TEXAS SUMMER MANDATE: NOTIFICATION OF INTENT IN TX-UNPS
Log on to TX-UNPS via https://txunps1.texasagriculture.gov/

From the TX-UNPS Home Page, enter your **User ID** and **Password** information and click the **Log On** button.
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.
From the Applications screen select Texas Summer Mandate from the Item list.
Click on the **Add** link to open the form.

Click on **Modify** on the top right hand corner of the screen.
Review the requirements making note of the **due date** to submit intentions to TDA.

Enter the appropriate information for the **Contact Information** fields 1-4.

**DUE JANUARY 31, 2020**
Select one of the intentions listed below to signify which program your district plans to participate in.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Summer Food Service Program (SFSP): SFA will operate a traditional Summer Food Service Program (SFSP) as a sponsor. SFAs that declare they will provide a summer nutrition program must complete an application and be approved for participation prior to program operation.</td>
</tr>
<tr>
<td>b.</td>
<td>Seamless Summer Option (SSO): SFA will operate the Seamless Summer Option (SSO) as a sponsor. SFAs that declare they will provide a summer nutrition program must complete a site application and be approved for participation prior to program operation.</td>
</tr>
<tr>
<td>c.</td>
<td>Partnering with another organization or SFA: SFA is arranging for the operation of a summer nutrition program by collaborating or partnering with another organization or SFA. The written agreement between parties must be submitted to TDA by April 1.</td>
</tr>
<tr>
<td>d.</td>
<td>Waiver for participation in a summer nutrition program: SFA requests a waiver from the legal obligation to offer a summer nutrition program and will assist TDA in identifying alternate providers.</td>
</tr>
</tbody>
</table>

Review the following pages to learn more about the four Summer Program Intention options!
Choose option (a) or (b) in number 5 to indicate that your district plans to provide a summer nutrition program and operate SFSP or SSO.

Reminder!

- The **SFSP or SSO Application Packet** must also be completed and submitted in TX-UNPS.
- To apply for SFSP:
  1. Visit the **SFSP page** at SquareMeals.org
  2. Carefully review all deadlines and instructions before completing the application.
- To apply for SSO, complete and submit the SSO Site Application. *Instructions for adding a site can be found in the TX-UNPS User Manual at www.squaremeals.org/TXUNPSResources or in Administrator’s Reference Manual – Section 12.*

Contact your **Education Service Center** for more information about the SFSP or SSO applications.
Choose option (c) in number 5 to indicate that your district will partner with another SFA to provide a summer nutrition program. There are a variety of ways your district can help children in need access nutritious meals via a partnership:

- Allow/Rent another sponsor to use your facilities
- Find a sponsor to open a meal site in a local community location
- Volunteer staff or conduct outreach to help another sponsor provide meals
- Volunteer your buses to help transport children to meal sites

A signed agreement between your district and partnering organization is required, and should include:

- Serving days and times
- Responsibilities of each party
- Names and contact information for each party

Important Deadline: It is required to submit to TDA the finalized partnership agreement by April 1, 2020, via email to SNPWaivers@TexasAgriculture.gov.
Option (d): Request a Waiver – two steps

1. Choose option (d) in number 5 to indicate that your district would like to request a waiver, and opt out of providing a summer nutrition program.
   - Waiver requests must be submitted prior to January 31 in order to be considered
   - Depending on the reason for the waiver request, additional information and documentation may be required. See the following page for requirement details.
   - As required by state law, the Board of Trustees must send written notice of intention to the District's local school Health Advisory Council no later than November 30, 2019.
   - When selecting the waiver option you must also identify an alternate feeding site that is able to serve summer meals to your in-need student population

2. Continue to number 6 of the form to enter the waiver request reason.

Waiver reasons and requirements explained on the following page
<table>
<thead>
<tr>
<th>Waiver Request Reasons and Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>a. Fewer than 100 eligible students</strong></td>
</tr>
<tr>
<td><strong>b. Transportation</strong></td>
</tr>
<tr>
<td><strong>c. Construction</strong></td>
</tr>
<tr>
<td><strong>d. Other extenuating circumstances</strong></td>
</tr>
<tr>
<td><strong>e. Cost</strong></td>
</tr>
</tbody>
</table>

All supporting documents should be emailed to [SNPWAivers@TexasAgriculture.gov](mailto:SNPWAivers@TexasAgriculture.gov) by January 31. View [www.squaremeals.org/SummerWaivers](http://www.squaremeals.org/SummerWaivers) for further details on acceptable explanations.
For **reasons 6b-6e**, enter your explanation in the provided Waiver Explanation box.

If applying for a waiver, an Alternative SNP Provider must be identified and recorded in **number 8**. This should be contact information of who you contacted to discuss feeding children in your region.
Once all areas of the Texas Summer Mandate form are complete, click **Save** at the bottom of the page.
• If you change your decision about which option to pursue at a later date, you must update your Texas Summer Mandate form in TX-UNPS and submit any required documentation to TDA prior to the deadline given.

• Waiver requests must be submitted by January 31st to be considered for approval.

• Unless you request a waiver, your district’s Summer Cost Report must be submitted at the end of the summer in TX-UNPS, even if your cost is $0. This also applies even if you partnered with another organization.

• For additional information, please visit www.summerfood.org and www.squaremeals.org.