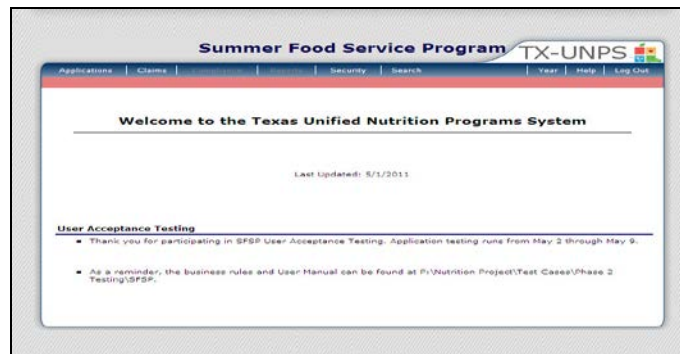


Slide 1 - Welcome

The Texas Department of Agriculture, Food and Nutrition would like to welcome you to the TX-UNPS Software Demonstrations Series.

Today, we will review completing the CE Application.



Slide 2

After successfully logging in to the system, you will be directed to this screen if you solely participate in SFSP.

Select Applications.



Slide 3

Next select application packet/

The screenshot shows a web application interface for the Summer Food Service Program (SFSP) in Texas. The title bar reads "Summer Food Service Program TX-UNPS". Below the title bar is a navigation menu with links: Applications, Claims, Security, Search, Year, Help, and Log Out. The main content area is titled "2010 - 2011 Application Packet" and "Program Year: 2010 - 2011". It displays information for a specific application packet, including the SFSP Organization (S1427), Status (Active), and various dates and statuses. A table below lists the application packet details, showing the Action (Add), Form Name (Contracting Entity Application), Latest Version, and Status (Not Started). A "Back" button is visible at the bottom of the table.

Action	Form Name	Latest Version	Status
Add	Contracting Entity Application		Not Started

Slide 4

You will be directed to the most current program year application screen.

Select Add to enter a CE Application.

The screenshot shows a web-based application form titled "Summer Food Service Program TX-UNPS". The form is for a "2010 - 2011 SFSP CE Application". It includes a header with navigation links: Applications, Claims, Security, Search, Year, Help, and Log Out. The main content area is divided into sections: "Contracting Entity Type" and "Mailing Address". The "Contracting Entity Type" section contains questions A1 and A2, both of which are auto-populated with "Private Non Profit Organization". The "Mailing Address" section contains questions A3 through A8, which require input for the street address, city, state, and zip code. A checkbox labeled "Same as the Street Address" is present at the top of the mailing address section.

Summer Food Service Program TX-UNPS

Applications | Claims | Security | Search | Year | Help | Log Out

2010 - 2011 SFSP CE Application

VIEW | MODIFY | DELETE

01427 Status: Active
SFSP ORGANIZATION
City:
No address on file for this year.
County: Bexar State:
TDA Region: A

Version: Original

Contracting Entity Type

A1. Type of Agency: Private Non Profit Organization
A2. Type of SFSP Organization: Private Nonprofit

Street Address

A3. Address Line 1:
Address Line 2:
A4. City:
A5. State: TX Zip:

Mailing Address

☐ Same as the Street Address

A6. Address Line 1:
Address Line 2:
A7. City:
A8. State: TX Zip:

Slide 5

Let's review the CE Application

Questions A1 & A2 will be auto-populated for you.

Questions A3-A5 require that you input the street address of the organization. Questions A6-A8 request you input the mailing address for your organization.

If the addresses are the same, select the same as street address check box.

The screenshot shows a web form titled "Summer Food Service Program Contact". It contains two main sections. The first section, "Summer Food Service Program Contact", includes fields for A9 (Name), A10 (Email Address), A11 (Phone), A12 (Title), and A13 (Training information). The second section, "Primary Authorized Representative", includes a checkbox to "Serve as the Summer Food Service Program Contact", followed by fields for A14 (Name), A15 (Email Address), A16 (Phone), A17 (Title), A18 (Mailing Address), A19 (City), A20 (State), and A21 (Training information). The form is designed with a clean, professional layout using a light blue and white color scheme.

Slide 6

You will next be asked to provide information regarding the Summer Food Service Program Contact in questions A9-A12.

Question A13 will require you to input any applicable training information.

Fields A14-A20 requires that you give the name and full contact information for the Primary Authorized Representative for SFSP in your organization.

Question A21 will require you to input any applicable training information.

The screenshot shows a web form titled "Training Attendance" and "General Questions".

Training Attendance

A22. If neither the Summer Food Service Program Contact nor the Primary Authorized Representative attended the current program year's TDA training, provide the name of the supervisory person who attended the training.
Person Who Attended:

A23. Date Training Completed:

General Questions

A24. Does your agency provide year-round public services to the community(ies) other than operating the SFSP? ☐ Yes ☐ No

A25. If No, which of the following circumstance applies?

A26. If Other, please describe:

A27. Indicate meal count procedures (Check all that apply):
☐ Count each complete meal as it is served
☐ Collect tickets as children receive a complete meal
☐ Other

A28. If the Contracting Entity is self-prep, vended by a SFA or vended by a SFA that procures their SFSP meals from the same FSMC that provided their most recent NSLP and/or SBP meals, does the Contracting Entity wish to receive USDA funds? ☐ Yes ☐ No

A29. List any federal agency providing financial support to your agency:

Slide 7

If neither of the two previous contacts attended training, you will be required to provide the name of the person who did attend TDA training and the date of their attendance in fields A22-A23.

A24 through A29 will cover general information about your organization and program.

The screenshot shows a web form with two main sections: 'Outreach' and 'Certification'. The 'Outreach' section contains a question A30: 'will the prototype Public Release provided by TDA be used?' with radio buttons for 'Yes' and 'No'. The 'Certification' section contains a question A31: 'I hereby certify that neither the Contracting Entity nor its principals/authorized representatives is presently delinquent, suspended, proposed for delinquency, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any federal/state department or agency.' Below this is a paragraph of text stating that the information is true and correct, and that the user will report any changes to the Texas Department of Agriculture. At the bottom of the form are buttons for 'Save' (in red) and 'Cancel', and a footer with 'VIEW | MODIFY | DELETE'.

Slide 8

Question A30 wants to know if you will be using TDA's prototype public release.

A31 requires that you certify the validity on the information provided and that no principle or authorized representative has been legally prevented by a State or Federal entity from participating in the SFSP.



Slide 9

If there were errors made in the CE application you will be directed to this screen.

Select back to correct your errors.

The screenshot displays the 'Summer Food Service Program' web application interface. The title bar includes 'TX-UNPS' and a logo. The navigation menu contains 'Applications', 'Claims', 'Security', 'Search', 'Year', 'Help', and 'Log Out'. The main content area is titled '2010 - 2011 SFSP CE Application' and shows application details for 'SFSP ORGANIZATION' with address '1004 Garden St, Laredo, TX 78040'. A red error message is displayed at the bottom of the application details section, indicating a missing answer for a question about federal agency financial support.

Code	Error Description
201225	The question "List any federal agency providing financial support to your agency" must be answered.

Version: Original

Slide 10

Red error messages must be corrected before an application can be submitted.



Slide 11

Once the application is free of error we will see a screen telling us that the application has been saved.

Select finished.

The screenshot shows the 'Summer Food Service Program TX-UNPS' application packet screen. The page has a header with navigation links: Applications, Claims, Security, Search, Year, Help, and Log Out. Below the header, the '2010 - 2011 Application Packet' is displayed. The packet details include: 01427 Status: Active, SFSP ORGANIZATION, 1581, 1084 Garden St, Laredo, TX 78540, County District Code, TDA Region: 4. The packet status is 'Not Enrolled'. The packet is assigned to 'unassigned'. The packet contains the following items:

Action	Form Name	Latest Version	Status
View Modify	Contracting Entity Application	Original	Not Submitted
Add	Budget Detail		
Details	Management Plan		
Details	Food Production Facility List		
Details	Site Field Trip List		
Details	Checklist Summary (6)		

The 'Site Applications' table shows the following data:

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
Summer Food Service Program	0	0	0	0	0	0	0

At the bottom, there are buttons for 'Back', 'Submit for Approval', and 'Withdraw Packet'. A 'Show Packet History' link is also present.

Slide 12

You will be directed back to the application packet screen to complete your site applications and any items with a red arrow prior to submitting your application packet.

To review how these are completed, please return to the TX-UNPS training page after this video is complete.

