

School Operations Updates

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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)

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www.SquareMeals.org



Food and Nutrition Division
Nutrition Assistance Programs



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Attachment B Uploads

Attachment B Uploads

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

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

Attachment B Uploads

- **Opened July 1, 2023**
- **Closes October 31, 2023**
- **Submit:**
 - *School Meal Application*
 - *Application Instructions*
 - *Template eligibility notification letters*

NOTE: CEs operating CEP or Provision 2 (not in the base year) do not complete the Attachment B Upload.

752 Approved

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



Verification Timeline and Resources

Verification Timeline and Resources

October 1, 2023	<ul style="list-style-type: none"> • Count of approved meal applications on file • Direct Verification module in Texas ELMs opens
October 31, 2023	Count of students for annual Verification Report
November 1, 2023	<ul style="list-style-type: none"> • Verification Report opens: https://form.jotform.com/230295403774154 • CEs with no applications can begin submitting the Verification Report
November 15, 2023	<ul style="list-style-type: none"> • Federal deadline - Verification process must be completed • CEs with applications can begin submitting the Verification Report
November 28, 2023	CE submission of Verification Report is due to TDA in JotForm
December 1, 2023	TDA Submission of FNS-824 is due to USDA

Link to Verification Report JotForm will be in TX-UNPS
Applications>Download Forms>SNP 123

Verification Resources

<https://squaremeals.org/Programs/National-School-Lunch-Program/Texas-ELMS>



Administrative Review/Procurement Review Dates

Administrative Review/Procurement Review Dates

- Update contact information in TX-UNPS
- Adhere to due dates
- Reach out to your ESC for technical assistance and training
- Webinars scheduled for FSMC CEs

Resources:

<https://squaremeals.org/Programs/National-School-Lunch-Program/Compliance>

04

FSMC Timeline



FSMC Timeline

September 1, 2023	New contracts and renewals documents are open and posted on Squaremeals.org
December 1, 2023	All new contracts must be submitted to TDA for approval to publish
February 1, 2024	All renewals must be submitted to TDA for approval
February 15, 2024	TDA approves all new contracts to publish
April 1, 2024	New contracts are submitted for TDA review of the evaluation/award
May 1, 2024	TDA approves all new contracts and renewals
June 21, 2024	New contracts and renewals signed/executed submitted to TDA
August 1, 2024	TDA files contracts and renewals into DSS

FSMC Resources

<https://squaremeals.org/Programs/National-School-Lunch-Program/Food-Service-Management-Companies>

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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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