



# National School Lunch Program



## 2018-2019 Calendar of Events



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



# JULY

2018

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

## This Month:

- Review and determine if financial policies and procedures need to be updated
- Prepare for distribution:
  - Letter of Predetermined Eligibility
  - Media Release
  - Free and Reduced-Price Meal Applications
  - Letter to Households of Approval/Denial of Benefits
- Conduct SSO onsite monitoring
- Continue to receive USDA Foods for SFSP
- Start documenting Staff training
- TDA does reconciliation of USDA Foods entitlement

## Documentation:

- Renew SNP Application Packet in TX-UNPS by July 1
- FND-101 – Review update
- USDA Foods Entitlement Update for NSLP



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2

Submit  
NSLP/SBP/ASCP  
Renewals to TDA

Signed/approved  
FSMC contracts due  
to TDA

3

4

Independence Day  
  
TDA Offices Closed

5

6

Deadline to submit  
summer Farm  
Fresh Challenge  
documentation

9

10

11

12

13

16

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19

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23

24

25

26

27

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31

Last day to submit  
May claim



# AUGUST

2018

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

## This Month:

- Download DC matches from Texas ELMS
- 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
- Prepare for USDA Foods Allocation for new school year
- 3<sup>rd</sup> Round survey requests for USDA Foods available
- Plan your NSLW campaign using catalog on Square Meals

## Documentation:

- Non-profit SFSPs – Submit Year-end USDA Foods inventory form
- Update SNP Application Packet in TX-UNPS
- FND-101 – Review and update
- Review Attachment B



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		1	2	3 Check for new DC data
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31 Last day to submit June claim

# SEPTEMBER

2018

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

## This Month:

- Upload current enrollment for TDA-level DC matches
- Download TEA-level DC matches from Texas ELMS
- Obtain names of categorically eligible students - use carryover eligibility if applicable
- Conduct 1<sup>st</sup> ASCP on site monitoring within the first 4 weeks of operation if operation beginning in September
- Order resources for NSLW on [Squaremeals.org/NSLW](http://Squaremeals.org/NSLW)
- Look for NSLW posters to be delivered soon!
- Remember Farm Fresh Challenge and Farm Fresh Fridays happening!

## Documentation:

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



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3 Labor Day  TDA Offices Closed	4 Check for new DC data  Deadline to enroll in Farm Fresh Challenge to receive toolkits	5	6	7
10	11	9	10	11
17	15	16	17	18
24	22	23	24	28 Summer Program operating costs for mandated programs due to TDA  Last day to submit July claim

# OCTOBER

2018

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

## This Month:

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

## Documentation:

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



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1 DV Module Opens  Deadline to enroll in Farm Fresh Challenge	2 Count number of applications for verification sample	3	4	5
8	9	10	11	12
National School Lunch Week - "Level Up"				
15	16	17	18	19
22	23	24	25	26 TEA Snapshot Day Official enrollment count for PEIMS
29 Last Day to submit August claims  Enrollment count for SNP Verification	30	31 Determine total number of approved applications for Verification Report		

# NOVEMBER

2018

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

## This Month:

- Complete verification process
- Upload enrollment for TDA-level matches in DC
- Download TEA-level DC matches from Texas ELMS
- Texas Summer Mandate notices sent
- Farm Fresh Challenge Deadline
- Total Lunches Served (TLS) is updated for FDP
- Check your entitlement balances

## Documentation:

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



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			1	2
5 Verification Report opens in TX-UNPS	6	7	8	9
12	13 P2/CEP SNAP count due Count of Direct Certification students due	14	15 Deadline to submit Farm Fresh Challenge documentation	16
19	20	21	22 Thanksgiving	23
		TDA Offices Closed for Thanksgiving		
26	27	28	29	30 Last day to use prior year Carry Over Inventory at Processor level

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# DECEMBER

2018

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

3

4

5

6

7

10

11

12

13

14

Second Review of  
Application Report  
Opens  
(December 15)

17

18

19

20

21

24

25

26

27

28

31

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
- Carry Over Sweep of prior year USDA Foods Inventory at Processor Level
- Start preparing for the Verification Report due in TX-UNPS by Feb. 1
- Submit Summer Mandate intent before Jan. 31
- 4<sup>th</sup> round survey requests for USDA Foods available

