



National School Lunch Program Topics

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TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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Food and Nutrition Division
National School Lunch Program



Updated 8/2/2022
www.SquareMeals.org

Attachment B Upload
Attachment B
Verification Reporting
Direct Certification/Direct Verification
Administrative Reviews 22-23
Coming Soon: Reminder Binder
Co-op Reviews



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Attachment B Uploads

Upload requirements: Applications, Instructions and Template Letters
Examples in the Administrative Reference Manual on www.squaremeals.org

Programs > National School Lunch Program > Administration/Forms

Administration and Forms for NSLP

- Get Started
- Administration/Forms
- CFDA/FAIN Numbers
- Compliance
- Disaster Resources
- Eligibility and Verification
- Equipment Grant
- Food Service Management Companies
- Food Waste
- Funding Opportunities
- Latest News
- Local Wellness Policy Requirements
- Meal Appeal
- MENU Module
- National School Lunch Week
- Newsletter
- Policy/ARM
- Program Year Calendar
- Reimbursement Rates
- Resources
- School Lunch Hero Day
- Statistics

TX-UNPS
 NSLP participants submit applications and file claims through the Texas Unified Nutrition Programs System: [TX-UNPS](#). If you are unable to use an Internet-based application such as TX-UNPS, please contact TDA.

[School Meal Applications for NSLP Operators in 2022-2023 Administrator's Reference Manual \(ARM\) Update](#)
PLEASE NOTE: The ARM contains state and regulatory guidance for standard operations. **For deviations and flexibilities to standard NSLP operations as a result of COVID-19**, please refer to the FAQs on the [SquareMeals Coronavirus page](#) for more information.

School Nutrition Program Forms

Form Name	Form Number	Form Download	Instructions Download	Program Name
2020-2021 Paid Lunch Equity Tool				School Nutrition Program Forms
2021-2022 Income Eligibility Guidelines for Determining Free and Reduced Price Benefits				School Nutrition Program Forms
2021-2022 Paid Lunch Equity Tool				School Nutrition Program Forms
2022-2023 Application Letter to Household for Free and Reduced-Price School Meals				School Nutrition Program Forms
2022-2023 Application Letter to Household for Free and Reduced-Price School Meals - Spanish - COMING SOON				School Nutrition Program Forms
2022-2023 Income Eligibility Guidelines for Determining Free and Reduced Price				School Nutrition Program Forms



Attachment B Uploads

TX-UNPS: Applications - Download Forms – SNP 134

Instructions

Download Forms

Form ID	Description	Last Modified	New Contracting Entity?
SNP-000	Request for Exemptions/Waivers for Program Operation	01/11/2022	Y
SNP-001	Direct Deposit Authorization (74-176)	08/12/2014	Y
SNP-002	Application for Texas Identification Number (AP-152)	11/15/2013	Y
SNP-003	Pre-Award Civil Rights Compliance Review Form	04/30/2021	Y
SNP-004	FND Permanent Agreement	03/16/2011	Y
SNP-005	Permanent Agreement Contracting Entity Specific Amendment	06/17/2014	N
SNP-006	FNS Instructions 113-1 (Excerpt)	03/05/2011	Y
SNP-007	Severe Need Approval Request Form	08/05/2019	N
SNP-008	Attachment B: Milk Count & Collection Procedures	03/05/2011	Y
SNP-011	Hazard Analysis Critical Control Points (HACCP) Checklist (FND-104)	12/09/2013	Y
SNP-014	Commodity Agreement	01/11/2017	Y
SNP-015	Certificate of Authority for External Users (FND-101)	12/08/2020	Y
SNP-017	Payee Change Request (74-157)	01/04/2021	N
SNP-018	Permanent Agreement Amendment for Name Change	03/19/2012	N
SNP-102	2021-2022 School Data	03/02/2022	N
SNP-117	Financial Report Process	01/04/2021	N
SNP-123	Resources for Direct Certification and Verification	11/01/2021	N
SNP-124	Civil Rights CE Assessment Answers and Certificate-Spanish	10/20/2015	N
SNP-125	And Justice for All Poster Order Form for NSLP CE	02/25/2020	N
SNP-129	NSLP Program Year Calendar	10/28/2021	N
SNP-131	Attachment B, Web-based Directions	10/21/2016	N
SNP-132	Independent Review Directions	12/13/2016	N
SNP-134	Attachment B: Upload Attachments, Directions for Uploading Certification and Benefit Issuance Documentation	10/14/2020	N



TX-UNPS:

