SFSP APPLICATION INFORMATION, CHANGES, and COMMON ERRORS (and how to fix them)

READ THIS ENTIRE DOCUMENT!

SFSP Application Packet due dates:
NOTE: Applications open January 15, 2014 *– it is in your best interest to submit the SFSP application packet prior to the due date to allow you to make any needed corrections prior to, or by, the due date. Application packets MUST BE complete by the designated due date to be eligible for approval.*

- **March 15, 2014:** Last day to submit a complete SFSP application packet to TDA if applicant is requesting advance payments. Application packets submitted after this date, or incomplete application packets submitted by this date, will not be eligible to receive advance payments for summer 2014.
- **April 15, 2014:** Last day to submit a complete SFSP application packet to TDA for all new SFSP applicants, and all renewing SFSP CEs that are Not in Good Standing (CEs declared Seriously Deficient for SFSP 2013, CACFP 2013 and/or CACFP 2014).
- **May 1, 2014:** Last day to submit complete SFSP application packets for all other renewing CEs.

REMINDER: CEs must be in good standing (and maintain their good standing) with the State of Texas Secretary of State (SOS) and the Office of the Comptroller of the State of Texas (Comptroller) while they're applying to participate/participating in any of the programs administered by the TDA Food and Nutrition Division. *Failure to maintain a good standing status with either the SOS or Comptroller will result in denial of the application, and/or the CE being declared seriously deficient (which may lead to the termination of the CE's permanent agreement).*

CHANGE: Only complete application packets will be reviewed for accuracy and processed for possible approval. If the application packet is incomplete, TDA will not review your application packet for accuracy and will update the status of your application packet in TX-UNPS within 15 days of the "Submitted for Approval" date – the application packet status will note "Returned". It is your responsibility to review the Comments to Contracting Entity, address all noted issues/items, and to avail yourself of the technical assistance that is available and offered to you. Technical assistance is available by contacting your local Regional Field Office or local Educational Service Center (ESC), by calling 877 TEX MEAL, or by emailing SFSP.Bops@TexasAgriculture.gov (you MUST include your CE ID and CE Name in this correspondence to ensure a timely reply).

CHANGE: Complete and correct information (TX-UNPS and supporting documentation) for new sites, special events and field trips must be submitted to TDA 15 days prior to the desired start date. Failure to provide all needed information (TX-UNPS and supporting documentation) at least 15 days prior to the desired start date will delay processing and approved start date (NOTE: in addition to information submitted via TX-UNPS and supporting documentation, additional visits by TDA staff may be required prior to approval being granted. Therefore, it is imperative that you submit complete and correct information at least 15 days prior to the desired start date). ***REMINDER: CEs CANNOT CLAIM any meals served prior to the approved start date of a site, an event, or field trip.***

Common error and instructions for correction: Letter to the Health Department – Please submit a copy of the letter you've submitted to the health department as part of your SFSP application (documentation submitted must account for each site your organization wishes to sponsor). The letter to the health department MUST include the • site name, • site address, • site meal periods, • site meal times start and end (am/pm) • days of the week that meals will be served at the site, and the • meal program operational start and end dates. ***REMINDER: The information noted in the Letter to the Health Department must exactly match the information provided in the SFSP Site Application(s) in TX-UNPS.***

Common error and instructions for correction: Pre-Award Civil Rights Compliance Review Form - Page 1, A. Question #2 a. Estimate by racial and ethnic identities the number of recipients that will participate in the program at **each site**. NOTE: The total ethnicity and racial breakdown must each equal the total participation. Example: If you estimate 100 participants, 100 participants must be categorized by ethnicity, and 100 participants must be categorized by race. Ethnicity = Race.

Common error and instructions for correction: Viability, Capability and Accountability (VCA) Checklist – Read the ENTIRE form carefully. Answer ALL questions completely. Attach additional pages as needed to ensure a complete answer is given.

Common error and instructions for correction: Viability, Capability and Accountability (VCA) Checklist – Section IV – Administrative Capability: Organization Chart, Organization Compensation Plan, and Management Plan information needs to match, in particular the staff information (full legal name of each individual, position title of each individual, the total number of staff, etc.).