

Summer Cost Report Requirement

What's the summer cost report requirement and why are we being asked to complete it?

Agriculture Code, Title 2, §12.0029 mandates school districts to offer a summer nutrition program if 50 percent or more of the students are eligible for free or reduced-price meals, and report all costs for operating the program **even if the costs were \$0**. If your school district received notification of being mandated to participate in a summer nutrition program in 2018 and did not receive a waiver, then the summer cost report must be submitted to TDA. TDA reports this information to the Texas Legislature, and identifies all school districts that failed to satisfy the requirements of this section.

Our school district selected to partner or collaborate with another school district or entity to provide meals during this summer. Is the cost report still required to be submitted?

Yes. If you partnered or collaborated with another school district or entity, you must still report your district's summer operating costs even if your district did not incur any costs. When submitting your operating cost in TX-UNPS, you will enter it as \$.01.

When is the summer cost report due?

The summer cost report must be submitted through TX-UNPS **by October 9, 2018**.

What type of operating costs should be reported?

The following list provides some examples of the potential operating costs that may have been incurred. Costs not directly related to operating the summer programs should be prorated by the applicable amounts to the appropriate program.

Administrative	Facilities	Meal Service
Payroll & accounting	Cost of opening the building	Food purchased
Management & oversight	Renting space	Value of USDA foods used
Utilities	Equipment	
Outreach materials, printing & postage	Commodity processing & storage	
Mileage & transportation	Non-food items	
Training	Paper & cleaning products	
Public Service	Custodial Services	
Announcements (PSAs)		

How is the summer cost report completed and submitted?

The summer cost report is submitted through TX-UNPS by accessing the *School Nutrition Programs* module. From the *Applications* screen, click on *Summer Nutrition Program Costs* link, and select the *2017-2018* school year. More detailed instructions on how to complete and submit the cost report in TX-UNPS is attached as well as additional information can be accessed at Texas Summer Mandate on www.squaremeals.org.

TEXAS SUMMER MANDATE: *TX-UNPS COST REPORTING REQUIREMENT*



Summer Meal Programs (SFSP / SSO)

Log on to TX-UNPS via
<https://txunps1.texasagriculture.gov/>

Returning Users: Log On

User ID:

Password:

[Forgot Your Password?](#)

Log On

Recommended Internet Browsers

From the TX-UNPS Home Page, enter your **User ID** and **Password** information and click the **Log On** button.

Resetting Your Password

- Click the "Forgot Your Password?" link on the Log-On screen to have temporary password automatically generated and emailed to you

You can expect to receive the email with your temporary password within an hour.

If you do not receive the email and have checked your junk mail box for it, please call us at 1-877-TEX-MEAL (839-6325) and we can reset your password for you.

When resetting your password, please remember that your new password must contain a special character. Some examples of special characters are % & \$ @ * !

Links

- [Need Help?](#)
- [Interested in Applying?](#)
- [TX-UNPS Project Website](#)

