School Call 9/28/2022

School Operations

Sarah Carlson, Assistant Director for School Operations

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711
Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)

This product was funded by USDA.
This institution is an equal opportunity provider.

Topics

Administrative Review Schedule/Contractor

Administrative Review due dates

ESC technical assistance

Food Service Management Company contract dates

Attachment B Uploads

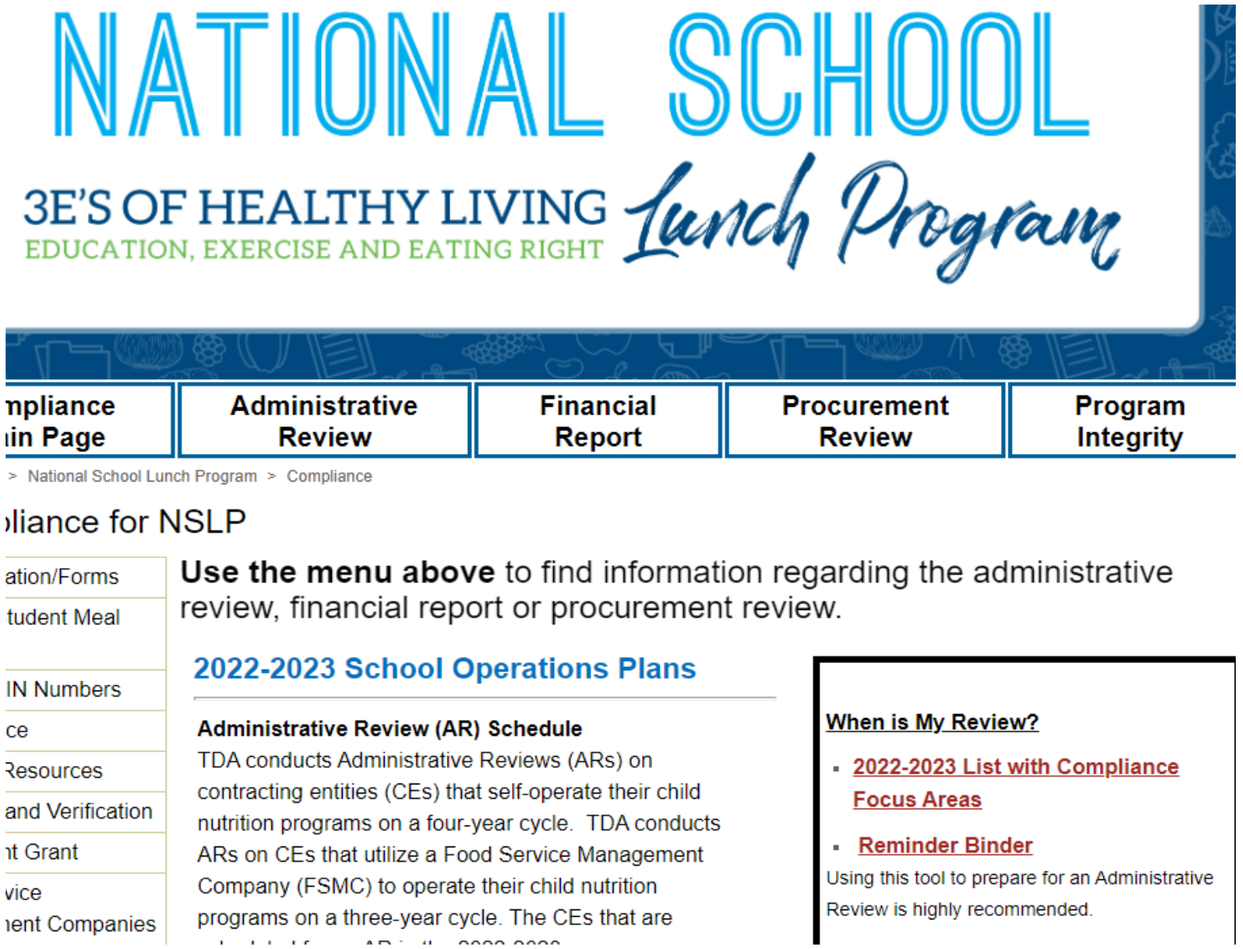
Attachment B

Verification reporting dates

AR Schedule

- Last year of the four-year cycle
- Updated every two weeks
- Posted on square meals
  - https://squaremeals.org/Programs/NationalSchoolLunchProgram/Compliance.aspx
- Onsite reviews
- Child Nutrition Resources (contractor)
- Survey cards