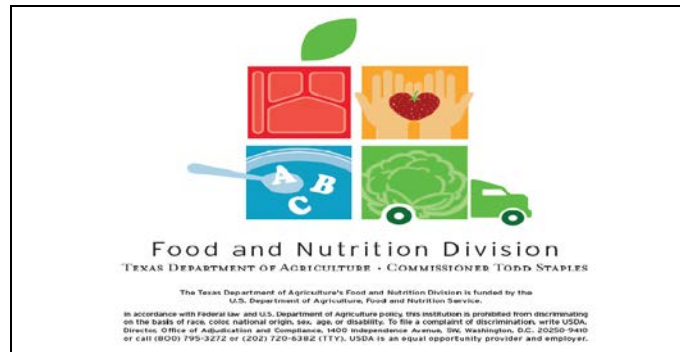


Contact the Help Desk at:
1-877-TEX-MEAL
(1-877-839-6325),

The Help Desk is available:
Monday through Friday, 7:30am - 6:00pm (CST)

You may also email:
SquareMeals@TexasAgriculture.gov

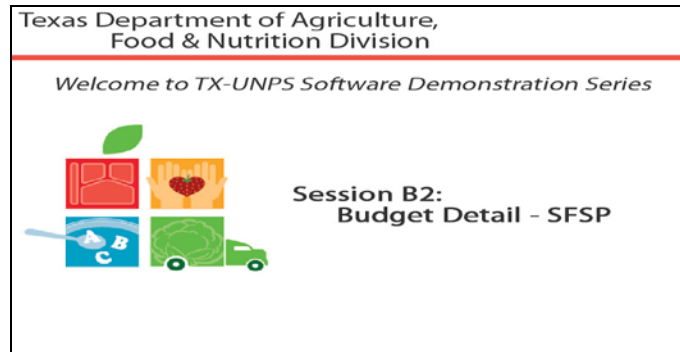
Slide 13 - Help desk



Slide 14 - Legal Screen



Slide 15 - Certificate Explanation



Slide 1 - Welcome

The Texas Department of Agriculture, Food and Nutrition Division would like to welcome you to the TX-UNPS Software Demonstrations Series.

Today, we will review Budget Detail Screens for SFSP.

The screenshot shows the 'Summer Food Service Program TX-UNPS' application packet screen. The top navigation bar includes 'Applications', 'Claims', 'Security', 'Search', 'Year', 'Help', and 'Log Out'. The main title is '2010 - 2011 Application Packet'. Below this, there is a section for '01427 Status: Active' and 'SESP ORGANIZATION'. To the right, there are fields for 'Packet Submitted Date', 'Packet Approved Date', 'Packet Original Approval Date', and 'Packet Status: Not Enrolled'. A table lists the forms in the packet, with 'Budget Detail' marked with a red arrow. At the bottom, there is a 'Site Applications' table with columns for 'Approved', 'Pending', 'Return for Correction', 'Denied', 'Withdrawn/ Closed', 'Error', and 'Total Applications'. The 'Summer Food Service Program' row shows all zeros. Buttons for 'Go Back', 'Submit for Approval', and 'Withdraw Packet' are at the bottom.

Action	Form Name	Latest Version	Status
View Modify	Contracting Bid Application	Original	Not Submitted
Add	Budget Detail		
Details	Management Plan		
Details	Food Production Facility List		
Details	Site Field Trip List		
Details	Checklist Summary (s)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	0	0	0	0	0	0

Slide 2

We have completed and saved our CE Application, and have returned to our application packet screen. We will see a red arrow next to the budget detail.

Select Add under Actions for the Budget Detail.

Slide 3

Page 3 of 12

Administrative Reimbursement			Sub Total	
Meal	Sites	Total Meals	Total	
Breakfast:	0	0	\$0.00	
Lunch:	0	0	\$0.00	
Snack:	0	0	\$0.00	
Supper:	0	0	\$0.00	
Sub Total			\$0.00	
Projected Operating Costs				
Food for all vendid and self-prep meals:			\$	
Non Food Supplies:			\$	
Operational Personnel:			\$	
Fringe Benefits:			\$	
Facility and Utility:			\$	
Equipment Rental:			\$	
Transportation:			\$	0.00
Other:			\$	
Sub Total			\$0.00	

Slide 4

We must first input our project operating costs. This includes our food costs for meals, operational personnel, facility costs and other items.

Projected Administrative Costs

Administrative Personnel:		\$	
Fringe Benefits:		\$	
Office Expense:		\$	
Facility and Utility:		\$	
Transportation:	Rate per mile: 0.00	\$	0.00
Audit Fees:		\$	
Legal Fees:		\$	
Other:		\$	
Indirect Costs:		%	
Name of Cognizant Agency:			
Sub Total			\$0.00

Slide 5

Next we will complete our projected administrative costs. The costs are related to the expense of running the program, not operating the program. The costs include administrative personnel, office costs, legal fees and others.

The screenshot shows a web form titled "Cost Reimbursement Summary" with a "print" link. The form is divided into two main sections: "Cost Reimbursement Summary" and "Adult Meal Information".

Cost Reimbursement Summary

Total SFSP Costs	\$0.00
Total SFSP Reimbursement	\$0.00
Excess SFSP revenue amount from the prior program year or previous participation in SFSP	\$ <input type="text"/>
Amount from other funding resources (e.g. grant, donations)	\$ <input type="text"/>
Other funding resources	<input type="text"/>
Balance	\$0.00

Adult Meal Information

Will meals be served to non-program adults? ☐ Yes ☐ No

Will meals be provided at no cost to non-program adults? ☐ Yes ☐ No

Slide 6

Next we have to scroll down to the Cost Reimbursement Summary.

Enter any amount of excess SFSP revenue from the year prior that you are applying to this year's costs.

Next enter the amount of revenue you are receiving from other resources. If you are getting city grants and donations total up those amounts and enter it here. Then document the sources of funding here.

Please note: to submit your budget detail, your balance on this screen must be equal to or greater than zero dollars.

Under adult meal information, answer yes or no to all questions.

Misc.

Identify how excess funds will be used:

- ☐ Used to improve the meal service or other aspects of the SFSP
- ☐ Kept for next year's SFSP operations
- ☐ Pay for allowable costs of the other child nutrition programs

Is there a rental agreement, lease, or contract associated for any of the non-food costs listed above? ☐ Yes ☐ No

Created By: TextCantuCE on: 5/3/2011 10:44:53 AM Modified By: TextCantuCE on: 5/3/2011 10:44:53 AM

[Save](#) [Cancel](#)

[VIEW](#) | [MODIFY](#) | [DELETE](#)

Slide 7

If your balance on this screen was greater than zero dollars, indicate how you will use the funds. If it was equal to zero dollars, skip the misc section.

Select Save



Slide 8

If no errors existed on your budget detail, you will be directed to a confirmation screen that your Budget has been saved.

Select Finish

The screenshot shows a web application titled "Summer Food Service Program TX-UNPS". The interface includes a navigation bar with links for Applications, Claims, Security, Search, Year, Help, and Log Out. The main content area is titled "2010 - 2011 Application Packet" and displays information for a specific organization, SFSP ORGANIZATION, with details like address and contact information. A table lists the forms included in the packet, such as Contracting Entity Application, Budget Detail, Management Plan, Food Production Facility List, Site Field Trip List, and Checklist Summary. A summary table at the bottom shows the status of the application packet, including columns for Approval, Pending, Return for Correction, Revised, Withdrawn/Closed, Error, and Total Applications. The status for the Summer Food Service Program is shown as 0 in all categories.

Action	Form Name	Latest Version	Status
View Modify	Contracting Entity Application	Original	Not Submitted
View Modify	Budget Detail	Original	Pending Approval
Details	Management Plan		
Details	Food Production Facility List		
Details	Site Field Trip List		
Details	Checklist Summary (6)		

Site Applications	Approval	Pending	Return for Correction	Revised	Withdrawn/Closed	Error	Total Applications
Summer Food Service Program	0	0	0	0	0	0	0

Slide 9

You will then be directed to the Application packet to continue your packet.

