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.
Notification of Intent in TX-UNPS

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 Date: January 31, 2018
Review the information on the following pages regarding the program intentions. Then select **one of the intentions** listed below to signify which program your district plans to participate in.

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**Summer Program Intention**

5. If an SFA selects option 5a, 5b, or 5c, they will be required to submit a cost report in TX-UNPS at the end of summer identifying operating costs for running the summer program (even if their cost is $0).

Select the SFA’s program intention for school year 2017 - 2018:

- **a. 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.

- **b. 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.

- **c. 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.

- **d. 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.
The Summer Mandate form does not replace the program application required to participate in SFSP or SSO. The SFSP or SSO Application Packet must be completed and submitted in TX-UNPS.

- To apply for SFSP, visit [www.summerfood.org](http://www.summerfood.org) and click on “How can I participate in SFSP?”. Application requirements, instructions, and deadlines on how to submit the SFSP application will be listed.

- To apply for SSO, complete and submit the “SSO Site Application” screen. Instructions for adding a site can be found in the TX-UNPS User Manual at [www.squaremeals.org/TXUNPSResources](http://www.squaremeals.org/TXUNPSResources) or in Administrator’s Reference Manual – Section 12.
If Your District Plans to Partner with Another Organization or SFA

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 (church, park, baseball field, etc.).
- Volunteer staff or conduct community outreach to help another sponsor provide meals.
- Volunteer your buses to help transport children to meal sites.

Once you have partnered, it is required to submit to TDA the finalized partnership agreement by April 1, 2018, via email to SNPWaivers@texasagriculture.gov. The agreement should be a detailed description of the roles and responsibilities between your district and partnering organization including but not limited to:

- Serving days and times,
- What each party is responsible for, and
- Names and contact information for each party.
If Your District Plans to Request a Waiver

Requesting and receiving a waiver approval requires additional information and possibly documentation which should be submitted by January 31, 2018, via email to SNPWaivers@texasagriculture.gov.

After selecting the waiver intention, select **one reason** your district is requesting approval for a waiver.

**Reminder**: If requesting a waiver, state law requires the Board of Trustees to send written notice of intention to the District’s local school Health Advisory Council no later than November 30, 2017. Visit www.squaremeals.org/TexasSummerMandate for further details.
<table>
<thead>
<tr>
<th>Required Waiver Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>a. Fewer than 100 eligible students</strong></td>
</tr>
<tr>
<td>No documentation needed. TDA verifies the number of eligible</td>
</tr>
<tr>
<td>children for free and reduced-price meals based on prior March</td>
</tr>
<tr>
<td>claims.</td>
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<tr>
<td><strong>b. Transportation</strong></td>
</tr>
<tr>
<td>Explanation of the insurmountable barriers that prevents children</td>
</tr>
<tr>
<td>from accessing meal site and the consultation you have made</td>
</tr>
<tr>
<td>with public transit providers. This often includes safety</td>
</tr>
<tr>
<td>hazards, physical distance between home and meal sites, etc.</td>
</tr>
<tr>
<td><strong>c. Construction</strong></td>
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<tr>
<td>Verifiable paperwork detailing the planned construction or</td>
</tr>
<tr>
<td>renovation including an explanation why use of an alternative</td>
</tr>
<tr>
<td>facility is not possible.</td>
</tr>
<tr>
<td><strong>d. Other extenuating circumstances</strong></td>
</tr>
<tr>
<td>Detailed explanation of the circumstance. Combination of</td>
</tr>
<tr>
<td>multiple waivers or utilizing one of the other waiver reasons</td>
</tr>
<tr>
<td>are not acceptable explanations.</td>
</tr>
<tr>
<td><strong>e. Cost</strong></td>
</tr>
<tr>
<td>Documentation must demonstrate mathematically the cost to</td>
</tr>
<tr>
<td>operate the program for one month is greater than one month of</td>
</tr>
<tr>
<td>your food service’s budgeted operating expenses and expected</td>
</tr>
<tr>
<td>federal reimbursement. Transportation should be included as it</td>
</tr>
<tr>
<td>is not a requirement to operate the program.</td>
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</tbody>
</table>

View [www.squaremeals.org/TexasSummerMandate](http://www.squaremeals.org/TexasSummerMandate) for further details on acceptable explanations.
For reasons 6b-6e, enter your explanation in the provided Waiver Explanation box.

Complete the Alternative SNP Provider section of who you contacted to discuss feeding children in need.
### Summer Program Intention

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- **c. Partnering with another organization or SFA:**
  SFA is arranging for the operation of a site in conjunction with another organization or SFA. The written agreement must be received.

- **d. Waiver for participation in a summer nutrition program:**
  SFA requests a waiver from the legal obligation for identifying alternate providers.

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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, remember to update your Texas Summer Mandate form in TX-UNPS and submit any required documentation to TDA within the specified deadlines.

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. The cost report can be accessed under the School Nutrition Program module, Applications, Summer Nutrition Program Cost link.

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