



# National School Lunch Program



## 2019-2020 Calendar of Events



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COMMISSIONER SID MILLER



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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 Agency	TLS	Total Lunches Served
NSLP	National School Lunch Program	Texas 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 2	USDA	United State Department of Agriculture
PEIMS	Public Education Information Management System (TEA database)	YTD	Year-to-date



# JULY

2019

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

1 Submit SNP Application Renewals in TX-UNPS  
  
Signed/approved FSMC contracts due

2

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4

TDA Offices Closed for Independence Day

5 Deadline to submit summer Farm Fresh Challenge documentation

DC Database closed for annual maintenance

8

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12

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16

17

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31

May claims due

## 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 and SSO
- Start documenting staff training
- Reconcile USDA Foods entitlement (TDA)
- Art contest theme released

## Documentation:

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



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# AUGUST

2019

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

## Documentation:

- USDA Foods Inventory Form — non-profit SFSPs
- SNP Application Packet in TX-UNPS -- update
- FND-101 – review/update
- Attachment B



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			1 Summer Cost Report available in TX-UNPS	2
5 Check for new DC data	6	7	8	9
12	13	14	15	16
19	20	21	22	24
26	27	28	June claims due	30

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# SEPTEMBER

2019

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
- Promote Farm Fresh Challenge and Farm Fresh Fridays

## Documentation:

- SNP Application Packet in TX-UNPS
- FND-101
- Attachment B



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2

TDA Offices Closed  
for Labor Day

3

Deadline to enroll in  
Farm Fresh  
Challenge to receive  
toolkits

4

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Check for new DC  
data

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July claims due

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DV Module Opens

Deadline to enroll in  
Farm Fresh  
Challenge

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# OCTOBER

2019

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

## This Month:

- Begin Verification process
- TLS Update from prior school year in TX-UNPS FDP Module
- Upload enrollment for matches in DC
- Download DC matches from Texas ELMS
- Celebrate Farm to School Month

## Documentation:

- SNP Application Packet in TX-UNPS
- FND-101 – review/update



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Farm to School Month

1  
Count number of applications for verification sample

2

3

4

Check Direct Verification in Texas ELMS before sending out verification letters.

7  
Check for new DC matches and recheck DV module before sending verification letters

8

9  
Summer Food Cost Report Due

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14

15

16  
National Take Your Parents to Lunch Day

17

18

National School Lunch Week

21  
Updated DC data in Texas ELMS

22

23

24

25  
TEA Snapshot Day  
Official enrollment count for PEIMS

28

29

30  
August claims due

31  
Enrollment count for SNP Verification

# NOVEMBER

2019

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

## This Month:

- Complete verification process
- Upload enrollment for matches in DC
- Download DC matches from Texas ELMS
- Texas Summer Mandate notices sent
- Enroll in Farm Fresh Challenge
- Check Total Lunches Served (TLS)
- Check entitlement balances

## Documentation:

- FND-101 – review/update
- Preliminary Verification Report (JotForm) is due November 15<sup>th</sup>
- Count of
  - Enrolled Students
  - Students in CEP/P2 program
  - Students directly certified
  - Students eligible for free/reduced price by application



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				1
4	5 Check for new DC data	6	7	8
11 TDA Offices Closed for Veteran's Day	12 P2/CEP SNAP count due Count of DC students due	13	14 Deadline to submit Farm Fresh Challenge documentation	15 Preliminary Verification Report due (JotForm)  Summer Mandate waiver available in TX-UNPS
18	19	20	21	22
25	26	27	28	29 Last day for prior year carryover processor inventory
				September claims due
				TDA Offices Closed for Thanksgiving

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# DECEMBER

2019

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

2

Verification Report  
opens in TX-UNPS

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Check for new DC  
data

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Second Review of  
Application Report  
Opens  
Independent Review  
of Applications

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TDA Offices Closed

30

October claims due

31



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## This Month:

- Upload enrollment for matches in DC
- Download DC matches from Texas ELMS
- Carryover Sweep of prior year USDA Foods Inventory at Processor Level
- Prepare for the Verification Report due in TX-UNPS by Feb. 1
- Request 4<sup>th</sup> round survey of USDA Foods

## Documentation:

- Verification Report in TX-UNPS
- SNP Application Packet in TX-UNPS – update
- FND-101 – review/update