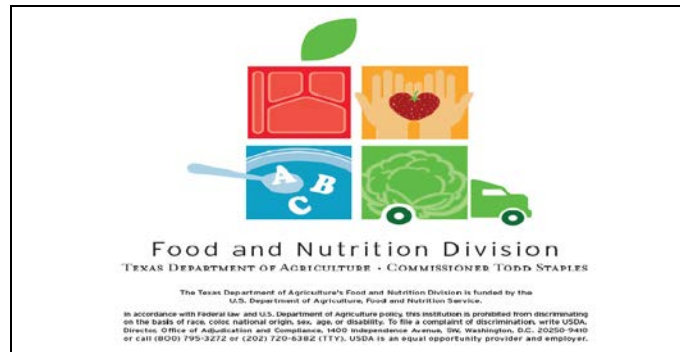


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(1-877-839-6325),

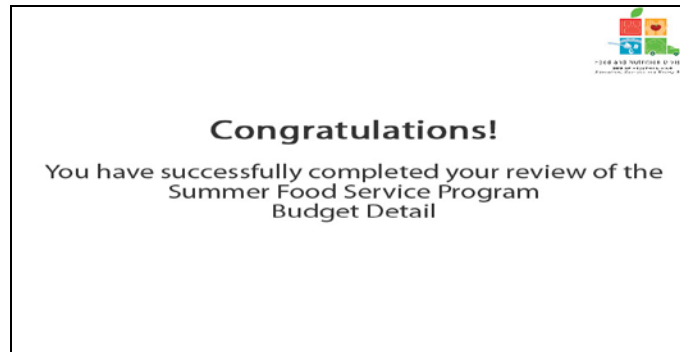
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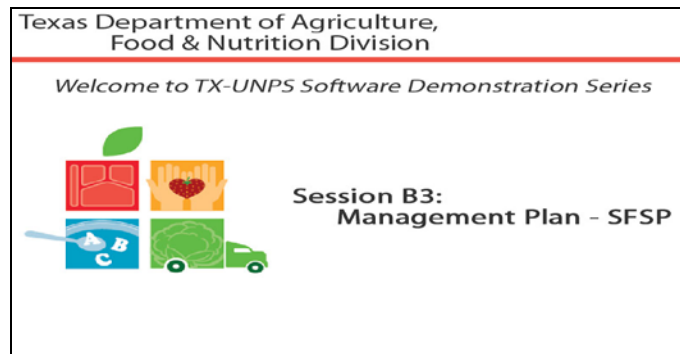
Slide 10 - Help desk



Slide 11 - Legal Screen



Slide 12 - Certificate Explanation



Slide 1 - Welcome

The Texas Department of Agriculture, Food and Nutrition would like to welcome you to the TX-UNPS Software Demonstrations Series.

Today, we will review Management Plans.

The screenshot shows the '2010 - 2011 Application Packet' screen in the Summer Food Service Program TX-UNPS system. The page includes a header with navigation tabs (Applications, Claims, Security, Search, Test, Help, Log On) and a sub-header for the '2010 - 2011 Application Packet'. The main content area displays application details for 'SFSP ORGANIZATION' (ID: 01427, Status: Active) and a list of forms to be completed. The forms list includes 'Contracting Entity Application', 'Budget Detail', 'Management Plan', 'Food Production Facility List', 'Site Field Trip List', and 'Checklist Summary (6)'. The 'Management Plan' form is marked with a red arrow and 'Original' status. At the bottom, there is a table for 'Site Applications' and buttons for 'Back', 'Submit for Approval', and 'Withdraw Packet'.

Action	Form Name	Latest Version	Status
view Modify	Contracting Entity Application	Original	Not Submitted
view Modify	Budget Detail	Original	Pending Approval
Details	Management Plan		
Details	Food Production Facility List		
Details	Site Field Trip List		
Details	Checklist Summary (6)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
Summer Food Service Program	0	0	0	0	0	0	0

Slide 2

We have completed and saved our CE Application, Budget Detail and have returned to our application packet screen. We will see a red arrow next to the management plan.

Select Details under Actions for the Management Plan.



Slide 3

Select Add Management Plan

The screenshot shows a web application interface for the Summer Food Service Program (SFSP) Management Plan. The title bar reads "Summer Food Service Program TX-UNPS". Below the title bar, there are navigation tabs: Applications, Claims, Security, Search, Year, Help, and Log Out. The main content area is titled "2010 - 2011 SFSP Management Plan" and includes a "VIEW | MODIFY | DELETE" link. The form displays the following information:

- 01427 Status: Active
- SFSP ORGANIZATION
- DBA: Luke Garden St
- Laredo, TX 78040
- County District Order:
- TDA Region: 4

Below this information, there is a section for "Management Plan Version: Original". The "Board Chairman" section is titled "Board Chairman (Required for Private Non-profit Organizations)". It contains the following fields:

- Name: (Dropdown for Salutation, First Name, Last Name)
- Title: (Text field)
- Email Address: (Text field)
- Phone: (Text field), Ext: (Text field), Fax: (Text field)
- Address 1: (Text field)
- Address 2: (Text field)
- City: (Text field)
- State: (Dropdown menu showing TX), Zip: (Text field)

Slide 4

All private non-profit organizations are required to submit a management plan for their SFSP application.

Complete all information for the Board Chairman.

Administrative Staff

Name: _____ Position title: _____

Has this person attended the mandatory SFSP training provided by TDA this program year? ☐ Yes ☐ No

If this is a returning Contracting Entity, is this person performing the same function in SFSP as last year? ☐ Yes ☐ No

Name: _____ Position title: _____

Has this person attended the mandatory SFSP training provided by TDA this program year? ☐ Yes ☐ No

If this is a returning Contracting Entity, is this person performing the same function in SFSP as last year? ☐ Yes ☐ No

Name: _____ Position title: _____

Has this person attended the mandatory SFSP training provided by TDA this program year? ☐ Yes ☐ No

If this is a returning Contracting Entity, is this person performing the same function in SFSP as last year? ☐ Yes ☐ No

Name: _____ Position title: _____

Has this person attended the mandatory SFSP training provided by TDA this program year? ☐ Yes ☐ No

If this is a returning Contracting Entity, is this person performing the same function in SFSP as last year? ☐ Yes ☐ No

Name: _____ Position title: _____

Has this person attended the mandatory SFSP training provided by TDA this program year? ☐ Yes ☐ No

If this is a returning Contracting Entity, is this person performing the same function in SFSP as last year? ☐ Yes ☐ No

Slide 5

Under Administrative Staff, input all the name of administrative staff along with their position titles. Position titles can vary. They may include, but are not limited to, CFO, administrative assistant, accountant, legal.

For each person answer whether they have attended the SFSP training provided by TDA.

Also if you are a returning CE, select yes or no for the person if they are performing the same function as last year.

The screenshot shows a web-based form for personnel training. It is divided into three main sections:

- Administrative Personnel:** A table with three columns: 'Duties performed', 'Number of personnel in this position', and 'Training Date (Do NOT list training provided by TDA)'. The rows are: Overall Management, Claims Preparation, Accounting, and Training/Monitoring. Each row has a text input box for the duty, a numeric input box for the number of personnel, and a date input box for the training date.
- Operational Personnel:** A similar table with the same columns. The rows are: Site Supervisor and Volunteer(s). Each row has a text input box for the duty, a numeric input box for the number of personnel, and a date input box for the training date.
- Contracting Entity Monitoring Plan:** A section with a question: 'Have you developed a system to ensure all required monitoring visits will be conducted?'. Below the question are two radio buttons labeled 'Yes' and 'No'.

At the bottom of the form, there are three buttons: 'Save' (in red), 'Cancel', and 'View | Modify | Delete'.

Slide 6

Under Administrative personnel, provide the following information:

Provide the number of overall management employees, and the date they received non-TDA training.

Provide the number of overall claims preparation employees, and the date they received non-TDA training.

Provide the number of overall accounting employees, and the date they received non-TDA training.

Provide the number of overall training/monitoring employees, and the date they received non-TDA training.

In the two blank text boxes provided you can add additional administrative personnel.

Under Operational Personnel, provide the following information:

Provide the number of site supervisors, and the date they received non-TDA training.

Provide the number of volunteers, and the date they received non-TDA training.

In the three blank text boxes provided you can add additional administrative personnel.

Answer yes or no to the Contracting Entity Monitoring Plan.

Select Save



Slide 7

If you filled in all the mandatory elements, you will be directed to a screen confirming that your management plan has been saved.

Select finish.

Summer Food Service Program TX-UNPS

Applications | Claims | Security | Search | Year | Help | Log Out

Applications > Application Detail > Management Detail > Program Year: 2010 - 2011

2010 - 2011 SFSP Management Plan

01427 Status: Active
SFSP ORGANIZATION
CE:
1004 Garden St
Laredo, TX 78540
County District Code:
TDA Region: 4

Version	Status	Approved Date
Original	Pending Approval	

[Back](#)

Slide 8

You will see that the plan is pending approval from TDA.

Select Back.