AR Schedule/SquareMeals



Tools on SquareMeals

https://squaremeals.org/Programs/NationalSchoolLunchProgram/Compliance/AdministrativeReview.aspx

Administrative Review Reports ⊞

Forms and Information ⊟

Administrative Review Areas: An outline of the different areas of the School Nutrition Programs reviewed during an Administrative Review.

Administrative Review Process Manual: This manual will be utilized for information sharing between TDA and Contracting Entities (CE) having an Administrative Review (AR) during School Year (SY) 2022-2023. This includes due dates for the CE during the AR, required dietary and financial information, and additional instructions for the CE.

Dietary Specifications Form: CEs will complete the Dietary Specifications Form during the off-site review. The ARS will evaluate the responses to see if the CE is in compliance with meeting the minimum requirements for calories, saturated fat, trans fat and sodium.

Resource Management Summary: CEs will complete the Resource Management Summary during the Off-site review. AR Specialists will evaluate responses to determine risk factor levels. Risk factors include the size of the CE, previous audit and review results, the Non-Profit School Food Service Account, Paid Lunch Equity, Non-program Foods, and Indirect Costs.

TX-UNPS Administrative Review User Guide: A detailed step-by-step user guide to help CEs navigate the Compliance Module in TX-UNPS while completing the Off-site portion of the Administrative Review

AR Dates

Due dates must be adhered to during the reviews

ESC Technical Assistance

Please contact the ESC for technical assistance concerning the Administrative Review.

https://squaremeals.org/About/EducationServiceCenters.aspx

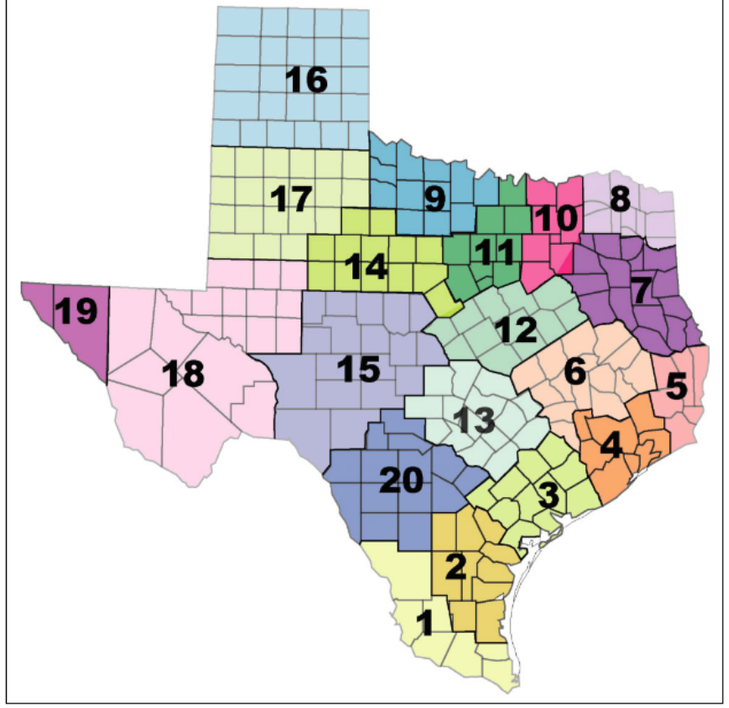
Technical Assistance and Support

The Texas Legislature created Education Service Centers to help schools in each of their 20 regions improve student performance, operate efficiently and comply with government regulations. Through a partnership with the 20 ESCs, the Texas Department of Agriculture (TDA) provides **regional training and support for contracting entities** (CEs). The Texas Education Agency oversees ESC operations.