## Documentation:

- 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



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# JANUARY

2019

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

## This Month:

- Upload enrollment for TDA-level matches in DC
- Download TEA-level DC matches from Texas ELMS
- Complete NSLP and SBP onsite monitoring before February 1st
- Schedule 2nd Health Inspection
- Declare Summer Mandate Intent
- Watch for New School Year opening for FDP
- FDP packet for SFSP opens along with SFSP application packet

## Documentation:

- Verification Report in TX-UNPS
- FND-101 – Review and update
- Submit FDP Contract



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31	1	2	3 Check for new DC data	4
7	8	9	10	11
14	15 SFSP Application packet opens  Second Review of Applications report due	16	17	18
21 MLK Day  TDA Offices Closed	22	23	24	25
28	29	30 Last day to submit November claims	31 Summer Mandate intent due	

2019

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

# FEBRUARY

## This Month:

- Upload enrollment for TDA-level matches in DC
- Download TEA-level DC matches from Texas ELMS
- Continue to submit FDP contracts in TX-UNPS
- Continue to submit FDP surveys in TX-UNPS

## Documentation:

- Verification Report in TX-UNPS
- Prior Year Financial Report opens on March 1
- CEP report due in March
- DoD Fresh and Farm to School allocations due in TX-UNPS FDP Module



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				<b>1</b> Verification Report due to TDA  Complete NSLP/SBP onsite reviews
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b> FSMC RFP due  Verification Report in TX-UNPS
<b>18</b> President's Day  TDA Offices Closed	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>

# MARCH

2019

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

## This Month:

- Upload enrollment for TDA-level matches DC
- Download TEA-level DC matches from Texas ELMS.
- Submit CEP Report
- Begin preparation for SFSP and SSO Partnerships

## Documentation:

- CEP Report
- FDP Contracts due in TX-UNPS
- SFSP application
- Financial Report (due in April)



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March is National  
Nutrition Month

1  
Last Day to submit  
December claim  
  
Prior Year Financial  
Report Opens in TX-  
UNPS  
  
CEP Report Open

4  
Check for new DC  
data  
  
Farm Fresh Challenge for  
CACFP thru 3/15

5

6

7

8

National School Breakfast Week

11

12

13

14  
International School  
Meals Day

15  
1st due date for SFSP  
apps (if seeking  
advance)

18

19

20  
CEP Report due

21

22

25

26

27

28

29  
Last day to submit  
January claim

# APRIL

2019

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

## This Month:

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

## Documentation:

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



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1

NSLP Prior Year  
Financial Report due  
in TX-UNPS

SFSP/SSO  
Partnership  
agreement due

2

3

4

5

Check for new DC  
data

8

9

10

11

12

15

SFSP Applications  
Due

16

17

18

19

Good Friday  
  
TDA Offices  
Closed

22

23

24

25

26

29

30

31

P2 Renewals due

Last day to submit  
February claims

Unsigned FSMC  
contracts due



# MAY

2019

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

## This Month:

- Register for ESC Child Nutrition Summer Workshop
- Sign up for Local Products Challenge
- Summer Promotion – TDA will distribute summer materials by May 15th
- Upload enrollment for TDA-level matches in DC Download TEA-level DC matches
- 2<sup>nd</sup> round of survey requests for USDA Foods available
- Begin to request USDA Foods for SFSP

## Documentation:

- SFSP application or renewal
- SSO Site application or renewal
- FSMC Contract
- P2 application



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		1 SFSP Renewals due	2	3 Check for new DC data
6	8	9	10	11
13	15	16	17	18
20	22	23	24	25
27 Memorial Day TDA Offices Closed	28	29 Deadline to enroll in Summer Farm Fresh Challenge to Receive toolkit items	30 Last day to submit March claim	31 SSO Applications due P2 Application due FSMC Contract due

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# JUNE

2019

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

## This Month:

- Register and attend ESC Child Nutrition Summer Workshop
- Conduct SSO onsite monitoring review
- Complete annual training hours for Professional Standards by June 30th
- Upload enrollment for TDA-level matches in DC Download TEA-level DC matches from Texas ELMS
- 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

## Documentation:

- Review Certificates of Authority (FND-101) and make changes, if necessary



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3	4	5 Check for new DC data	6	7
10 Summer Farm Fresh Challenge June 10 - 21	11 Summer Nutrition Cost Report opens	12	13	14
17	18	19	20	21
DC Database closed for annual maintenance				
24	25	26	27	28 Complete NSLP/SBP Application Packet (June 30)  Indicate intent to operate CEP