	CAD Due Date	CAD Received Date	CAD Status
Details	2021-2022	FDP Admin Review	Original	10/22/2021	11/22/2021	11/01/2021	Closed

< Back

Operations | Contracting Entities | Reports | Security | Compliance | Programs | Year | Help | Log Out

Corrective Action Documents (CAD) Others > Program Year: 2021 - 2022

FDP Corrective Action Documents

CE Information

Corrective Action Documents CAD ID: 69

Total CADs Required

Not Started	0
Pending Action	0
Pending Submission	0
Pending Approval	0
Returned	0
Accepted	1

CAD Counts

Total Number of CADs:	1
Number of Contracting Entity CADs:	1
Number of Site CADs:	0
CAD Due Date:	12/6/2021
Contracting Entity Access Start Date:	10/22/2021
Contracting Entity Access End Date:	12/7/2021

Corrective Action Document (CAD): CAD Denied

- TDA will schedule and conduct a conference call with the CE.
- TDA will submit a 2nd CAD letter to CE
- TXUNPS will show the following:
 - CAD status: Denied
 - Updated due dates. The CE will have **15 days** to respond to the 2nd CAD
 - Summary page will show updated Finding

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Corrective Action Documents (CAD) Others > Program Year: 2021 - 2022

FDP Corrective Action Documents

CE Information

Scenario 2: CAD Rejected

Corrective Action Documents CAD ID: 69

Total CADs Required

Not Started	0
Pending Action	0
Pending Submission	0
Pending Approval	0
Returned	1
Accepted	0

CAD Counts

Total Number of CADs: 1
 Number of Contracting Entity CADs: 1
 Number of Site CADs: 0
 CAD Due Date: 12/6/2021
 Contracting Entity Access Start Date: 10/22/2021
 Contracting Entity Access End Date: 12/7/2021

Contracting Entity Findings

Not Started	Pending Action	Pending Submission	Pending Approval	Returned	Accepted	Total
0	0	0	0	1	0	1

Action	Program	CAD Type	Brief Description	Finding Description	Status	Due Date
View Modify	COMDT	FDP Admin Review	Distribution Site A's temperature record indicates that site representatives were only monitoring and recording the storage temperature once per week.	Storage Temperatures-TEFAP Section 4: USDA Foods "Cooler and freezer temperatures must be checked and recorded during regular business hours, and shut down or vacation periods a minimum of every other day, immediately after a power loss is known or suspected, and late each Friday afternoon and early each Monday morning (if operations are suspended during weekends).”	Denied	12/06/2021

Letter of Closure

- ✓ Once all CAD responses have been submitted by the CE and accepted by TDA, the Administrative Review will be closed
- ✓ TDA will submit a formal Letter of Closure to the CE
- ✓ Administrative Review is closed



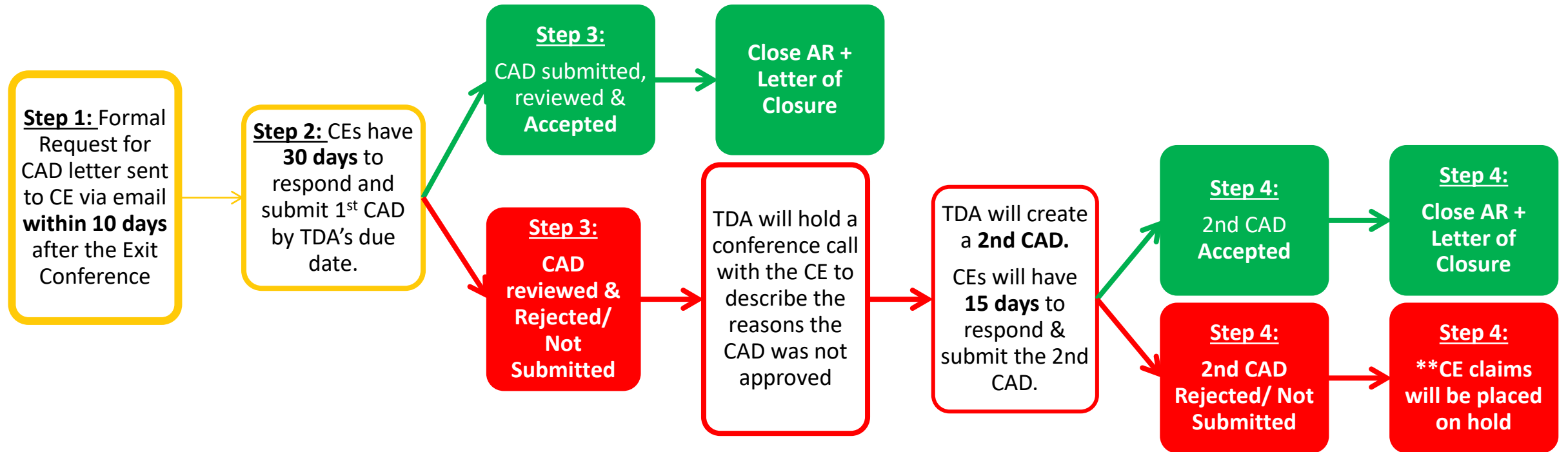
CAD & Letter of Closure Overview

- After 1st CAD submission
- If accepted:
 - **The AR will be closed & completed**
 - A Letter of Closure sent via email
 - No further action is necessary
- If not accepted:
 - 2nd CAD will be requested
 - Conference call will be scheduled as a follow up to CE
 - CE has 15 business days to respond and submit 2nd CAD in TXUNPS