The screenshot displays the 'Summer Food Service Program TX-UNPS' application packet interface. At the top, there are navigation tabs: Applications, Status, Security, Search, View, Hide, and Log Out. Below these, a red banner indicates 'Program Year: 2010-2011'. The main heading is '2010 - 2011 Application Packet'. On the left, under 'SFSP ORGANIZATION', details for 'D&B' are listed, including address, license, and TDA Region. On the right, submission dates and status are shown. A table lists application components with their latest versions and current statuses. At the bottom, a summary table shows counts for various application stages, and buttons for navigating between packets are provided.

Action	Form Name	Latest Version	Status
View & Modify	✓ Centristing Entity Application	Original	Not Submitted
View & Modify	✓ Budget Detail	Original	Pending Approval
Details	✓ Management Plan	Original	Pending Approval
Details	Food Production Facility List		
Details	Site Field Trip List		
Details	✓ Checklist Summary (6)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	0	0	0	0	0	0

Buttons: [Back](#) [Submit for Approval](#) [Withdraw Packet](#)

Slide 9

You will then be directed to the Application packet to continue your packet.

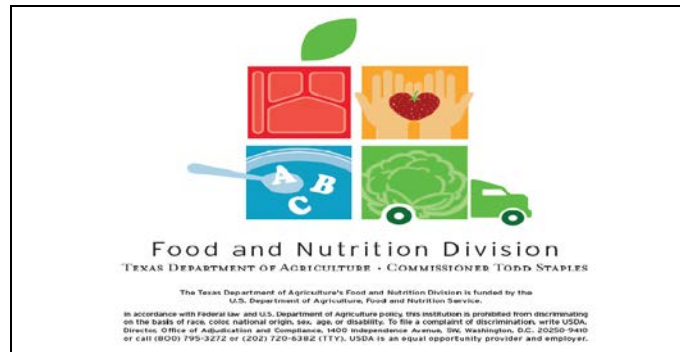


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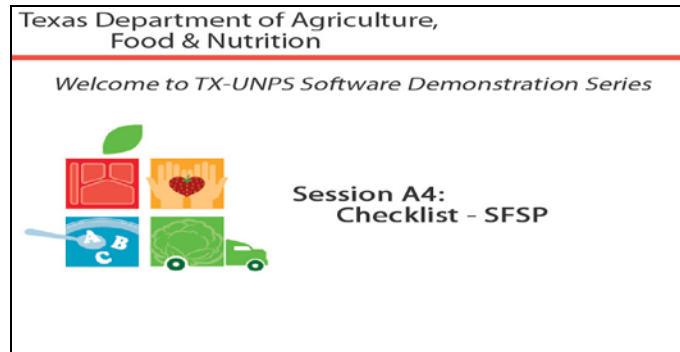
Slide 10 - Help desk



Slide 11 - Legal Screen



Slide 12 - Certificate Explanation



Slide 1 - Welcome

The Texas Department of Agriculture, Food and Nutrition would like to welcome you to the TX-UNPS Software Demonstration Series.

Today, we will review Checklist Item

The screenshot displays the 'Summer Food Service Program TX-UNPS' application packet interface. At the top, there are navigation tabs: Applications, Claims, Security, and Search. Below these, the '2010 - 2011 Application Packet' is shown. The interface is divided into several sections:

- Organization Information:** Includes fields for Status (Active), SFSP Organization (TJSP), Title (Region 6), Location (TX 78040), County District Code, and TDA Region (4).
- Packet Information:** Includes Packet Submitted Date, Packet Review Date, Packet Original Approval Date, and Packet Status (Not Enrolled).
- Packet Assigned To:** Unassigned.
- Form List:** A table listing forms with columns for Action, Form Name, Latest Version, and Status. The forms listed are Contracting Entity Application, Budget Detail, Management Plan, Food Production Facility List, and Site Field Trip List. The 'Checklist Summary (6)' is highlighted with a red checkmark and a red border.
- Site Applications Table:** A table with columns for Approved, Pending, Return for Correction, Denied, Withdrawn/Dead, Error, and Total Applications. The data row shows 0 for all categories except Total Applications, which is 0.
- Buttons:** Includes 'Show Packet History', 'Back', 'Submit for Approval', and 'Withdraw Packet'.

Slide 2

If your application packet is shows a red check mark next to Checklist Summary, you will need to reconcile the items on the Checklist screen prior to submitting your application for approval.
Select Detail to proceed to the Checklist Items

Summer Food Service Program TX-UNPS

Applications | Claims | Security | Search | Year | Help | Log Out

Application > Application Review > Checklist Summary

Program Year: 2010 - 2011

SFSP Checklist Summary

01425 SFSP - SFSP
SFSP ORGANIZATION
P&H
1004 Garden St
Laredo, TX 78040
County District Code:
TDA Region: A

Contracting Entity	Total Items	Submitted Items	Approved Items
SFSP ORGANIZATION	6	0	0

[BACK](#)

Slide 3

Select the entity name with items showing not submitted

Summer Food Service Program TX-UNPS

Applications | Claims | **Registration** | Accounts | Security | Search | Year | Help | Log Out

Registration > Application Detail > SFSP Checklist

VIEW | MODIFY

01427 Status: Active
SFSP ORGANIZATION
01427
1034 Gage St
Lubbock, TX 79405
County District Code:
TDA Region: 4

Required Forms/Documents to send to TDA	Document Submitted to TDA	Date Submitted to TDA	Document on File w/ TDA	Status	Status Date	Last Updated By
Application for Texas Identification Number (AP-153)	<input type="checkbox"/>		<input type="checkbox"/>	Pending Approval	05/03/2011	TestCantUCE
SFSP Questionnaire - Compliance with Civil Rights Act of 1964	<input type="checkbox"/>		<input type="checkbox"/>	Pending Approval	05/03/2011	TestCantUCE
Health Dept. Letter with Confirmation	<input type="checkbox"/>		<input type="checkbox"/>	Pending Approval	05/03/2011	TestCantUCE
Copy of Media Release	<input type="checkbox"/>		<input type="checkbox"/>	Pending Approval	05/03/2011	TestCantUCE
Food and Nutrition Division (FND) Permanent Agreement	<input type="checkbox"/>		<input type="checkbox"/>	Pending Approval	05/03/2011	TestCantUCE
Vendor Direct Deposit/Advance Payment Authorization (72-176)	<input type="checkbox"/>		<input type="checkbox"/>	Pending Approval	05/03/2011	TestCantUCE

Save Cancel

Slide 4

The checklist item screen will display a list of documents that will need to be downloaded, printed, completed and mailed into TDA in order for TDA to approve a CE or site application

Summer Food Service Program TX-UNPS

Applications | Claims | Documents | Security | Search | Year | Help | Log Out

Program Year: 2010-2011

VIEW: MOBILE

SFSP Checklist

01427 Status: Active
SFSP ORGANIZATION
1004 Garden St
Lubbock, TX 79405
County District Code:
TDA Region: 4

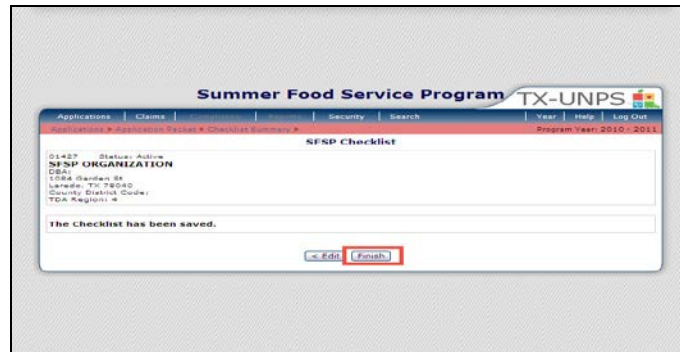
Required Forms/Documents to send to TDA	Document Submitted to TDA	Date Submitted to TDA	Document on File w/ TDA	Status	Status Date	Last Updated By
Application for Texas Identification Number (AP-153)	<input checked="" type="checkbox"/>	05/03/2011	<input type="checkbox"/>	Pending Approval	05/03/2011	TestCantuCE
SFSP Questionnaire - Compliance with Civil Rights Act of 1964	<input checked="" type="checkbox"/>	05/03/2011	<input type="checkbox"/>	Pending Approval	05/03/2011	TestCantuCE
Health Dept. Letter with Confirmation	<input checked="" type="checkbox"/>	05/03/2011	<input type="checkbox"/>	Pending Approval	05/03/2011	TestCantuCE
Copy of Media Release	<input checked="" type="checkbox"/>	05/03/2011	<input type="checkbox"/>	Pending Approval	05/03/2011	TestCantuCE
Food and Nutrition Division (FND) Permanent Agreement	<input checked="" type="checkbox"/>	05/03/2011	<input type="checkbox"/>	Pending Approval	05/03/2011	TestCantuCE
Vendor Direct Deposit/Advance Payment Authorization (72-176)	<input checked="" type="checkbox"/>	05/03/2011	<input type="checkbox"/>	Pending Approval	05/03/2011	TestCantuCE

Save **Cancel**

Slide 5

Once you have completed and mailed the documents, select the check box next to each document. The date will auto populate. By completing this step you have alerted TDA that the documents are in transit for review.