Applications - Attachment B: Upload Attachments Module

Enter

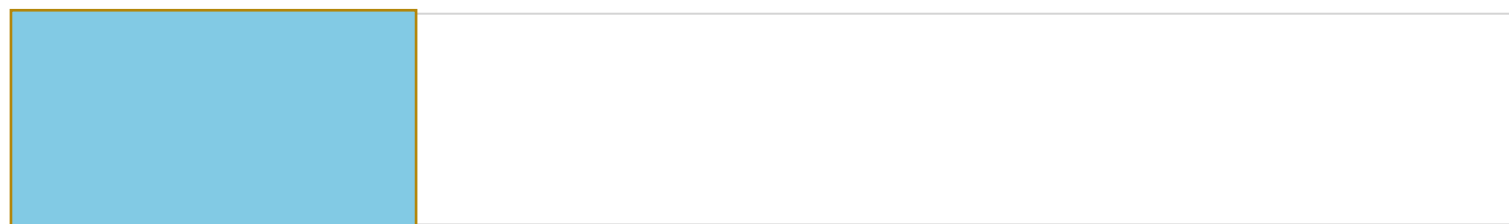
Item	Description
Contracting Entity Manager	SNP Contracting Entity's Profile, Site and Hold Information
Application Portal	Access to all program applications
Application Packet	Applications Forms (Contracting Entity and Site)
Attachment B	Policy Statement for Free and Reduced-Price Meals, Attachment B: Meal Count/Collection Procedure(s)
Attachment B Summary	Attachment B summary of submissions.
Attachment B: Upload Attachments	Manage the upload of attachments for the Attachment B form
Attachment B: Upload Attachments Summary	Attachment B: Upload Attachments Summary
Second Review of Applications	FNS-874 report for Contracting Entities selected to conduct a second review of applications.
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
Annual Audits	Annual Audits
FFVP Summary	Fresh Fruit and Vegetable Program Invitations and Approvals
Financial Report	School Food Annual Revenues and Expenditures Report
Financial Report Summary	School Food Annual Revenues and Expenditures Report Summary
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
FFVP Grants	Fresh Fruit and Vegetable Program Grant Information for a specific CE
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
Summer Nutrition Program Costs	Total Costs Associated with Operating a Summer Nutrition Program
Capital Expenditure Request	Request for funds to purchase capital items >= \$5,000
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Texas Summer Mandate	Summer Nutrition Programs Intent Declaration
Texas Summer Mandate Summary	Summer Nutrition Programs Intent Summary
Direct Certification / Direct Verification	Direct Certification / Direct Verification screens
MENU Module	Menu Planning and Analysis module
Download Forms	Forms Available for Downloading

Attachment B Uploads

- Opens: July 1
- Closes: October 31
- Yearly requirement
- 420 approved out of 1225.
- Use new non-discrimination statement



Attachment B: Upload Attachments



1. Does the Contracting Entity use the TDA and/or USDA prototype household application, instructions, and notification letter?
 - Yes No
2. Attach a blank copy of the following printed versions used by the Contracting Entity (select each item).
 - Household Applications - Word or PDF version of the household application(s) distributed by the contracting entity (CE). Include the school year and type of household application in the file name, i.e., SY_Multiuse or SY_Multiuse_Spanish.
 - Instructions - Word or PDF version of the instructions used for each household application distributed by the contracting entity (CE). Include the school year and type of household application instructions distributed in the file name, i.e., SY_Instructions_All or SY_Instructions_Multiuse.
 - Notification Letter - Word or PDF version of the letter(s) distributed by the contracting entity (CE) with each version of the household application. Include the school year and type of household application letter distributed in the file name, i.e., SY_Letter_All or SY_Letter_Multiuse.

NOTE: If using the electronic forms, print the form and upload the forms for each item. To modify or delete any uploaded attachments, you must click on the above Household Application, Instructions, or Notification Letter link.

Certification

- As an authorized representative of the contracting entity (CE), I certify (1) that the information submitted in this form is accurate; (2) that the CE will retain documentation that demonstrates the implementation of policies described in this form; and (3) that the CE will implement these policies in compliance with all applicable regulations.

Internal Use Only



Attachment B: Policy Statement

- Policy statement for free and reduced-price meals: Meal count and collection procedures.
- Update as needed.
- TXUNPS-Applications-Attachment B

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Attachment B List > VIEW

Policy Statement for Free and Reduced-Price Meals, Attachment B: Meal Count/Collection Procedure(s) (Attachment B)

Comments to Contracting Entity
Approval Date: 9/7/2021 CSB

The CE must use the Attachment B to indicate its counting and claiming processes for all NSLP and SBP meals—breakfast, lunch, and snack. If the CE does not use the same counting and claiming process(es) for all NSLP and SBP meals, it must describe the exception(s) in Question 9(f).

The CE must include an Attachment B when initially submitting its program application and must review its Attachment B each year. If changes are made to the CE's counting and claiming processes, an updated Attachment B must be submitted for approval immediately.

