

A Step-by-Step Guide to Submitting an SFSP Application

Submit a Summer Food Service Program (SFSP) application via TX-UNPS, fax, email or U.S. Postal Service. *The information below pertains only to SFSP. Other TDA programs may follow different procedures.*



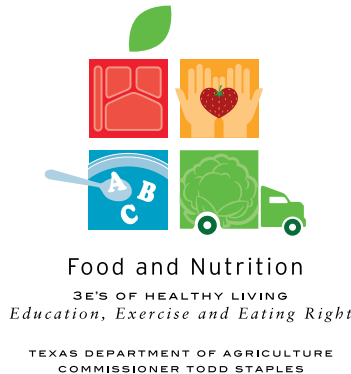
Applications are processed and notification of status sent via TX-UNPS within 15 days of receipt.



Is it accurate, complete and correct?
Does it meet TDA standards and federal and state requirements?



Your application is approved!



Is the application inaccurate, incomplete or incorrect? Does it fail to meet all requirements?



Your application is returned and notification is sent through TX-UNPS. That notification starts the clock. **You have exactly 15 calendar days to submit a correct and complete application.** If the application is not corrected and approved during that 15-calendar-day period, the application is denied.



Submit the corrected application via TX-UNPS, fax, email or U.S. Postal Service.



TDA reviews the corrected applications within seven calendar days after receipt.



Is it complete and correct?



Your application is approved!



Is it incomplete or incorrect?



Your application is denied.

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