Once you have checked all the document boxes that apply, select the save button to proceed.



Slide 6

A screen bearing a message that your checklist has been saved will display. Select finish to proceed to the checklist summary page

The screenshot shows a web application interface for the Summer Food Service Program TX-UNPS. The title bar includes navigation links: Applications, Claims, Security, Search, Year, Help, and Log Out. The main heading is "SFSP Checklist Summary". On the left, there is a sidebar with the following information: 01/2012 Status: Active, SFSP ORGANIZATION, DBA: 1088 Garden St, Laredo, TX 78040, County District Code: 1088, Region: A. The main content area contains a table with the following data:

Contracting Entity	Total Items	Submitted Items	Approved Items
SFSP ORGANIZATION	6	6	0

Below the table is a button labeled "Back".

Slide 7

The Checklist Summary screen will allow a user to review the status of their checklist items. Select back to proceed to the application packet screen.

Summer Food Service Program TX-UNPS

Applications | Claims | Security | Search | Year | Help | Log Out

2010 - 2011 Application Packet

Packet Submitted Date: 05/05/2011
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Enrolled

Packet Assigned To: unassigned

Actions	Form Name	Latest Version	Status
View	✓ Contracting Entity Application	Original	Submitted
View	✓ Budget Detail	Original	Pending Approval
	✓ Management Plan	Original	Pending Approval
	Food Production Facility List		
	Site Visit Trip List		
	✓ Checklist Summary (P)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Draw	Total Applications
Summer Food Service Program	0	0	0	0	0	0	0

Back to Packet History

[Go Back](#) [Return for Approval](#) [Withdraw Packet](#)

Slide 8

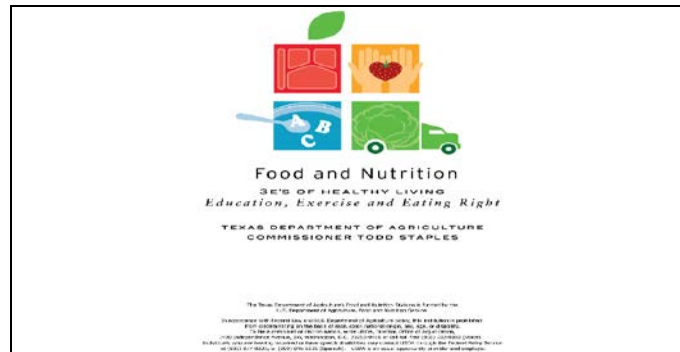
After submitting your checklist and documenting the submission in the system, you will see a green checkmark display next to Checklist Summary indicating compliance.

Contact the Help Desk at:
1-877-TEX-MEAL
(1-877-839-6325),

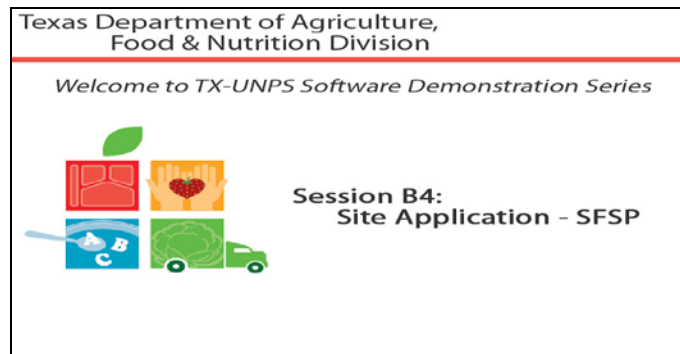
The Help Desk is available:
Monday through Friday, 7:30am - 6:00pm (CST)

You may also email:
SquareMeals@TexasAgriculture.gov

Slide 9 - Help desk



Slide 10 - Legal Screen



Slide 1 - Welcome

The Texas Department of Agriculture, Food and Nutrition Division would like to welcome you to the TX-UNPS Software Demonstrations Series.

Today, we will review Site Applications.

The screenshot displays the 'Summer Food Service Program TX-UNPS' web application. The interface includes a navigation bar with links for Applications, Claims, Security, Search, Year, Help, and Log Out. The main content area is titled '2010 - 2011 Application Packet'. It shows the status of the application as 'Active' and provides details for the 'SESD ORGANIZATION' (CSE), including the user 'Garden St', the address '1880 Garden St', the city 'Laredo, TX 78040', the county 'Brewster', and the TGA Region '8'. A table lists the application forms: 'Contracting Entity Application' (Original, Not Submitted), 'Budget Detail' (Original, Pending Approval), 'Management Plan' (Original, Pending Approval), 'Food Production Facility List', 'Site Field Trip List', and 'Checklist Summary (4)'. At the bottom, a 'Site Applications' table shows counts for 'Approved', 'Pending', 'Return for Correction', 'Denied', 'Withdrawn/ Closed', 'Error', and 'Total Applications'. The 'Total Applications' row shows 0 for all categories except 'Total Applications', which is 0. Below the table are buttons for 'Show Packet History', 'Back', 'Submit for Approval', and 'Withdraw Packet'.

Form Name	Internet Version	Status
Contracting Entity Application	Original	Not Submitted
Budget Detail	Original	Pending Approval
Management Plan	Original	Pending Approval
Food Production Facility List		
Site Field Trip List		
Checklist Summary (4)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	0	0	0	0	0	0

Slide 2

We have completed and saved our CE Application, Budget Detail and Management plan. Now we must add or review our site applications.

Select Summer Food Service Program under Site Applications.



Slide 3

Our CE shows that no sites are currently enrolled. If we had sites listed we could just select them and proceed to their application. However, we must select Add Site Application.

The screenshot shows a web application window titled "Summer Food Service Program TX-UNPS". The window has a navigation bar with links: Applications, Claims, Security, Search, Year, Help, and Log Out. Below the navigation bar, there is a breadcrumb trail: Applications > Application Profile > Quick Site Profile. The main content area is titled "Quick Site Profile" and contains the following information:

Organization Information:

- Organization: SFSP ORGANIZATION
- OSR: 1084
- 1084 Garden St
- Laredo, TX 78040
- County District Code: 1084
- TER Region: 4

Site Information:

- Site ID: 1001
- Site Name: [Text Field]
- County: [Dropdown Menu]

At the bottom of the form, there are two buttons: "Save" (in red) and "Cancel".

Slide 6

Type in your site name and select the county it is located in.

Select Save

Please note: the system will automatically assign a site a site ID number, however if your site already has a site ID number you can change it prior to selecting save.

Summer Food Service Program TX-UNPS

Applications | Claims | Security | Search | View | Help | Log Out

Program Year: 2010 - 2011

2010 - 2011 SFSP Site Application [VIEW](#) | [MODIFY](#) | [DELETE](#)

SFSP ORGANIZATION 01427 Status: Active DEA 1084 Garden St Lubbock, TX 79400 County District Code: TDA Region: 4	COMBS PARK 0001 Status: Active No address on file for this year.
--	---

Version: Original

Street Address

1. Address Line 1:

Address Line 2:

2. City:

3. State: TX Zip:

4. Nearest cross street:

Mailing Address

☐ Same as the Street Address

5. Address Line 1:

Address Line 2:

6. City:

7. State: TX Zip:

Slide 7

Questions 1-4 and 5-7 require you to input the valid street and mailing addresses for the site.

Street address is the physical location of the site.

Mailing address is the address you wish all business correspondence to be sent.

The screenshot shows a web form with three main sections:

- Contracting Entity Contact for this Site:** Fields 8-11. Field 8 is 'Name' with a dropdown for 'Salutation' and text boxes for 'First Name' and 'Last Name'. Field 9 is 'Email Address'. Field 10 is 'Phone' with sub-fields for 'Ext.' and 'Fax'. Field 11 is 'Title'.
- Site Supervisor:** A checkbox labeled 'Same as the Contracting Entity Contact for this Site'. If checked, it skips fields 12-15. If unchecked, fields 12-15 are required: 12. Name (Salutation, First Name, Last Name), 13. Email Address, 14. Phone (Ext., Fax), 15. Title.
- General Site Information:** Field 16 is 'Geographic Location' with a dropdown for 'Urban'. Field 17 is 'Has the site ever participated in the Summer Food Service Program under this Contracting Entity?' with radio buttons for 'Yes' and 'No'.

