ARE YOU IN THE RIGHT PLACE?

We will NOT review your application at this time – we’ll address:

- TX-UNPS reminders that will make the application process easier to manage.

AND

- TX-UNPS SFSP Application updates and how this may impact your application process
HOUSE RULES

YOU promise to follow HOUSE RULES for this session:

• Sit at the right table – pay attention to the table tents! You need to sit at the right table to participate in the discussion activity at the end of this session.

• Turn off the ringer on your phone, as well as any alarm you may have set.

• Leave the room if you need to text or take a call; come back when you are ready.

• Be back on time from break – doors will close promptly at the designated time and the session will continue.

WE promise that:

We will give you our undivided attention during this session.

We will share our experience and knowledge, and some Best Practices, to enable you to navigate the application packet.

We will start the session on time.

We will end the session on time.
ABOUT THIS SESSION

• This is a 1.5 hour session.
  • Offered twice (2x) during this conference.

• This session is covering A LOT of information in a fairly small amount of time. Use the notecards provided to write down any question(s) that may come up – we’ll answer what we can during class.
  • If there are any questions that we do not have the time to address during this session and/or that do not apply to the group, we will post the answers on SquareMeals after the conference.

Resource materials:

• TX-UNPS User Manual
• TX-UNPS Training Sessions (available online)
• Squaremeals.org

Disclaimer: The examples and ideas included in this session are meant as viable options to teach and provide additional guidance to each organization. There are other approaches not addressed in this presentation that can be utilized to ensuring that the application submitted is complete and correct and approvable. Please refer to applicable Federal & State regulations, available training, and available materials for additional information.
REMINDER: PRE-ELIGIBILITY SCREEN

Must be completed by all who are NEW to SFSP.

To access it you MUST Logon to: www.squaremeals.org

Path: F &N Resources -> TXUNPS Program Resources -> Pre TXUNPS -> Pre Eligibility SFSP

To complete the pre-eligibility process all organizations must obtain a DUNS number. A DUNS number is free to obtain.
Required items have an asterisk *

LEGAL NAME

TYPE OF AGENCY

COUNTY

TYPE OF SFSP ORGANIZATION

DUNS NUMBER

CONTACT FIRST NAME

CONTACT LAST NAME

CONTACT TITLE

CONTACT PHONE

CONTACT EMAIL

DOES THE ORGANIZATION ALREADY PARTICIPATE IN ANOTHER NUTRITION PROGRAM ADMINISTERED BY TDA

When all of the information has been provided you must SUBMIT the form to begin the SFSP Pre-Eligibility process.
REMINDER: CHECK YOUR TX-UNPS SFSP APPLICATION PACKET STATUS

APPROVED

KEEP CALM AND REVIEW OFTEN

PENDING

REVIEWED

DENIED
<table>
<thead>
<tr>
<th>APPLICATION STATUS</th>
<th>EXPLANATION</th>
<th>MORE INFO</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOT SUBMITTED</td>
<td>When the packet is created for the first time or when any of the packet items are created, revised, or modified, but the application packet has not been submitted to the state</td>
<td></td>
</tr>
<tr>
<td>SUBMITTED</td>
<td>When the CE uses the Submit for Approval button on the application packet screen to submit the error-free packet to the State for review</td>
<td></td>
</tr>
<tr>
<td>Approval Recommended (first level approval)</td>
<td>When a CE is new to the program, the system will require two levels of approval. This status represents the first level of approval performed by the State before a final approval is granted.</td>
<td>The application packet screen will display the First Approval button when the first level approval is required. After the button has been selected, this button will not display; however, the Approve button will be displayed.</td>
</tr>
<tr>
<td>APPROVED</td>
<td>When the State has approved each packet item AND has selected the Approve button on the application packet screen</td>
<td>An “approved” packet cannot be “denied”. An “approved” packet cannot be “returned for corrections”</td>
</tr>
<tr>
<td>DENIED</td>
<td>When a packet is “denied”, the packet remains in view-only and nothing in the packet can be modified.</td>
<td>By denying an application packet, the status of all items within the packet is automatically set to “denied”. The only way to edit items in a denied packet is for the State to change the status of the packet to something other than “denied”.</td>
</tr>
<tr>
<td>RETURNED FOR CORRECTIONS</td>
<td>When the State selects the Return button on the application packet screen.</td>
<td>This status unlocks the packet for the CE and sets the status back to “Not Submitted”</td>
</tr>
<tr>
<td>WITHDRAWN</td>
<td>The packet has a status of “Withdrawn” when the CE or State selects the Withdraw button on the application packet screen</td>
<td>An application packet with the status of “approved” cannot be withdrawn. If an application has been approved it can only be “cancelled” or “terminated” by the State. An application packet with a status of “first level approved” can be withdrawn</td>
</tr>
</tbody>
</table>
REMINDER: SUBMITTING TX-UNPS SFSP APPLICATION PACKET CHECKLIST ITEMS