School Nutrition Programs

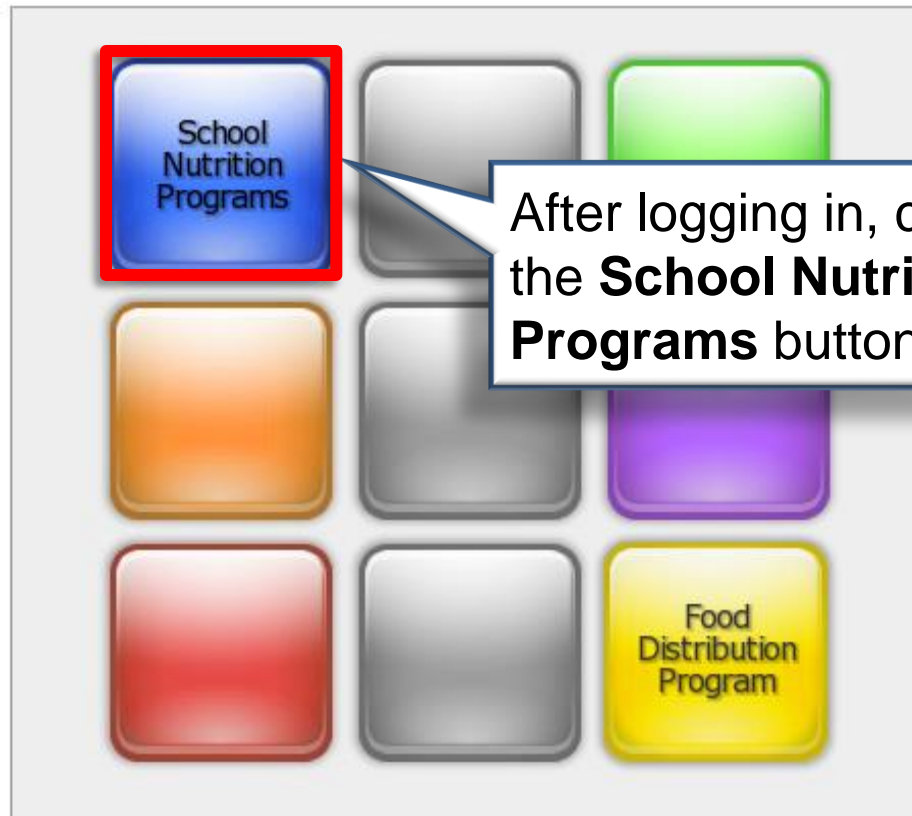
TX-UNPS 

Applications | Claims | Compliance | Reports | Security | Search



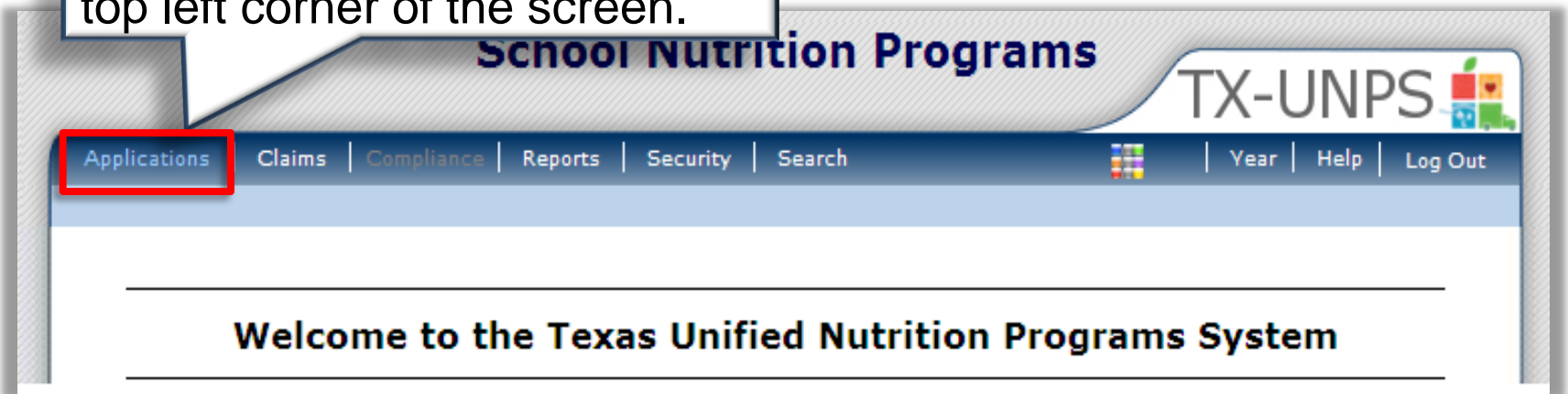
Year | Help | Log Out

Programs



After logging in, click the **School Nutrition Programs** button.

From the TX-UNPS Welcome screen, click on the **Applications** hyperlink on the top left corner of the screen.



School Nutrition Programs

TX-UNPS 

[Home](#) | [Applications](#) | [Claims](#) | [Compliance](#) | [Reports](#) | [Security](#) | [Search](#)

[Programs](#) | [Year](#) | [Help](#) | [Log Out](#)

[Applications](#) >

School Year: 2017 - 2018

Item	Description
Contracting Entity Manager	SNP Contracting Entity's Profile, Site and Hold Information
Application Portal	Access to all program applications
Application Packet	Applications Forms (Contracting Entity and Site)
Attachment B	Policy Statement for Free and Reduced-Price Meals, Attachment B: Meal Count/Collection Procedure(s)
Second Review of Applications	FNS-874 report for Contracting Entitys selected to conduct a second review of applications.
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
Annual Audits	Annual Audits
Annual Audit Status Summary	Annual Audit Status Summary
Financial Report	Financial Report
Financial Report Summary	Financial Report Summary
FFVP Summary	FFVP Summary
FFVP Application Packet	FFVP Application Packet
FFVP Grants	FFVP Grants
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
Summer Nutrition Program Costs	Total Costs Associated with Operating a Summer Nutrition Program
Capital Expenditure Request	Request for funds to purchase capital items >= \$5,000
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Texas Summer Mandate	Summer Nutrition Programs Intent Declaration
Texas Summer Mandate Summary	Summer Nutrition Programs Intent Summary
MENU Module	Menu Planning and Analysis module
Download Forms	Forms Available for Downloading

From the **Applications** screen select **Summer Nutrition Program Costs** from the **Item** list.

Applications | Claims | Compliance | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > Summer Nutrition Program Costs List > School Year: 2017 - 2018

Summer Nutrition Program Costs

00000 Status: Active
ANYTOWN ISD
DBA:
200 N MAIN Street
ANYTOWN, TX 12345-1234
County District Code: 000-001
ESC: 1 TDA Region: 1

Action	School Year	Received Date	Status
Modify	2017 - 2018		Not Started
View	2016 - 2017	09/19/2017	Submitted
View	2015 - 2016	09/23/2016	Submitted
View	2014 - 2015	09/22/2015	Submitted
View		09/24/2014	Submitted

Click the **Modify Button** to begin the current school nutrition program costs report.

00000 Sta
ANYTOWN
DBA:
200 N MAIN S
ANYTOWN, TX
County Distric
ESC: 1

Contact Information

- School districts who are mandated and actually operated (or partnered to operate) a summer nutrition program report **must** report all costs for operating the program to TDA, **even if the costs were \$0.**

By State law, school districts in which fifty (50) percent or more of the students are eligible for free or reduced-price meals are required to provide a summer nutrition program (Summer Food Service Program or Seamless Summer Option) and must report program costs. Enter the total cost incurred to operate your summer feeding program. Any costs that are not directly related to operating the summer programs should be prorated accordingly.

- ## TX-UNPS Cost Reporting Instructions

Enter operating expenses that were **incurred directly by the CE** in Item 5. If no costs were incurred, an amount of \$.01 **must be** entered.

For more of the students are eligible for free or reduced-price (Summer Food Service Program or Seamless Summer) costs incurred to operate your summer feeding program. Any other programs should be prorated accordingly.

5. Total SFSP/SSO Summer Nutrition Program Costs:
6. If program costs exceeded program reimbursement, identify the source(s) of funds, such as general revenue, to pay for excess program costs:

Verify the **Summer Nutrition Program Costs** report is complete and correct, then click **Save** at the bottom of the page to submit.

Identify sources of funds used to pay for any excess program costs that **exceeded** program reimbursement received in Item 6.

Save

Cancel