Slide 9

Fields 8-11 require that you input the contact information for the CE Contact for this site.

Fields 12-15 require that you provide the contact information for the Site Supervisor for this particular site.

Your geographical location in field 16 is determined by your county.

Question 17 asks if the site has ever participated in SFSP with the CE.

Site Eligibility			
18. Is this site a licensed child care facility?	<input type="radio"/> Yes	<input type="radio"/> No	
19. If this site is a licensed child care facility, will this site only serve children who are enrolled for care?	<input type="radio"/> Yes	<input type="radio"/> No	
20. If this site will serve children who are enrolled for care and children from the community, will all children be served together and in a common area that is not licensed for child care?	<input type="radio"/> Yes	<input type="radio"/> No	
21. Is this site open only to enrolled summer school students who receive academic credit?	<input type="radio"/> Yes	<input type="radio"/> No	
22. Did this site operate last year? If no, enter pre-operational site visit date below.	<input type="radio"/> Yes	<input type="radio"/> No	
23. Did this site have serious deficiency findings or significant operational deficiencies last program year? If yes, enter pre-operational site visit date below.	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
24. Has this site experienced significant SFSP staff turnover since last program year? If yes, enter pre-operational site visit date below.	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
25. Date of the Contracting Entity's pre-operational site visit, if applicable.	<input type="text"/>		
26. Do you know of another Summer Food Service Program or Summer Seamless Option feeding site within one-fourth mile?	<input type="radio"/> Yes	<input type="radio"/> No	
If yes, list the name of the Contracting Entity and the name of the site that is within one-fourth mile. (If the site is under your sponsorship, you may list only the site's name.)			
The site within one-fourth mile is under my sponsorship? <input type="radio"/> Yes <input type="radio"/> No			
Contracting Entity Name: <input type="text"/>			
Site Name: <input type="text"/>			
Explain how the two or more sites will not serve the same group of children for the same type of meal service. <input type="text"/>			

Slide 10

Questions 18-24 are yes no questions that must be answered to the best of your ability.

The date of the CE's pre-operational site visit is to be inputted in question 25 if the visit was required.

Question 26 asks if there is another summer feeding site is within a quarter mile and to provide information if the answer is yes.

Site Type
Indicate the site type, the eligibility method, and the primary service provided by this site.

27. Site Type:

28. Eligibility Method:

29. Primary service provided by this site:
If Service is Other, describe:

30. If School Data is selected, provide the complete name of the school district, school name, and the number of free and reduced-price eligible students from which this site will draw its attendance.

School District:

School Name:

Percentage of Enrollment Eligible for Free and Reduced-price Meals: %

If this site is a public school site and another school's data was used to establish eligibility for this site, explain why another school's data was used.

Slide 11

Question 27 will ask you to select a site type. Once a site type has been selected. Questions 28 & 29 will ask for eligibility method and primary service of site based on the site type chosen in question 27.

Question 30 is based on if you chose school data or census data as a method of determining eligibility. If you choose neither method, you may skip question 30.

The screenshot shows a survey form with the following sections:

- Header:** "If census data is the selected eligibility method, enter the following:"
- Fields:** "Block Number:" (text box), "Group Number:" (text box), "Percentage of Ready Children (if known):" (text box with a "%" sign).
- Question 31:** "31. If Restricted Open or Closed-Enrolled is selected as Site Type, provide reason for operating this type of site." (text box with a scroll bar).
- Question 32:** "32. If site type is Closed Enrolled, provide the following information:"
 - "Projected Number of Enrolled Children:" (text box)
 - "Projected Number of Enrolled Children who are eligible to receive free or reduced-price meals:" (text box)
 - "Percentage of enrolled children:" (text box with a "%" sign)
- Question 33:** "33. If site type is a camp, will there be a separate charge for meals served to non-eligible children?" (radio buttons for "Yes" and "No").

Slide 12

If you choose a restricted open or a closed-enrolled site type, question 31 requires you to explain why either of these site types were chosen. All other site types may skip this question.

Question 32 asks Closed Enrolled sites to provide additional information in regards to enrolled children and free and reduced meals. All other site types may skip this question.

Question 33 asks Camps to provide additional information. All other site types may skip this question.

The screenshot shows a form titled "Site Operation" with the following questions and options:

24. Enter the number of days the site will operate each month:

OCT 2010	NOV 2010	DEC 2010	JAN 2011	FEB 2011	MAR 2011	APR 2011	MAY 2011	JUN 2011	JUL 2011	AUG 2011	SEP 2011
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

25. Operation Dates: Start: End:

26. Check meal type(s) to be served at this site:

☐ Breakfast ☐ AM Snack ☐ Lunch ☐ PM Snack ☐ Supper

27. If this is not a camp or a site whose primary service is migrant and if this site is serving supper instead of lunch, please explain why.

28. Indicate your system for serving meals to attending children:

☐ Cafeteria Style
☐ Unlabeled meal
☐ Family Style (for Closed Enrolled and Camp sites only)
☐ Offer vs. Serve
☐ Other (provide explanation)

29. Indicate if this is an outdoor or mobile site? ☐ Yes ☐ No

40. Indicate if this site allows a fruit or vegetable component to be consumed offsite? ☐ Yes ☐ No

41. Indicate how the site supervisor will communicate the number of meals that will be needed for the following day:

42. Are you requesting a waiver for the first week site visit? ☐ Yes ☐ No

Slide 13

Question 34 asks that you input the number of operational days during the months the site operates

Question 35 requires you to input the operation dates of the site

Question 36 requires you to check each meal type you will be serving at the site

Question 37 asks for further information if you have selected supper in question 36

In question 38, you must select the system you are using to serve meals

In question 39, asks if the site is outdoor or mobile site

Question 40 asks if the site will have a fruit or vegetable that can be consumed offsite

Question 41 requires you to list how you will communicate the number of meals needed for the next day

In question 42, will you be requesting a waiver for the first week site visit

The screenshot shows a form titled "Breakfast" with the following questions and fields:

- 42. Meal Service Method: [Dropdown menu]
- 43. Menu Planning Option: [Dropdown menu]
- 44. Enter the number of days the meal will be served each month:
☐ Same as the Site Operation
Grid of input boxes for months: OCT 2010, NOV 2010, DEC 2010, JAN 2011, FEB 2011, MAR 2011, APR 2011, MAY 2011, JUN 2011, JUL 2011, AUG 2011, SEP 2011.
- 45. Meal Serving Dates (non-camp only): Start: [Date picker], End: [Date picker]
- 46. Meal Times: Start: [Time picker], End: [Time picker]
- 47. Average Daily Participation (non-camp only): [Text input]
- 48. Maximum number of meals that may be served (state use only): [Text input]
- 49. Indicate your plan for the receipt and storage of meals before serving to children:
☐ Appropriate holding equipment is not available. Meals will be delivered no earlier than one hour prior to the beginning of meal service.
☐ Appropriate holding equipment is available at site to maintain meals at appropriate temperatures until service.
- 50. Indicate your plan for the storage or disposal of leftover meals or components: [Dropdown menu]
- 51. Indicate your plan for serving meals during inclement weather (ex: Ozone action days, excessive heat, rain): [Text input]
Other (provide explanation below): [Text input]

Slide 14

If serving Breakfast, please complete question 42-52 which include:

- Meal service method
- Menu planning option
- Number of day meals will be served in operating months
- Meal serving dates
- Meal times
- Average daily participation
- Site plan for receipt and storage of meals prior to service
- Site plan for the storage or disposal of leftover meal components
- Site plan for service during inclement weather

AM Snack

53. Meal Service Method:

54. Menu Planning Option:

55. Enter the number of days the meal will be served each month:

☐ Same as the Site Operation

OCT 2010	NOV 2010	DEC 2010	JAN 2011	FEB 2011	MAR 2011	APR 2011	MAY 2011	JUN 2011	JUL 2011	AUG 2011	SEP 2011
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

56. Meal Serving Dates (non-camp only): Start: End:

57. Meal Times: Start: End:

58. Average Daily Participation (non-camp only):

59. Maximum number of meals that may be served (date use only):

60. Indicate your plan for the receipt and storage of meals before serving to children:

☐ Appropriate holding equipment is not available. Meals will be delivered no earlier than one hour prior to the beginning of meal service.