The checklist item screen will display a list of documents that will need to be submitted to TDA as part of the SFSP Application Packet in order for TDA to potentially approve a CE and/or site application.

- Check all items on the checklist even if you do not apply to you or you will not be able to submit.

To ensure that your Information is received in a timely manner, you should UPLOAD VIA TXUNPS.
REMINDER: SUBMITTING THE SFSP CHECKLIST ITEMS VIA TXUNPS

- BE HONEST!
- Provide current, accurate, and complete information.
- FAIL Provide someone else’s forms.
- Don’t wait until the last minute to gather and prepare your supporting documentation for submittal to TDA.
- FAIL Provide inaccurate information.
- More information is always better than not enough.
- Spell-check your documents.
- FAIL Provide outdated information.
REMINDER: TX-UNAPS SFSP APPLICATION PACKET - CONTRACTING ENTITY APPLICATION

The first time you log into the SFSP program you will be directed to the Contracting Entity (CE) Application which requires you to complete basic information about your organization.

If a CE had an application in the previous year and has elected to enroll in the New Year, the prior year’s application information is rolled over into the New Year’s application as a starting point.

The “Add” option only appears for new CEs.

Select “Modify” to review and update this information.
REMINDER: TX-UNPS SFSP APPLICATION PACKET - SITE APPLICATION(S)

The site applications can be found at the bottom of the Application Packet Screen.

- All CEs must complete this section.
- At least one site application must be complete in order to submit your application packet. CEs must complete a Site Application for each of their sites.
- The Site Application screen provides access to the Site’s annual application for the Summer Food Service Program for both new and renewing sites.

Site applications must be complete annually; however, if a site was approved for the CE from the previous year select data “rolls over” and pre-populates a new year’s application.
REMINDER: SITE APPLICATION CONT.

- Already participating in another program?
  Access the CE manager and select site manager - then select each site that will be participating in SFSP.

- **Private Non-Profits:**
  Use the Site ID assigned by the system. The system has verified that the assigned ID is unique and is the next available Site ID for the Contracting Entity.

- **Public/charter schools:**
  Use the campus code assigned by the Texas Education Agency.

  **ATTENTION!**
  If you enter a site that is already assigned a number the system will assign it another (new) number which will cause problems when you are submitting your claims.
To submit your budget detail, your balance on this screen must be equal to or greater than zero dollars.

- If your balance on this screen was greater than 0 dollars, indicate how you will use the funds.

- If it was equal to 0 dollars, skip the misc. section.
REMINDER: TX-UNPS SFSP APPLICATION PACKET - SFSP FOOD PRODUCTION FACILITY (FPF)

SNP CE: Central Kitchen does not have the same meaning as it does in SNP. If you are preparing your meals yourself you do not fill this out.

The FPF section of the Application Packet contains information about each food production facility that the CE will use to provide meals to its sites.

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>DESCRIPTION</th>
<th>MORE INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 &amp; 2</td>
<td>Asks for Food Preparation Type and Facility Name</td>
<td></td>
</tr>
<tr>
<td>3 &amp; 5</td>
<td>Requires the facility address</td>
<td></td>
</tr>
<tr>
<td>6 &amp; 9</td>
<td>Requires the facility’s contact information</td>
<td></td>
</tr>
<tr>
<td>10-16</td>
<td>Vended Facility Information</td>
<td></td>
</tr>
</tbody>
</table>
The Site Field Trip section of the Application Packet contains information about any field trips that an approved site will conduct for the specified year.

A field trip can be added ONLY for approved SFSP sites (i.e., an approved SFSP site application for the designated year).

Only approved field trips can be cancelled. If the field trip is not approved, but it will no longer occur, use the Delete feature.