ESC specialists support TDA CEs' efforts to serve healthy and appealing meals in federal nutrition programs while adhering to state and federal regulations. As regional representatives for TDA Food and Nutrition, ESCs can **respond quickly to questions** and **provide technical assistance** locally. ESCs maintain **training facilities in each region** that can accommodate **CE training workshops** while limiting travel time for TDA partners. There are **no fees and no contracts** for TDA partners accessing ESC services.

For more information about the Education Service Centers, click here.

LOOKING TO CONTACT YOUR LOCAL ESC?
Click the map for each region's contact information.



Food Service Management Companies

- ARs currently being conducted
- New information posted on square meals end of September, early October
- October 15th new bid/renewal submission opens
- December 31st new bid submission closes
- March 1st renewal submission closes
- May 1st all TDA approvals completed
- FSMC square meals page: https://squaremeals.org/Programs/NationalSchoolLunchProgram/FoodServiceManagementCompanies.aspx

Food Service Management Companies

FOR SFAs

IMPORTANT RESOURCES

- Frequently Asked Questions about FSMCs
- USDA Guidance on Contracting with FSMCs
- FSMC Contract Review Form **(UPDATED 08/26/22. Please replace if uploaded previously.)**

FSMC Renewals and New Contracts/Rebids

Important

- Modification of the posted contract documentation and templates is strictly prohibited.
- If the Request for Proposal and Contract is altered in any manner without prior approval, it may be considered an unapproved contract and may result in SFA being required to pay its FSMC using funds other than the school nutrition funds.
- For technical assistance, please email FSMC@TexasAgriculture.gov

New Contract/Re-Bid Documents

Instructional Documents

- *Coming Soon!*

Contract Documents

- *Coming Soon!*

Renewal Cost-Reimbursable Documents

Instructional Documents

- *Coming Soon!*

Contract Documents

- *Coming Soon!*

FOR FSMCs

IMPORTANT RESOURCES

- Operating in Texas Webinar **and** Webinar Slides

TDA Approved FSMC Vendor List Registration

- All FSMCs must be registered to do business in Texas at the time of application and must maintain registration to provide services in Texas.
- Registration as a Texas vendor is not permanent. FSMC Vendors can be removed from the approved FSMC Vendor list due to providing false information or by demonstrating systemic or continued non-compliance.

FSMC Registration

The Texas FSMC Registration for new and renewing vendors in the 2022-2023 school year is closed as of July 31.

FSMC Vendor Eligibility Notice

At the time of application (and while listed on the TDA-approved FSMC Vendor List) businesses must be registered to do business in the State of Texas, and remain in good standing with the Texas Secretary of State (SOS) as well as the Office of the Comptroller (OTC). Also, the legal name of the organization as it is listed by the SOS and the OTC must match the legal name as noted on the application.

Smartsheet

- Will be using Smartsheet for submission
- Will be referring CE to ESC for technical assistance

