

SFSP Application Process

The following details the SFSP application process. The SFSP application must be submitted to TDA Food and Nutrition (F&N) to apply for the SFSP. TDA has an Internet-based system, Texas Unified Nutrition Programs System (TX-UNPS), which CEs must use to submit applications, file claims, and manage the nutrition programs they operate. [For TX-UNPS assistance click here.](#)

Application deadline information: IMPORTANT INFORMATION and CHANGES

Only completed SFSP application packets that are submitted by the applicable deadline will be processed.

Unlike previous years, TDA will not review **incomplete** applications for accuracy or approvability. The absence of information in the application packet hinders TDA's ability to approve or deny. TDA will only review applications for approval or denial after receiving a complete application that is also the appropriate (correct) application for the type of program you are planning to operate.

- Federal regulations require TDA to notify CEs no later than the 15th day from the date the application packet was submitted in TX-UNPS if their application is not complete, or if any of the appropriate (correct) application components have not been submitted.
- Federal regulations also require TDA to approve or deny **complete** applications no later than the 30th day from the most recent date the application was submitted in TX-UNPS.

Once the application is deemed complete and appropriate, TDA has 30 days from the most recent date the application was submitted to review and approve or deny the application based on the accuracy and approvability of information provided within the application.

TDA recommends that you thoroughly review all documents submitted in TX-UNPS to ensure the appropriate fields and forms are completed in their entirety. Failure to do so could lead to a returned, incomplete application packet multiple times. This back and forth revision process could delay the start date of program operations. Therefore, it is in the CEs best interest to submit a complete application packet well in advance to avoid undesired consequences and to ensure any needed technical assistance may be received.

What does a complete SFSP application packet mean?

A complete and appropriate SFSP application packet means

- all documents for the type of program being operated are entered in TX-UNPS;

- all appropriate documents and required fields of each required document are completely filled out;
- all of the required checklist items are faxed or emailed to TDA;
- all appropriate fields on the required check list items are completed, and
- the SFSP application packet in TX-UNPS is submitted for approval (with all required sections completed)

Remember, TDA will not evaluate the application for possible approval until it is determined by TDA to be complete, including all appropriate forms. *(Complete does not mean that all sites must be included. Once the initial application is approved, CEs can add sites at any point, as needed.)*

What happens if an SFSP application packet is incomplete?

If a CE's SFSP application packet is incomplete, TDA will return it to the CE by updating the status of the application packet in TX-UNPS no later than the 15th day after the "Submitted for Approval" date. The application packet status will note "Returned." TDA will provide information regarding the incompleteness or inappropriateness of the application and the actions the CE needs to take to submit a complete and appropriate application in the Comments to Contracting Entity field.

It is the CE's responsibility to review the "Comments to Contracting Entity" and provide all requested information. CEs should actively pursue the technical assistance that is available and offered to them in order to complete the application packet and resubmit it to TDA.

What happens if an SFSP application packet is complete but has errors?

If the application is deemed complete, TDA has 30 days from the most recent date the application was submitted to review and approve or deny the application based on information provided within the application. TDA will notify the CE of approval or denial within 30 days of the receipt of a complete application.

Only complete applications are reviewed for accuracy – if TDA determines that issues must be addressed and corrections are needed the CE will be notified and TDA will provide technical assistance information at that time to assist the CE in resolving the identified issues/corrections needed. The CE will also be provided with a due date by which time all identified issues/corrections must have been resolved. Failure to address the identified issues and/or corrections by the due date may result in the application being denied.

Technical assistance may be provided via the Comments to Contracting Entity field, and/or via telephone, and/or via email. It is the CE's responsibility to address all noted issues/items and actively pursue the technical assistance that is available and offered to them in order to correct the application packet and resubmit it to TDA.

Please mention to the receptionist that you are calling for assistance with SFSP.

TDA Hotline: (877) TEX-MEAL

Region 1: El Paso Office (915) 834-7520

Region 2: Dallas Office (817) 321-8100

Region 3: Houston Office (713) 921-8201

Region 4: San Antonio/Austin (210) 820-0288

Region 5: San Juan (956) 787-8866 ext. 204

If you have questions on application packet deadlines, please reach out for technical assistance or clarification well in advance.

Additional important information

- Complete applications 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 completely and correctly in TX-UNPS and in all submitted supporting documentation at least 15 days prior to the desired start date will delay processing and may impact your desired start date. *(NOTE: In addition to information submitted via TX-UNPS and in the supporting documentation, a visit by TDA staff may be required prior to approval being granted. Therefore, it is imperative that CE's submit complete and correct information at least 15 days prior to the desired start date).*
- REMINDER: **CEs will not receive reimbursement for any meals served prior to the approved start date for a site, special event, or field trip.**

APPLICATION BEST PRACTICES:

TDA highly recommends that CEs take the time to prepare the application packet as completely and correctly as possible to prevent multiple returns for correction. TDA must have a **complete and appropriate application submitted by the CE** to determine approval or denial. *Errors within the application may delay approval and ultimately result in denial if not corrected within the requested timelines.*