☐ Appropriate holding equipment is available at site to maintain meals at appropriate temperatures until service.

61. Indicate your plan for the storage or disposal of leftover meals or components:

62. Indicate your plan for serving meals during inclement weather (ex: ozone action days, excessive heat, rain):

Other (provide explanation below):

Slide 15

If serving AM Snack, please complete question 53-62 which include:

- Meal service method
- Menu planning option
- Number of day meals will be served in operating months
- Meal serving dates
- Meal times
- Average daily participation
- Site plan for receipt and storage of meals prior to service
- Site plan for the storage or disposal of leftover meal components
- Site plan for service during inclement weather

Lunch

63. Meal Service Method:

64. Menu Planning Option:

65. Enter the number of days the meal will be served each month:

☐ Same as the Site Operation

OCT 2010	NOV 2010	DEC 2010	JAN 2011	FEB 2011	MAR 2011	APR 2011	MAY 2011	JUN 2011	JUL 2011	AUG 2011	SEP 2011
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

66. Meal Serving Dates (non-camp only): Start: End:

67. Meal Times: Start: End:

68. Average Daily Participation (non-camp only):

69. Maximum number of meals that may be served (state use only):

70. Indicate your plan for the receipt and storage of meals before serving to children:

☐ Appropriate holding equipment is not available. Meals will be delivered no earlier than one hour prior to the beginning of meal service.

☐ Appropriate holding equipment is available at site to maintain meals at appropriate temperatures until service.

71. Indicate your plan for the storage or disposal of leftover meals or components:

72. Indicate your plan for serving meals during inclement weather (ex: Ozone action days, excessive heat, rain):

Other (provide explanation below):

Slide 16

If serving Lunch, please complete question 63-72 which include:

- Meal service method
- Menu planning option
- Number of day meals will be served in operating months
- Meal serving dates
- Meal times
- Average daily participation
- Site plan for receipt and storage of meals prior to service
- Site plan for the storage or disposal of leftover meal components
- Site plan for service during inclement weather

The screenshot shows a form titled "PM Snack" with various input fields and checkboxes. The form includes sections for meal service method, menu planning options, meal serving dates, meal times, average daily participation, and site plans for receipt, storage, and service during inclement weather.

PM Snack

73. Meal Service Method: [Dropdown menu]

74. Menu Planning Option: [Dropdown menu]

75. Enter the number of days the meal will be served each month:

☐ Same as the Site Operation

OCT 2010	NOV 2010	DEC 2010	JAN 2011	FEB 2011	MAR 2011	APR 2011	MAY 2011	JUN 2011	JUL 2011	AUG 2011	SEP 2011
0	0	0	0	0	0	0	0	0	0	0	0

76. Meal Serving Dates (non-camp only): Start: [Date picker] End: [Date picker]

77. Meal Times: Start: [Time picker] End: [Time picker]

78. Average Daily Participation (non-camp only): [Text input]

79. Maximum number of meals that may be served (state use only): [Text input]

80. Indicate your plan for the receipt and storage of meals before serving to children:

☐ Appropriate holding equipment is not available. Meals will be delivered no earlier than one hour prior to the beginning of meal service.

☐ Appropriate holding equipment is available at site to maintain meals at appropriate temperatures until service.

81. Indicate your plan for the storage or disposal of leftover meals or components: [Text input]

82. Indicate your plan for serving meals during inclement weather (ex: Drought action days, excessive heat, rain): [Text input]

Other (provide explanation below): [Text input]

Slide 17

If serving PM Snack, please complete question 73-82 which include:

- Meal service method
- Menu planning option
- Number of day meals will be served in operating months
- Meal serving dates
- Meal times
- Average daily participation
- Site plan for receipt and storage of meals prior to service
- Site plan for the storage or disposal of leftover meal components
- Site plan for service during inclement weather

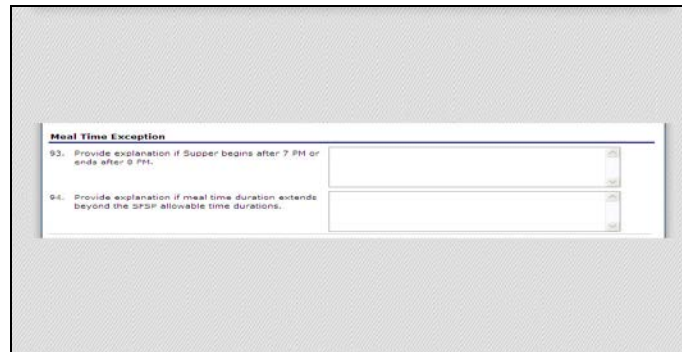
The screenshot shows a form titled "Supper" with the following questions and input fields:

- 83. Meal Service Method: [Dropdown menu]
- 84. Menu Planning Option: [Dropdown menu]
- 85. Enter the number of days the meal will be served each month:
☐ Same as the site operation
Table with 12 columns (OCT 2010 to SEP 2011) and 1 row of input boxes, all containing "0".
- 86. Meal Serving Dates (non-camp only): Start: [Date picker] End: [Date picker]
- 87. Meal Times: Start: [Time picker: 1:00] End: [Time picker: 1:00]
- 88. Average Daily Participation (non-camp only): [Text input]
- 89. Maximum number of meals that may be served (state use only): [Text input]
- 90. Indicate your plan for the receipt and storage of meals before serving to children:
☐ Appropriate holding equipment is not available. Meals will be delivered no earlier than one hour prior to the beginning of meal service.
☐ Appropriate holding equipment is available at site to maintain meals at appropriate temperatures until service.
- 91. Indicate your plan for the storage or disposal of leftover meals or components: [Dropdown menu]
- 92. Indicate your plan for serving meals during inclement weather (ex: Ozone action days, excessive heat, rain): [Text input]
Other (provide explanation below): [Text input]

Slide 18

If serving Supper, please complete question 63-92 which include:

- Meal service method
- Menu planning option
- Number of day meals will be served in operating months
- Meal serving dates
- Meal times
- Average daily participation
- Site plan for receipt and storage of meals prior to service
- Site plan for the storage or disposal of leftover meal components
- Site plan for service during inclement weather



The screenshot shows a quiz slide with a light gray background. A white rectangular box contains the quiz content. At the top of this box is the title "Meal Time Exception" in bold. Below the title are two questions, each followed by a text input field and a "Next" button.

Meal Time Exception

93. Provide explanation if Supper begins after 7 PM or ends after 8 PM.

94. Provide explanation if meal time duration extends beyond the prior allowable time durations.

Slide 19

Questions 93 and 94 ask for an explanation of any meal time exceptions.

Camp Sessions							
95. At least one session must be completed if Site Type is Camp - Residential or Camp - Non-Residential. Note: Actual Eligible ADP may need to be updated prior to claim submission.							
Session	Start Date	First Meal Type of the session	End Date	Last Meal Type of the session	# of Children Enrolled	Estimated Eligible ADP	Actual Eligible ADP
1		<input type="text"/>		<input type="text"/>			
2		<input type="text"/>		<input type="text"/>			
3		<input type="text"/>		<input type="text"/>			
4		<input type="text"/>		<input type="text"/>			
5		<input type="text"/>		<input type="text"/>			
6		<input type="text"/>		<input type="text"/>			
7		<input type="text"/>		<input type="text"/>			
8		<input type="text"/>		<input type="text"/>			
9		<input type="text"/>		<input type="text"/>			
10		<input type="text"/>		<input type="text"/>			
11		<input type="text"/>		<input type="text"/>			
12		<input type="text"/>		<input type="text"/>			
13		<input type="text"/>		<input type="text"/>			
14		<input type="text"/>		<input type="text"/>			
15		<input type="text"/>		<input type="text"/>			
16		<input type="text"/>		<input type="text"/>			
17		<input type="text"/>		<input type="text"/>			
18		<input type="text"/>		<input type="text"/>			
19		<input type="text"/>		<input type="text"/>			
20		<input type="text"/>		<input type="text"/>			

Slide 20

If you are operating a camp, please complete question 95.