Attachment B Uploads

TX-UNPS:
Applications - Download Forms – SNP 134

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

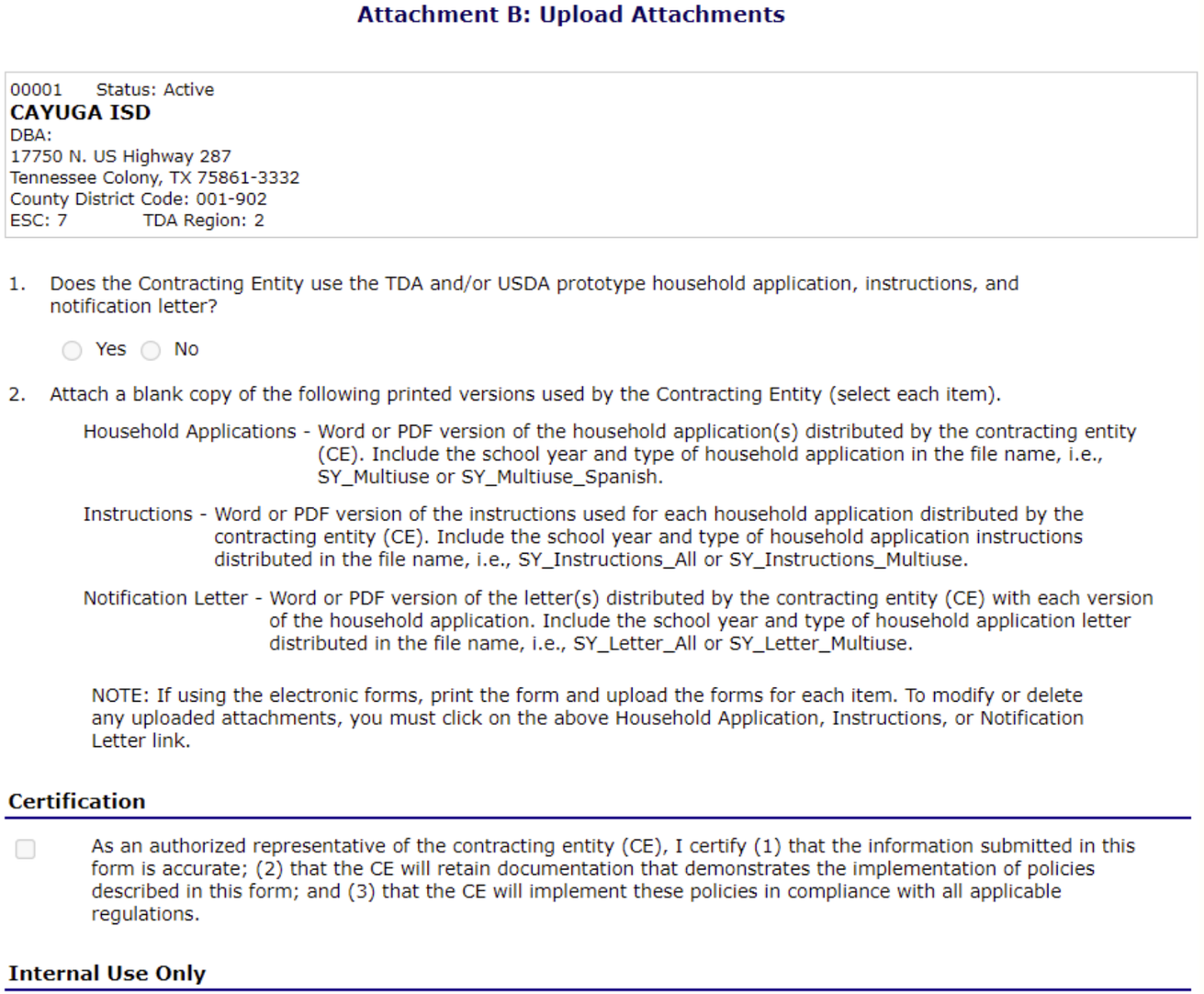
Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > School Year: 2022 - 2023

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 Entitys 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
- 865 approved out of 1225
- Use new non-discrimination statement



Attachment B: Upload Attachments

00001 Status: Active
CAYUGA ISD
DBA:
17750 N. US Highway 287
Tennessee Colony, TX 75861-3332
County District Code: 001-902
ESC: 7 TDA Region: 2

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.