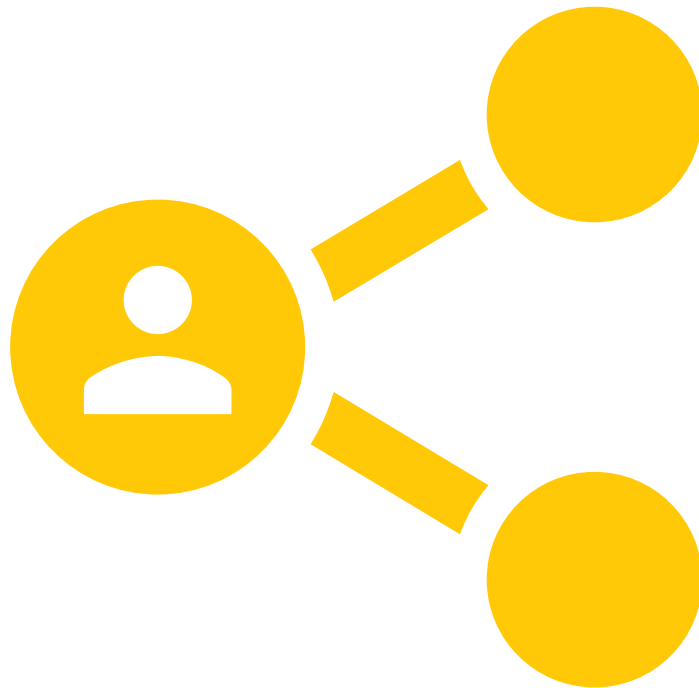
CAD & Letter of Closure Overview

- After 2nd CAD submission
- If accepted:
 - **The AR will be closed & completed**
 - A Letter of Closure sent via email
 - No further action is necessary
- **If not accepted:**
 - **Funds will be placed on hold**

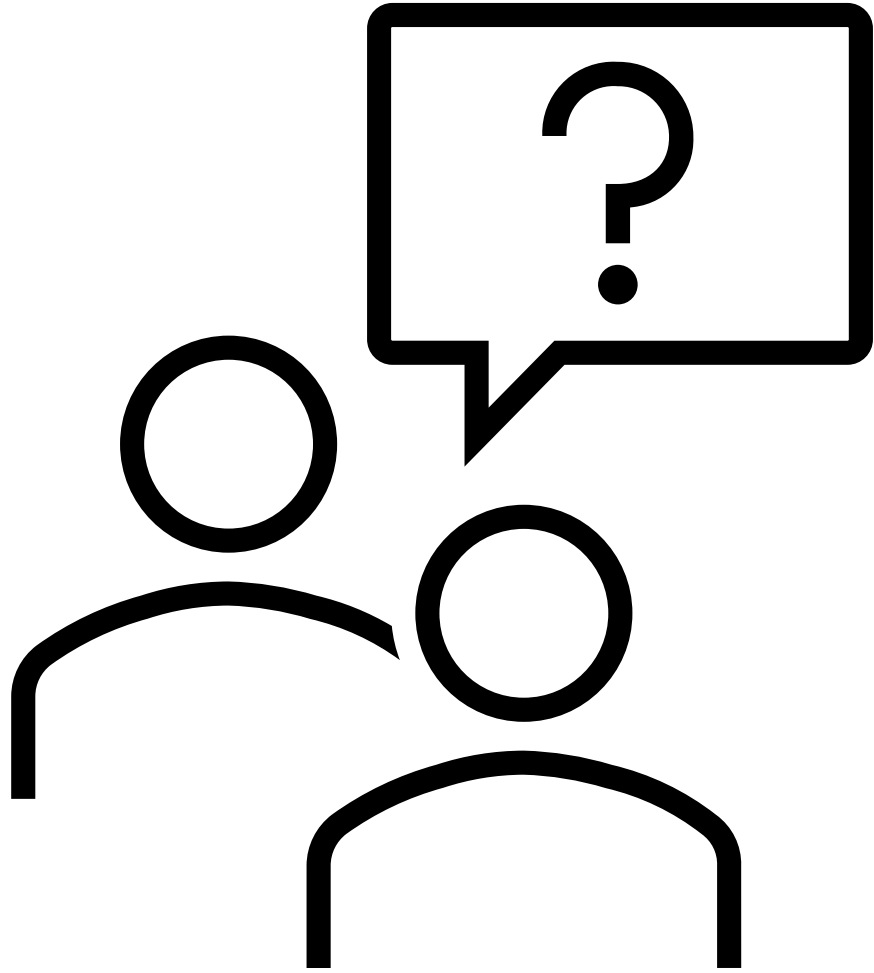
Corrective Action Document (CAD) Timeline



Reminders



- TDA will provide the recording of this training and PowerPoint by the end of the day/week.
 - Please share with all relevant CE staff
- Designate a S/FMNP Administrative Review point-person
- Contact TDA if any additional questions arise.



Questions

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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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Food and Nutrition Division
Nutrition Assistance Programs



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