

Information Sheet

TX-UNPS School Nutrition Programs Contracting Entity Application Form

School Year Dates of Operation

- A2: Operational Dates are the start and end date of the school year and must be between July 1, 2012 and June 30, 2013.

Contact Information

- A3 - A6 Superintendent/Sponsoring Official: This information is being collected for communication purposes. This person does not need to be a user of TX-UNPS.
- A7 - A9 Street Address: Enter the physical location of the CE's main offices.
- A10 - A12 Mailing Address: Enter the mailing address of the CE's main offices. (Correspondence will be directed to this address.)
- A13-A16 Child Nutrition Director: Claim confirmation emails and other school nutrition program emails will be sent to this email address.
- A17 - A20 Claim Preparer: This is not necessarily the person entering claims in TX-UNPS but the person preparing the claims. If there is a question about a claim, TDA may contact this person. Note: Claim Confirmation emails will not go to this email, but rather to the Child Nutrition Director.

Hearing Official, Reviewing Official, Verifying Official

- A21-A23: Ensure that only titles, not names, are entered in these fields.

Meal Count and Collection Procedures

- A24: Indicate Yes if meal count and collection procedures at any sites have changed since the prior year. If you answer Yes, this will trigger the Attachment B checklist item. If you answer No, there will not be an Attachment B checklist item. If you do have submit an Attachment B, follow these procedures: **1st download the form** (On the blue menu bar, select Applications. The Applications menu screen displays. Under the Item list, select Download Forms. Select SNP-007 Attachment B: Meal Count & Collection Procedures. A pop up will automatically appear, select Save and this will save the form to your computer. Open the saved file on your computer and fill in the required data. Save the file when finished.) **2nd upload the completed form** (On the blue menu bar, select Applications. The Application menu screen displays. Under the Item list select Application Packet. The Application Packet Screen displays. Select Details next to Checklist Summary. Select Contracting Entity. Select the paper clip. The Checklist File Upload Details screen displays. Use the Browse button and select the file to upload. Select Save. Select Back and then Submit for Approval.) **3rd Update the checklist** (On Checklist Summary screen, click the box under Document Submitted to TDA. Click Save.)

USDA Food Distribution Program (Commodities)

- A25: This field is applicable to CEs participating in the National School Lunch Program. Special Milk and Breakfast Only CEs must indicate 'No' in this category.

Eligibility Information

- A27: This field triggers a checklist item if you select 'Yes' and have not been approved by TDA to submit online applications.

Residential Child Care Institution (RCCI) Only

- A28 - A30: This section will only be enabled if your CE is identified with TDA as being an RCCI.

Food Service Management Company (FSMC)

- A31: If 'Yes' is selected, the CE will be required to complete an additional FSMC screen. Please note that this does not replace TDA's FSMC approval process.

Attendance Factor

- A40: Calculate this field by dividing average daily attendance (ADA) by total enrollment. (ADA can be calculated by dividing total monthly attendance by operating days.)
- Use October figures for this calculation. (Note: This field can be updated at any time during the year if the attendance factor changes significantly.)
- Note: This value should be entered as a whole number. For 95%, enter "95" not ".95".

Severe Need Lunch

- Severe Need Lunch is system calculated using claim data from the 2nd preceding year. (For school year 2012-2013, claim data for July 2010 through June 2011 will be used for this calculation.) If the calculated "Free & Reduced %" is 60% or higher, the CE qualifies for Severe Need Lunch.
- Severe Need Lunch is the same as 2 cent supplement.