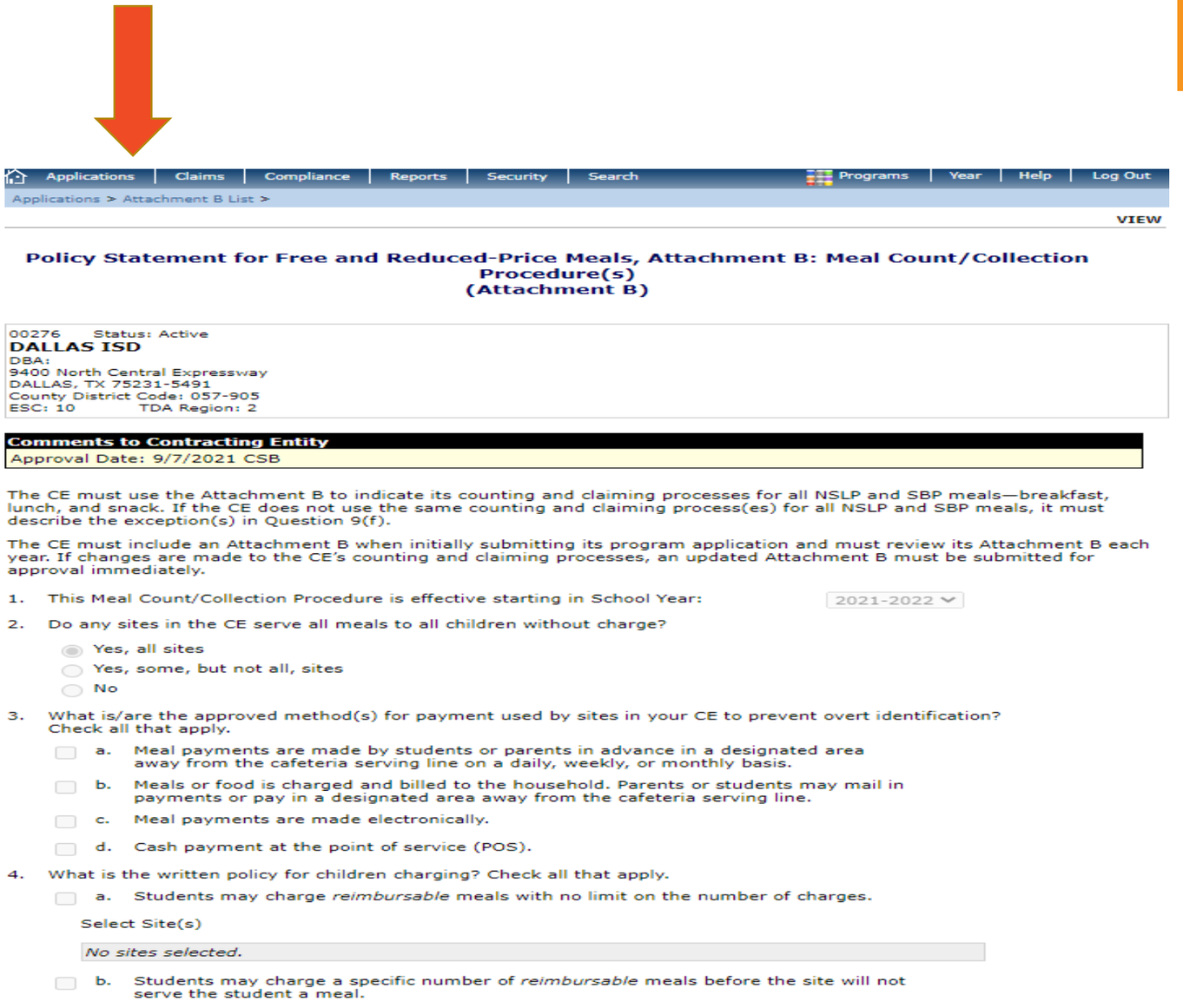
Certification

☐ 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)

00276 Status: Active
DALLAS ISD
DBA:
9400 North Central Expressway
DALLAS, TX 75231-5491
County District Code: 057-905
ESC: 10 TDA Region: 2

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.

2022-2023 Verification Reporting Dates

Link to Verification report JotForm will be in TX-UNPS

Applications-Download Forms-SNP 123

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

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, audiotape, 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

This institution is an equal opportunity provider.

CONTACT US

1700 North Congress Ave, 10th floor, Austin, Texas, 78701

www.SquareMeals.org

Nicole.Notarianni@texasagriculture.gov

512-786-8768