

# **TEXAS SUMMER MANDATE: *NOTIFICATION OF INTENT IN TX-UNPS***



Summer Meal Programs

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

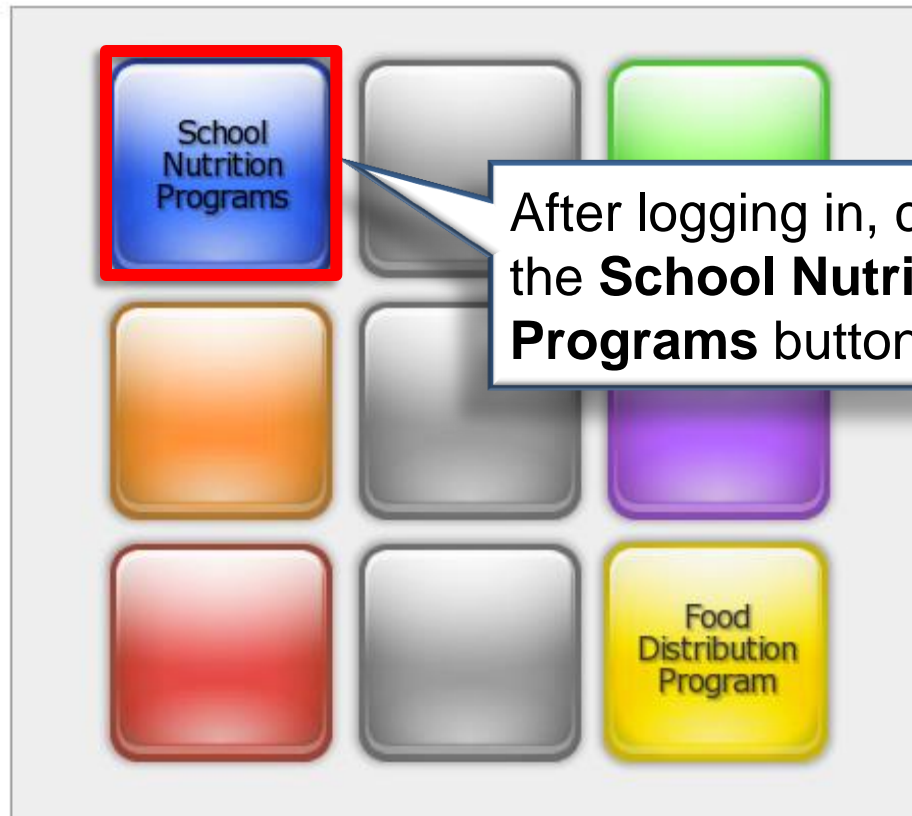
TX-UNPS 

Applications | Claims | Compliance | Reports | Security | Search



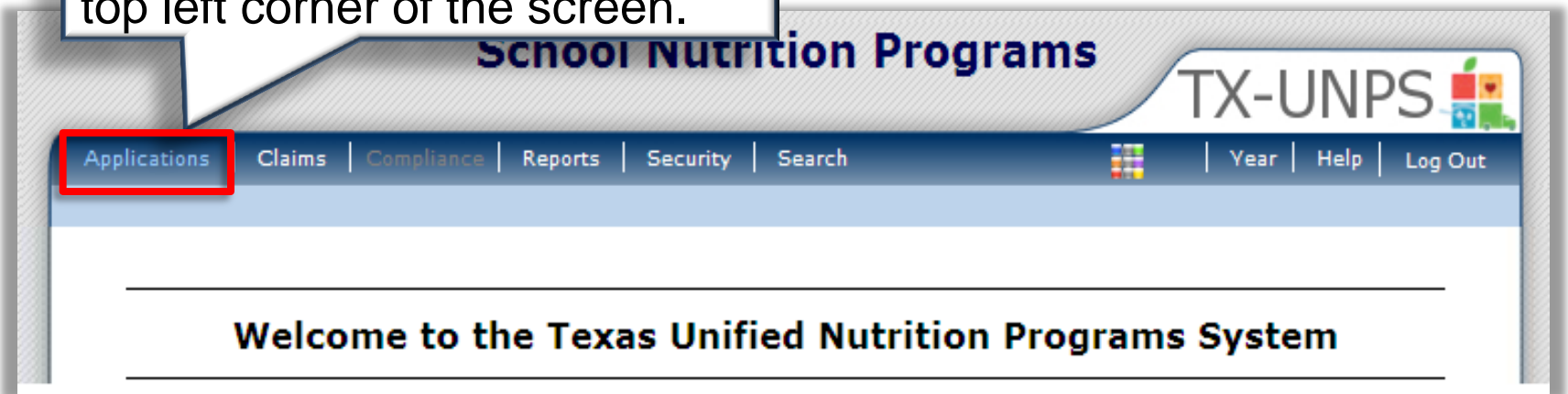
Year | Help | Log Out

## 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 

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)
Financial Report	School Food Annual Revenues and Expenditures Report
Financial Report Summary	School Food Annual Revenues and Expenditures Report Summary
FFVP Summary	FFVP Summary
FFVP Application Packet	FFVP Application Packet
FFVP Grants	FFVP Grants
FFVP Grant Overview	FFVP Grant Overview
Summer Nutrition Program Costs	Summer Nutrition Program Costs
Capital Expenditure Request	Capital Expenditure Request
Community Eligibility Provision	Community Eligibility Provision
<b>Texas Summer Mandate</b>	Summer Nutrition Programs Intent Declaration
Texas Summer Mandate Summary	Summer Nutrition Programs Intent Summary
Download Forms	Forms Available for Downloading

From the **Applications** screen select **Texas Summer Mandate** from the **Item** list.

