

Child Nutrition Program Timeline

2016-2017



Acronyms

Abbreviation	Definition	Abbreviation	Definition
ASCP	After School Care Program	SBP	School Breakfast Program
CE	Contracting Entity (the School Food Authority)	SFA	School Food Authority
DC	Direct Certification	SFSP	Summer Food Service Program
DV	Direct Verification	SNP	School Nutrition Program
ESC	Education Service Center	SNAP	Supplemental Nutrition Assistance Program
FDP	Food Distribution Program	Special Provision	P2 and CEP
FND-101	Certificate of Authority for TX-UNPS (assigns security groups)	SSO	Seamless Summer Option
FSMC	Food Service Management Company	TDA	Texas Department of Agriculture
LEA	Local Education Authority	TEA	Texas Education Agency
NSLP	National School Lunch Program	TLS	Total Lunches Served
P2	Provision Two	TX-UNPS	Texas Unified Nutrition Program System (pronounced T-X-U-N-P-S)
PEIMS	Pupil Education Information Management System (TEA database)	USDA	United States Department of Agriculture
RFP	Request for Proposal	YTD	Year-to-date



This Month:

- Download DC list from TX-UNPS
- Attend the ESC Child Nutrition Summer Workshop
- Conduct SSO onsite monitoring
- Start documenting staff training
- Prepare for distribution:
 - Letter of Predetermined Eligibility
 - Media Release
 - Free and Reduced-Price Meal Applications
- Continue to request USDA Foods for SFSP

Documents :

- Submit NSLP and/or SBP Application Renewals to TDA
- FND-101 – Review and send any updates to TDA
- USDA Foods Entitlement Update for NSLP

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Submit NSLP/SBP/ASCP Renewals to TDA Signed/approved FSMC contracts due to TDA
4 Independence Day TDA offices closed	5 Check TX-UNPS message board to see if new DC data is available	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29



This Month:

- Download TEA-level DC matches from TX-UNPS
- Obtain names of categorically eligible students - use carryover eligibility if applicable
- Prepare for distribution:
 - Letter of Predetermined Eligibility
 - Media Release
 - Free and Reduced-Price Meal Applications
 - Letter to Households of Approval/Denial of Benefits
- Schedule Health Inspection
- First USDA Foods Allocation for new school year

Documents:

- Non-profit SFSPs – submit Year-end USDA Foods inventory form
- Update SNP Application Packet in TX-UNPS
- FND-101 – Review and send any updates to TDA

Monday	Tuesday	Wednesday	Thursday	Friday
1 Last day to file May claim	2	3	4	5 Check TX-UNPS message board to see if new DC data is available
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29 Last day to submit JUNE claim	30	31		



This Month:

- Upload current enrollment for TDA-level DC matches
- Download TEA-level DC matches from TX-UNPS
- Obtain names of categorically eligible students - use carryover eligibility if applicable
- Prepare for distribution:
 - Letter of Predetermined Eligibility
 - Media Release
 - Free and Reduced-Price Meal Applications
 - Letter to Households of Approval/Denial of Benefits
- Conduct 1st ASCP on site monitoring within the first 4 weeks of operation

Monday	Tuesday	Wednesday	Thursday	Friday
Update as needed: SNP Application Packet in TX-UNPS FND-101 – Review and send any updates to TDA			1	2
5 Labor Day TDA offices closed	6 Check TX-UNPS message board to see if new DC data is available	7	8	9
12	143	14	15	16
19	20	21	22	23
26	27	28	29 Last day to submit JULY claim	30 Summer Program Operating costs for mandated programs due to TDA



This Month:

- Begin Verification process
- TLS Update from prior school year in TX-UNPS FDP Module
- Download TEA-level DC matches from TX-UNPS
- Upload enrollment for TDA-level matches in DC

Documents:

- Update SNP Application Packet in TX-UNPS
- FND-101 – Review and send any updates to TDA

Monday	Tuesday	Wednesday	Thursday	Friday
3 DV module opens	4	5 Check TX-UNPS message board to see if new DC data is available	6	7
10	11	12	13	14
National School Lunch Week				
17	18	19	20	21
24	25	26	27	28 TEA Snapshot Day Official enrollment count for PEIMS
31 Last day to submit AUGUST claim Enrollment count for SNP Verification				



This Month:

- Complete verification process
- Upload enrollment for TDA-level matches in DC
- Download TEA-level DC matches
- Texas Summer Mandate notices sent

Documents:

- Special Provision SNAP count to TDA
- Verification Report in TX-UNPS

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
7 Verification Report in TX-UNPS opens Check for updated DC data	8	9	10	11 Veteran's Day TDA offices closed
14	15 Complete Verification activities	16	17	18 Form for SNAP count at CEP/P2 campuses due
21	22	23	24 Thanksgiving	25
		TDA offices closed		
28	29 Last day to submit SEPTEMBER claim	30 Last day to use prior year Carry Over Inventory at Processor level		



This Month:

- Upload enrollment for TDA-level matches in DC
- Download TEA-level DC matches
- Complete NSLP and SBP onsite monitoring before February 1st
- Carry Over Sweep of prior year USDA Foods Inventory at Processor Level

Documents:

- Verification Report in TX-UNPS Update SNP Application Packet in TX-UNPS as needed
- Review Certificates of Authority (FND-101) and make changes, if necessary