The screenshot shows a survey form with three main sections:

- Special Meal Pattern and Dietary Needs**
 - 96. Will this site be serving children under age 1 year (infants 0 to 12 months)? ☐ Yes ☐ No
 - 97. Does this site anticipate the need to plan and/or prepare special diets for children with disabilities? ☐ Yes ☐ No
- Food Production Facility Information**
 - 98. If meals served at this site are prepared at another facility, provide name and address of where meals are prepared:
 - Facility 1:
 - Facility 2:
- Food Safety and Sanitation**
 - 99. Is there a Certified Food Handler on Site? ☐ Yes ☐ No
 - 100. Describe how your Contracting Entity will deliver and hold meals until the time of meal service according to the standards prescribed by state and local health department:

Slide 21

Special Meal Pattern and Dietary Needs

Question 96 asks if you will be serving children under 1 year of age

Question 97 asks if you anticipate the need to plan or prepare special diets for children with disabilities

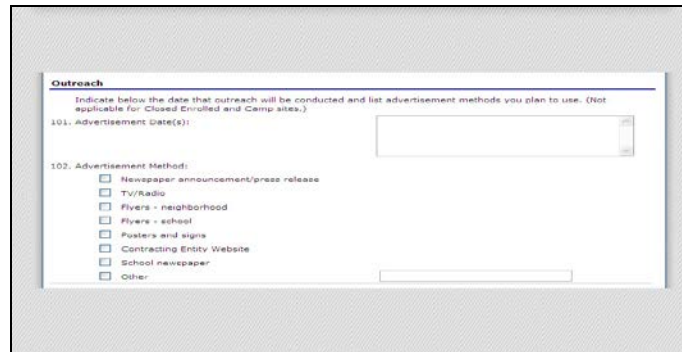
Food Production Facility Information

If the meals served at this site are prepared at another facility, please provide that information in question 98.

Food Safety and Sanitation

Question 99 asks if there is a certified food handler on site

Question 100 asks how the CE will deliver and hold meals according to local and state health department standards



The screenshot shows a form titled "Outreach" with the following content:

Outreach
Indicate below the date that outreach will be conducted and list advertisement methods you plan to use. (Not applicable for Closed Enrolled and Camp sites.)

101. Advertisement Date(s):

102. Advertisement Method:

- ☐ Newspaper announcement/press release
- ☐ TV/Radio
- ☐ Flyers - neighborhood
- ☐ Flyers - school
- ☐ Posters and signs
- ☐ Contracting Entity Website
- ☐ School newspaper
- ☐ Other

Slide 22

Outreach

Indicate the dates the site was advertised in question 101

Question 102 asks for the advertisement methods

The screenshot shows a 'Certification' form within a software interface. The form is titled 'Certification' and contains a question numbered 103. The question text is: 'I hereby certify that neither the Contracting Entity nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any federal/state department or agency.' Below this, there is a paragraph of text: 'I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the Texas Department of Agriculture any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The Texas Department of Agriculture may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.' This is followed by another paragraph: 'On behalf of the Contracting Entity, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the Texas Department of Agriculture. In accordance with Federal law and U.S. Department of Agriculture policy, this Contracting Entity does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.' At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. In the bottom right corner of the form, there are small links: 'VIEW | MODIFY | DELETE'.

Certification

103. ☐ I hereby certify that neither the Contracting Entity nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any federal/state department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the Texas Department of Agriculture any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The Texas Department of Agriculture may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Contracting Entity, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the Texas Department of Agriculture. In accordance with Federal law and U.S. Department of Agriculture policy, this Contracting Entity does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

Save **Cancel**

VIEW | MODIFY | DELETE

Slide 23

Question 103 requires that you certify the validity on the information provided and that no principle or authorized representative has been legally prevented by a State or Federal entity from participating in the SFSP.

The screenshot displays the 'Summer Food Service Program' interface with a 'TX-UNPS' logo. The navigation bar includes links for Applications, Claims, Applications, Security, Search, Year, Help, and Log Out. The main heading is '2010 - 2011 SFSP Site Application'. Below this, two columns of information are shown: 'SFSP ORGANIZATION' (01427, Status: Active, 0844 Garden St, Laredo, TX 78040, County District Code: YDA Region: A) and 'COMBIS PARK' (0001, Status: Active, 111 Eden Ln, Laredo, TX 78040). A red error message states: 'The Site Application has been saved with errors.' Below the message, a note explains that information entered is either incomplete or not in compliance with Texas Department of Agriculture rules and regulations, and that all errors listed on the form must be corrected before the application can be processed. At the bottom, there are two buttons: '< Edit' and 'Finish'.

Slide 24

If there were errors made in the CE application you will be directed to this screen.

Select back to correct your errors.

Summer Food Service Program TX-UNPS

Applications | Claims | Enrollment | Reports | Security | Search | Year | Help | Log Out

Registration & Application System & Status Box Size: SFSP-A

Program Year: 2010 - 2011

VIEW | MODIFY | DELETE

2010 - 2011 SFSP Site Application

01452	Status: Active	0001	Status: Active
SFSP ORGANIZATION		COMBS PARK	
DEA:		111	8001 LN
1006 Garden St		Laredo, TX 78040	
Laredo, TX 78040		Laredo, TX 78040	
County District Code:			
TDA Region: 4			

Code	Error Description
203102	Site Eligibility - If the site is new, a pre-operational site visit date is required.
203536	Meal Time Exception - If the serving period for Lunch exceeds 2 hours, explanation is required.
203608	Food Production Facility - If meals at this site are prepared at another facility, at least one food production facility must be selected.

Slide 25

Red error messages must be corrected before an application can be submitted.



Slide 26

Once the application is free of error we will see a screen telling us that the application has been saved.

Select finished



Slide 27

If you have additional sites to add select Add Site Application. If you have sites already listed, select modify, and make sure that all fields are complete and accurate.

Once completed, select Back to go to the Application Packet Screen.

Summer Food Service Program TX-UNPS

Applications | Claims | Security | Search | Year | Help | Log Out

Program Year: 2010 - 2011

2010 - 2011 Application Packet

Organization: **SESP ORGANIZATION**
 Address: 1084 Garden St
 City: Lufkin, TX 75901
 County District Code: 10
 TDA Region: 4

Packet Submitted Date:
 Packet Approval Date:
 Packet Original Approval Date:
 Packet Status: Not Enrolled

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify	Contracting Entity Application	Original	Not Submitted
View Modify	Budget Detail	Original	Pending Approval
Details	Management Plan	Original	Pending Approval
Details	Food Production Facility List		
Details	Site Field Trip List		
Details	Checklist Summary (7)		

Site Application	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
Summer Food Service Program	0	1	0	0	0	0	1

Show Packet History

Slide 28

You back on the application packet screen. You will notice that all of your packet items have green check marks, and you have at least one site application showing as pending.

You will also notice that the red Submit for Approval button is now available to be selected. If you have finished inputting all of your information, and have corrected any error messages, select the Submit for Approval button to direct your packet to TDA for review.

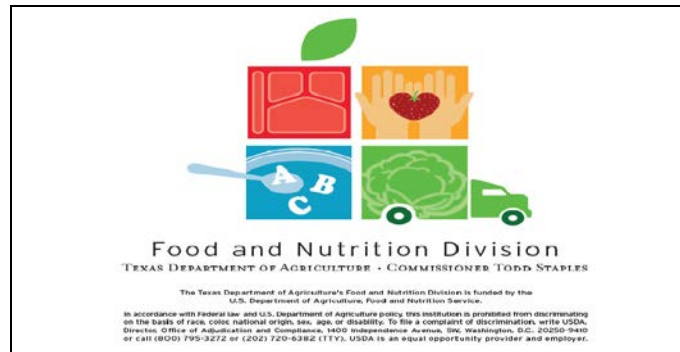


Contact the Help Desk at:
1-877-TEX-MEAL
(1-877-839-6325),

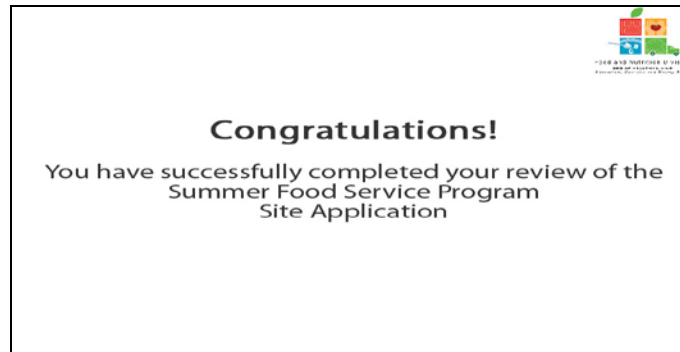
The Help Desk is available:
Monday through Friday, 7:30am - 6:00pm (CST)

You may also email:
SquareMeals@TexasAgriculture.gov

Slide 29 - Help desk



Slide 30 - Legal Screen



Slide 31 - Certificate Explanation