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Summer Mandate List > School Year: 2017 - 2018

### Texas Summer Mandate

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

Click on the **Add** link to open the form.

+	Action	School Year	Received Date	Latest Version	Status
	<b>Add</b>   Modify	2017 - 2018		Original	Not Started
	View	2016 - 2017	11/18/2016	Original	Approved
	View	2015 - 2016	11/24/2015	Original	Approved
	View	2014 - 2015	11/07/2014	Original	Approved
	View	2013 - 2014	11/13/2013	Original	Submitted

< Back

Click on **Modify** on the top right hand corner of the screen.

Applications > Summer Mandate Summary > Summer Mandate List > School Year: 2017 - 2018

VIEW | **MODIFY** | DELETE | INTERNAL USE ONLY

### TX Summer Mandate For School Year: 2017 - 2018

Review the requirements making note of the **due date** to submit intentions to TDA.

## Instructions

Texas regulation (4 Texas Admin. Code §25.612) requires public school districts with **50 percent** or more of their enrolled students eligible for free or reduced-price meals in the National School Lunch Program to provide a summer nutrition program.

SFAs that meet this criteria are required to declare their intention to provide a summer nutrition program, or submit their waiver request and waiver explanation through this form by January 31. SFAs will be contacted if additional information is needed to approve a waiver request.

Waivers are valid for one year only.

The Texas Summer Mandate form is **not** the program application. In order to claim meals for reimbursement, SFAs that declare they will provide a summer nutrition program must complete an application and be approved for participation prior to program operation.

## Contact Information

	Salutation	First Name	Last Name
1. Name:	<input type="text" value="▼"/>	<input type="text"/>	<input type="text"/>
2. Title:	<input type="text"/>		
3. Email Address: 	<input type="text"/>		
4. Phone:	<input type="text"/>	Ext: <input type="text"/>	Fax: <input type="text"/>

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.

### 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.



# If Your District Plans to Participate in SFSP or SSO

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](mailto: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](mailto:SNPWaivers@texasagriculture.gov).

**Waiver**

6. Reason for waiver request:

A school district requesting a waiver from participation for reasons 6b-6e must include an explanation for the waiver in the section below.

- ☐ a. Fewer than 100 children in the SFA are eligible for free or reduced-price meals.
- ☐ b. Transportation is an insurmountable barrier to school attendance.
- ☐ c. SFA is unable to operate the summer feeding program and an appropriate alternative.
- ☐ d. SFA is unable to operate a summer nutrition program because the projected operational expenses for the summer feeding program exceed the expected federal reimbursements plus one month of the school food services' three months operating expenses on hand.
- ☐ e. SFA is unable to operate a summer nutrition program because the projected operational expenses for the summer feeding program exceed the expected federal reimbursements plus one month of the school food services' three months operating expenses on hand.

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 Districts local school Health Advisory Council no later than November 30, 2017. Visit [www.squaremeals.org/TexasSummerMandate](http://www.squaremeals.org/TexasSummerMandate) for further details.

## Required Waiver Documentation

a. Fewer than 100 eligible students	No documentation needed. TDA verifies the number of eligible children for free and reduced-price meals based on prior March claims.
b. Transportation	Explanation of the insurmountable barriers that prevents children from accessing meal site and the consultation you have made with public transit providers. This often includes safety hazards, physical distance between home and meal sites, etc.
c. Construction	Verifiable paperwork detailing the planned construction or renovation including an explanation why use of an alternative facility is not possible.
d. Other extenuating circumstances	Detailed explanation of the circumstance. Combination of multiple waivers or utilizing one of the other waiver reasons are not acceptable explanations.
e. Cost	Documentation must demonstrate mathematically the cost to operate the program for one month is greater than one month of your food service's budgeted operating expenses and expected federal reimbursement. Transportation should be included as it is not a requirement to operate the program.

View [www.squaremeals.org/TexasSummerMandate](http://www.squaremeals.org/TexasSummerMandate) for further details on acceptable explanations.

7. Waiver Explanation:

Provide supporting waiver explanation in this area instead of submitting to TDA via fax or email.

For **reasons 6b-6e**, enter your explanation in the provided Waiver Explanation box.

**Alternative SNP Provider**

8. SFAs requesting waivers must work with TDA to identify potential alternative SNP providers to serve their area's children. A potential SNP Provider in your area is:

Organization Name:

Contact Name:

Phone:  Ext:

Complete the **Alternative SNP Provider** section of who you contacted to discuss feeding children in need.

### 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):  
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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 with another organization or SFA. The written agreement must be submitted to the state for review.
- ☐ d. Waiver for participation in a summer nutrition program:  
SFA requests a waiver from the legal obligation to provide a summer nutrition program by identifying alternate providers.

Once all areas of the Texas Summer Mandate form are complete, click **Save** at the bottom of the page.

Save

Cancel

VIEW | MODIFY | DELETE | INTERNAL USE ONLY

# Helpful Reminders

- 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](http://www.summerfood.org) and [www.squaremeals.org](http://www.squaremeals.org).