# JANUARY

2020

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

## This Month:

- Upload enrollment for matches in DC
- Download DC matches from Texas ELMS
- Schedule 2nd Health Inspection
- Declare Summer Mandate Intent
- Watch for New School Year opening for FDP
- Complete SFSP and FDP packet for SFSP

## Documentation:

- Verification Report in TX-UNPS
- FND-101
- FDP Contract -- update



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		1 TDA Offices Closed	2	3
6 Check for new DC data	7	8	9	10
13	14 Second Review of Applications Report due Independent Review of Applications	15 SFSP and SSO applications open	16	17
20 TDA Offices Closed for MLK Day	21	22	23	24
27	28	29 November claims due	30	31 Summer Mandate intent due

# FEBRUARY

2020

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

## This Month:

- Upload enrollment for matches in DC
- Download 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
- CEP Report due in March
- DoD Fresh and Farm to School allocations due in TX-UNPS FDP Module
- FND-101 – review/update



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3 Verification Report due  Complete NSLP/SBP onsite reviews	4	5 Check for new DC data	6	7
10	11	12	13	14 FSMC/RPF due (2/15)
17  TDA Offices Closed for President's Day	18	19	20	21
24	25	26	27	28 December claims due

# MARCH

2020

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

## This Month:

- Upload enrollment for matches in DC
- Download DC matches from Texas ELMS
- Submit CEP Report
- Begin preparation for SFSP and SSO Partnerships
- Complete Prior Year Financial Report in TX-UNPS

## Documentation:

- CEP Report
- FDP Contracts due in TX-UNPS
- SFSP application
- Financial Report due April 30
- FND-101 – review/update



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2

Prior Year Financial  
Report Opens in TX-  
UNPS

3

4

5

Check for new DC  
data

6

CEP Report Open

National School Breakfast Week

9

Farm Fresh  
Challenge for CACFP  
thru 3/15

10

11

12

13

16

1st due date for SFSP  
applications (if  
seeking advance)

Universal Breakfast  
waiver available in  
TX-UNPS

17

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19

20

CEP Report due

March is National  
Nutrition Month

23

24

27

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31

January claims due

# APRIL

2020

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

## This Month:

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

## Documentation:

- SFSP Application for new or CEs with operational issues
- FSMC Contract
- Financial Report
- FND-101 –review/update
- SFSP and SSO Partnership documentation



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		1 SFSP/SSO Partnership agreement due  NSLP Prior Year Financial Report due in TX-UNPS	2	3  You Art What You Eat submissions due
6 Check for new DC data	7	8	9	10  TDA Offices Closed for Good Friday
13	14	15 SFSP applications due for new or CEs with operational issues	16	17
20	21	22	23	24
27	28 P2 Renewals due  Unsigned FSMC contracts due	29  February claims due	30	



# MAY

2020

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

## This Month:

- Register for ESC Child Nutrition Summer Workshop
- Sign up for Local Products Challenge
- Request Summer Promotion materials
- Upload enrollment for matches in DC
- Download DC matches in Texas ELMS
- Request 2<sup>nd</sup> round survey for USDA Foods
- Request USDA Foods for SFSP
- Celebrate School Food Hero Day on May 1.

## Documentation:

- SFSP application or renewal
- SSO Site application or renewal
- FSMC Contract
- P2 application
- FND-101 – review/update



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				<b>1</b> SSO Age/Grade Group Meal Pattern Portion Size waiver available in TX-UNPS  SFSP Renewals due School Food Hero's Day
<b>4</b>	<b>5</b> Check for new DC data	<b>6</b>	<b>7</b>	<b>8</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>25</b> TDA Offices Closed for Memorial Day	<b>26</b>	<b>27</b> Deadline to enroll in Summer Farm Fresh Challenge to Receive toolkit items	<b>28</b>	<b>29</b> March claims due SSO Applications due P2 Application due FSMC Contract due Last day to make changes to Summer Mandate Intent

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# JUNE

2020

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 matches in DC
- Download DC matches from Texas ELMS
- Download YTD DC matches for record retention requirements and to establish carryover eligibility for next school year
- Deplete DoD Fresh Entitlement balances

## Documentation:

- FND-101 – review/update
- NSLP/SBP Application Packet



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1

2

3

4

5

Check for new DC data

8

9

10

Summer Farm Fresh Challenge begins

11

12

15

16

Summer Nutrition Cost Report opens

17

18

19

22

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25

26

29

April claim due

30

Complete NSLP/SBP Application Packet Universal Breakfast waiver deadline Indicate intent to operate CEP

DC Database closed for annual maintenance

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