COMMUNITY ELIGIBILITY PROVISION:
APPLICATION GUIDANCE FOR TX-UNPS
Log on to TX-UNPS via https://txunps1.texasagriculture.gov/

From the TX-UNPS Home Page, enter your **User ID** and **Password** information and click the **Log On** button.
After logging in, click the **School Nutrition Programs** button.
From the TX-UNPS Welcome screen, click on the **Applications** hyperlink on the top left corner of the screen.
From the **Applications** screen select **Application Packet** from the **Item** list.
2014-15 Enrollment Screen: Will display if CE has not yet begun the application process for the 2014-15 school year.

Enroll Button: Click to proceed to the 2014-2015 Application Packet.
Status: Prior to successfully completing the application packet process in TX-UNPS, the CE status displays as “Pending Validation”.

Click **Modify** to proceed to the **Contracting Entity (CE) Application Screen.**
1. From **NSLP Contracting Entity Application Screen**, scroll down to the **Eligibility Information** section.

2. Click **Yes** to question A28.

3. Verify remainder of **NSLP Contracting Entity Application** is complete and correct, then click **Save**.
**Edit Button:** Click to go back to the previous data entry page and edit information entered.

**Finish Button:** Click to finish the data entry process to return to the Application Packet screen.
1. Next, complete the **Site Applications** for each CE site intended to be included in CEP participation.

Notice the **Community Eligibility Provision (CEP) Schedule** has now appeared.

2. Click the **School Nutrition Program** hyperlink to continue.
For each site, click the **Modify** hyperlink to proceed to the **Site Application** screen.
1. Scroll down to the Pricing Information section of the Site Application screen.

2. Under each Meal Type, select Non-Pricing – CEP from the Pricing Information drop down box.

3. Once selected, the Paid & Reduced Price fields will become disabled and will remain blank. Be sure to enter an Adult Price greater than 0.

4. Verify remainder of NSLP Site Application is complete and correct, then click Save.
The Site Application has been saved.

**Edit Button:** Click to go back to the previous data entry page and edit information entered.

**Finish Button:** Click to finish the data entry process for the Site Application and return to the Application Packet screen.
Repeat steps until all sites intending to participate in the CEP have completed this process.

When finished, click the **Back** button return to the Application Packet screen.
Upon returning to the Application Packet screen the CEP Schedule should now be available to Modify. Click the Modify hyperlink.
The **CEP Schedule** page allows the ability to elect CEP for an individual or group of sites based on ideal Identified Student Percentages (ISP).

There are 3 sections to this page;
- **Summary**,  
- **Instructions**; and  
- **Grouping**.

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Show Detail</th>
<th>Nbr of Sites</th>
<th>Reimburse % Free</th>
<th>Reimburse % Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unassigned</td>
<td></td>
<td>0</td>
<td>66.62</td>
<td>33.38</td>
</tr>
<tr>
<td>Individual</td>
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<tr>
<td>Group 5</td>
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<td>0.00</td>
<td>100.00</td>
</tr>
</tbody>
</table>
Summary: Automatically calculates CEP information as groupings are selected from the Grouping section. If a grouping does not meet the required ISP of greater than or equal to 40%, the ISP color turns red. Remember, sites must meet or exceed the 40% ISP requirement to qualify for the CEP either individually or as a grouping.

Instructions: Be sure to review the instructions before determining site groupings. For further information regarding qualifying for the CEP, please visit squaremeals.org.

Grouping: Each site is listed, along with pre-populated information previously submitted to TDA.
Once qualified groupings are assigned, click the **Save** button.

Click the **Export** button to export the data to an Excel spreadsheet file to save for your records.
Edit Button: Click to go back to the previous data entry page and edit information entered.

Finish Button: Click to finish the data entry process for the CEP Schedule and return to the Application Packet screen.
2. Click the "Submit for Approval" button to submit the packed to TDA for review.

3. The CEP Schedule form has now been submitted as part of the CE Application Packet. The status should now read "Submitted".

1. Continue with the Contracting Entity Application process until the entire packet is complete.

The Application Packet is currently under review by the State and is unavailable for changes.
SNAP and FDPIR State or local agencies, and their sub recipients, must post the following nondiscrimination statement:

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the State Information/Hotline Numbers (click the link for a listing of hotline numbers by State); found online at http://www.fns.usda.gov/snap/contact_info/hotlines.htm.

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