WARNING:
A cancelled field trip cannot be “un-cancelled”.
If the Contracting Entity decides to re-instate the field trip, a new field trip must be added.
ACCESSING AND COMPLETING THE CORRECTIVE ACTION DOCUMENT (CAD) ON TX-UNPS WEBSITE

On the main screen, click on the Compliance menu in the Summer Food Service Programs module.

From the Compliance menu, click on “Review Tracking” and the next screen will be displayed with your CE name and CE ID at the top.

This screen will display all SFSP reviews scheduled and/or conducted by TDA.
Click on the “Details” link next to the review to which you are responding, which should be for the current program year, and this screen will appear.

This screen displays summary information reg. the selected review, including the CE name, CE ID, review type, reviewer assigned, and the review status.
To access the CAD section, click on the “Modify” link on the left side of the screen below Corrective Action Documents and the following screen will appear.

This screen lists all of the findings that were discovered during the course of your review, including a short description of the finding, the status of the finding in terms of where it is within the CAD process and the date your response is due to TDA.

### Total CADs Required

- Not Started: 1
- Pending Action: 1
- Pending Submission: 0
- Pending Approval: 0
- Returned: 0
- Accepted: 0

### CAD Counts

- Total Number of CADs: 2
- Number of Contracting Entity CADs: 1
- Number of Site CADs: 1
- CAD Due Date: 
  - Contracting Entity Access Start Date: 5/1/2015
  - Contracting Entity Access End Date: 6/5/2015

#### Review Findings and Corrective Action Documents

**Contracting Entity Findings**

<table>
<thead>
<tr>
<th>Not Started</th>
<th>Pending Action</th>
<th>Pending Submission</th>
<th>Pending Approval</th>
<th>Returned</th>
<th>Accepted</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Action</th>
<th>Area</th>
<th>Question</th>
<th>CAD?</th>
<th>Status</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>Modify</td>
<td>300 - Meal Counting and Claiming</td>
<td>Y</td>
<td>Not Started</td>
<td></td>
</tr>
<tr>
<td></td>
<td>300 - Does the ATTENDANCE reported on the claim agree with the validated count?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Site Findings**

<table>
<thead>
<tr>
<th>Not Started</th>
<th>Pending Action</th>
<th>Pending Submission</th>
<th>Pending Approval</th>
<th>Returned</th>
<th>Accepted</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Actions</th>
<th>Area</th>
<th>Question</th>
<th>CAD?</th>
<th>Status</th>
<th>Due Date</th>
<th>Nbr of Sites</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>Modify</td>
<td>800 - Civil Rights</td>
<td>Y</td>
<td>Pending Action</td>
<td>4/29/2015</td>
<td>2</td>
</tr>
</tbody>
</table>
CAD CONT.

To complete your portion of the CAD, click on the “Modify” link on the right side of the finding you wish to complete. This screen will appear.

The screen will display the Finding Description from TDA as well as their Required Corrective Action.

You will only be able to modify the section labeled Agency Corrective Action Response. Once you have completed the Agency Corrective Action Response, you can click on the Save button to save the information, or click on the Submit for Acceptance button to submit it to TDA for approval. The system will return you to the list of CADs.

You may have to repeat this step multiple times for different findings.
When you have completed your portion of each of the findings cited in your review, the status for each item will be “Pending Submission” if you clicked on the Save button, or “Pending Approval” if you clicked on the Submit for Acceptance button.

The status will be “Pending Approval” until TDA has reviewed and approved your CAD. After TDA has approved your CAD, the status displayed for each finding will be “Closed”.

If TDA does not approve your CAD, further action may be required and TDA will contact you.

Contact your Reviewer if you have problems entering your corrective actions into TX-UNPS.
TXUNPS UPDATES FOR 2016

SFSP Application Packet:
1. SFSP Auto-approve low risk modifications and general clerical edits (email address, phone number, etc.).

CE Application:
1. Numbering changes due to clarifications added so check numbers before submitting to make sure that information is correct.

Site Application:
1. Clarified some error and warning messages.
2. Numbering may have changed depending on information that may have been input last year so make sure to check for accuracy.
3. Closure/deletion of a site application may require you to update the budget detail to reflect this change – it is your responsibility to review and update your budget frequently to ensure that it is reflective of your program!

Food Production Facility:
1. No roll-over of approval.
2. Add health inspection information.

Field Trips:
1. Single field trip for multiple visits.
SIT WITH THE RIGHT TABLE GROUP WHEN YOU RETURN!
Let’s Talk
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint_filing_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

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