1. This Meal Count/Collection Procedure is effective starting in School Year: 2021-2022

2. Do any sites in the CE serve all meals to all children without charge?

Yes, all sites
 Yes, some, but not all, sites
 No

3. What is/are the approved method(s) for payment used by sites in your CE to prevent overt identification? Check all that apply.

a. Meal payments are made by students or parents in advance in a designated area away from the cafeteria serving line on a daily, weekly, or monthly basis.
 b. Meals or food is charged and billed to the household. Parents or students may mail in payments or pay in a designated area away from the cafeteria serving line.
 c. Meal payments are made electronically.
 d. Cash payment at the point of service (POS).

4. What is the written policy for children charging? Check all that apply.

a. Students may charge *reimbursable* meals with no limit on the number of charges.

Select Site(s)
No sites selected.

b. Students may charge a specific number of *reimbursable* meals before the site will not serve the student a meal.

PY 2022-2023 Verification Reporting Dates

October 1, 2022	Count of approved meal applications on file
Last operating day in October	Count of students for annual School Food Authority Verification Report
November 1, 2022	Verification Report opens – <JotForm Link to Form> CEs with no applications can begin submission of Verification Report
November 15, 2022	Federal Deadline - Verification Process Completed CEs with applications can begin submission of Verification Report
November 23, 2022	CE Submission of Verification Report is due in JotForm
December 1, 2022	TDA Submission of FNS-834 is due to USDA

Link to Verification report Jotform will be in TX-UNPS.
Applications-Download Forms-SNP 123.



Direct Certification/Direct Verification

- CEs can use DC data at this time.
- CEs must be completing their DC uploads and matching on a monthly basis.
- Read the TXUNPS ELMS bulletin board on a regular basis.
- <https://squaremeals.org/programs/nationalschoollunchprogram/texaselms.aspx>



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Ensuring eligible children in need are receiving free and reduced price school meals

TEXASELMS
ELIGIBILITY LIST MANAGEMENT SYSTEM

Programs > National School Lunch Program > Texas ELMS

Texas ELMS

What is Texas ELMS?

The Texas ELMS software system, formerly known as DCDV (Direct Certification/Direct Verification), is now available to assist our partners in the National School Lunch and School Breakfast Programs. Texas ELMS is the Texas Eligibility List Management System and it streamlines the process of matching enrollment records with the students in households receiving assistance through the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) or some types of Medicaid. These students are eligible for free and reduced-price meals based on their household's participation in the programs.

Texas schools are required to complete the matching process and most are already doing great work using the new system. These schools are finding that Texas ELMS improves the accuracy of eligibility certifications and creates additional efficiencies. Partners must also work to certify other groups of students eligible for free or reduced-price meals who cannot be identified in Texas ELMS. Also, schools must not use the eligibility information for any purposes other than school nutrition.

More information concerning the direct certification, direct verification process can be found below.

Direct Certification +

Direct Verification +

Administrative Reviews 22-23 & the Reminder Binder

- Posted at <https://squaremeals.org/Programs/NationalSchoolLunchProgram/Compliance.aspx>

When is My Review?

The AR and PR Announcement Letter is addressed to the CE's Superintendent and sent via postal mail and/or email. The Superintendent, in addition to the Business Manager or Chief Financial Officer, Claim Preparer, Child Nutrition Director and respective Education Service Center Specialist will receive the Announcement Letter.

Please note: If a CE contracts with a FSMC, TDA must communicate with the CE employee overseeing the FSMC contract. TDA requires all CE contact information is kept up-to-date in your School Year 2021-2022 Application Packet within TXUNPS. If you are scheduled for an AR you will also be required to complete a PR in the same school year.

Administrative Review

- [2021-2022 List with Compliance Focus Areas and Dates](#)
- [2022-2023 List with Compliance Focus Areas](#)

Seamless Summer Option (SSO) Review

- [Tentative 2021-2022 Schedule](#)

Administrative Review=Program, Financial, Procurement, all other program areas.

- FFVP
- Supply Chain funds
- Equipment grants
- After school care program
- At-risk

NSLP/SBP Compliance Review Reminder Binder

Compliance reviews promote program integrity and assist CEs in operating a program that complies with all regulations. **The Compliance Review Reminder Binder** will assist in organizing data to meet program guidelines and prepare for program compliance reviews. Included is an overview of the process, definitions, review areas, reminders, and resources for each type of review that will be conducted.



Co-Op Reviews 2022

- Yearly process
- Database of information
- Consistent compliance across all CN purchasing cooperatives
- Less burden during the Administrative Review
- If findings, applied across all CEs under the co-op and the co-op (if necessary)
- Undergo a procurement review: Contracts, specifications, awards, fees, duplication of costs, etc.
- Reviews are occurring now



CHILD NUTRITION

NATIONAL SCHOOL LUNCH PROGRAM

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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

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CONTACT US



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