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5 Check TX-UNPS message board to see if new DC data is available	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26 TDA offices closed	27	28	29	30 Last day to submit OCTOBER claim



This Month:

- Upload enrollment for TDA-level matches in DC
- Download TEA-level DC matches
- Complete NSLP and SBP onsite monitoring before February 1st
- Schedule 2nd Health Inspection
- New School Year opening for FDP

Documents:

- Declare Summer Mandate Intent
- Verification Report in TX-UNPS
- Begin to submit FDP Contract
- Begin to complete and submit FDP surveys in TX-UNPS
- SNP Application Packet in TX-UNPS – update if necessary
- FND-101 – Review and update

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5 Check TX-UNPS message board to see if new DC data is available	6
9	10	11	12	13
16 Martin Luther King Day TDA offices closed SFSP application opens	17	18	19	20
23	24	25	26	27
30 Last day to submit NOVEMBER claim	31 Texas Summer Mandate Intent due to TDA			



This Month:

- Upload enrollment for TDA-level matches in DC
- Download TEA-level DC matches
- DoD Fresh – Entitlement Allocation in FDP Module

Documents :

- Verification Report in TX-UNPS
- CEP report due in March
- DoD Fresh and Farm to School Selections due in TX-UNPS FDP Module
- Continue to submit FDP contracts in TX-UNPS
- Continue to submit FDP surveys in TX-UNPS

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Final day to submit Verification Report to TDA Complete NSLP/SBP Onsite Reviews	2	3
6 Check TX-UNPS message board to see if new DC data is available	7	8	9	10
13	14	15 FSMC RFP due	16	17
20 President's Day TDA offices closed	21	22	23	24
27	28			



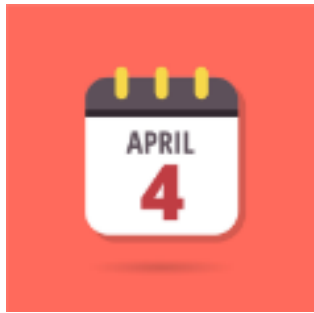
This Month:

- Upload enrollment for TDA-level matches DC
- Download TEA-level DC matches.
- National Nutrition Month
- International School Meals Day
- CEP Report
- FDP Surveys due this month in TXUPS FDP module

Documents:

- CEP Report
- FDP Contracts due in TX-UNPS
- FDP surveys due in TX-UNPS
- SFSP application
- Financial Report (due in April)
- SFSP and SSO Partnership documentation (due in April)

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Last day to submit DECEMBER claim CEP report opens	2 Texas Independence Day Skeleton crew at TDA	3
6 Check TX-UNPS message board for new DC data	7	8	9	10
National School Breakfast Week				
13	14	15 1 st due date for SFSP application (if seeking advance)	16	17
20 CEP report due	21	22	23	24
27	28	29	30	31 Last day to submit JANUARY claim



This Month:

- Upload enrollment for TDA-level matches in DC
- Download TEA-level DC matches
- Register for ESC Child Nutrition Summer Workshop

Documents

- SFSP application for new CEs
- FSMC Contract
- Financial Report
- SFSP and SSO Partnership documentation

Monday	Tuesday	Wednesday	Thursday	Friday
3 Financial Report due SFSP and SSO Partnership documentation due	4	5 Check TX-UNPS message board to see if new DC data is available	6	7
10	11	12	13	14 Good Friday TDA offices closed
17 2017-2018 NSLP/SBP application renewal opens SFSP applications for new CEs due	18	19	20	21 San Jacinto Day Skeleton crew at TDA
24	25	26	27	28 P2 Renewal due Last day to submit FEBRUARY claim Unsigned FSMC Contract due



This Month:

- Register for ESC Child Nutrition Summer Workshop
- Sign up for **Local Products Challenge**
- **Summer Promotion** – Distribute summer materials by May 15th
- Upload enrollment for TDA-level matches in DC Download TEA-level DC matches

Documents:

- SFSP application or renewal
- SSO Site application or renewal
- FSMC Contract
- P2 application
- Begin to request USDA Foods for SFSP

Monday	Tuesday	Wednesday	Thursday	Friday
1 SFSP Renewal due	2	3	4	5 Check TX-UNPS message board to see if new DC data is available
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29 Memorial Day TDA offices closed	30 Last day to submit MARCH claim	31 SSO Renewal due P2 Application due FSMC Contract due		



- Register and attend ESC Child Nutrition Summer Workshop
- Conduct SSO onsite monitoring
- Complete annual training hours for Professional Standards by June 30th
- Upload enrollment for TDA-level matches in DC Download TEA-level DC matches
- Download YTD TDA and TEA-level matches for record retention requirements and to establish carryover eligibility for next school year
- Deplete DoD Fresh Entitlement balances

Documents:

- Review Certificates of Authority (FND-101) and make changes, if necessary
- Continue to request USDA Foods for SFSP

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5 Check TX-UNPS message board to see if new DC data is available	6	7	8	9
12	13	14	15	16
19 Emancipation Day Skeleton Crew at TDA	20	21	22	23
Direct Certification database closed for annual maintenance (June 21 – June 30)				
26	27	28	29 Last day to submit APRIL claim	30 Special Provision "Decision" See ARM 5.11