School Call

September 25, 2024

Alex Molina
Director for School Operations

Food and Nutrition Division
Nutrition Assistance Programs

square meals

Updated 9/26/2024
www.SquareMeals.org

School Operations Agenda

01 **Attachment B Upload**

02 **Summer Cost Report**

03 **Verification Report**

Attachment B Upload
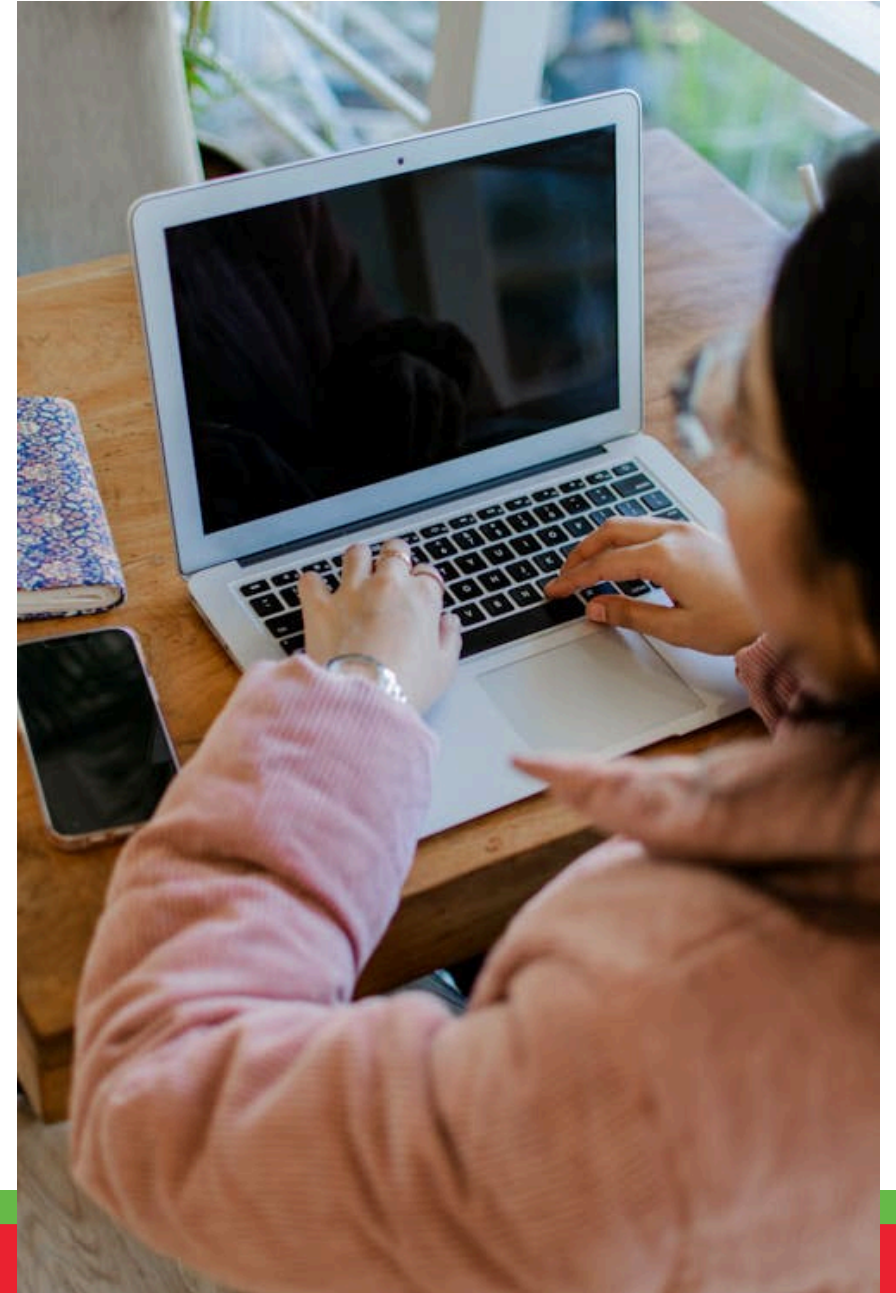
Attachment B Upload

Opens: July 1, 2024

Closes: October 31, 2024

Submit:
- *School Meal Application*
- *Application Instructions*
- *Eligibility template letters*

- SFAs operating CEP, Provision 2, and/or Universal Free at some schools, but not all schools must complete the Attachment B Upload.

- SFAs operating Provision 2 in the base year must complete the Attachment B Upload.

- SFAs operating 100% CEP district-wide or Provision 2 (not in the base year) district-wide do not need to complete the Attachment B Upload.

- RCCIs without day students do not need to complete the Attachment B Upload.

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Summer Cost Report

Summer Cost Report Requirement

If your school district received a mandate to participate in a summer nutrition program in Summer 2024 and did not receive a waiver, then you are required to submit a summer cost report to TDA.

The summer cost report must be submitted through TX-UNPS no later than October 9, 2024.

Operating Costs to Report on Summer Cost Report

Administrative	Facilities	Meal Service
Payroll & accounting	Cost of opening the building	Food purchased
Management & oversight	Renting space	Value of USDA foods used
Utilities	Equipment	
Outreach materials, printing & postage	Commodity processing & storage	
Mileage & transportation	Non-food items	
Training	Paper & cleaning products	
Public Service Announcements (PSAs)	Custodial Services	

Verification Report

2024-2025 Verification Reporting Dates

October 1, 2024	**Count of approved meal applications on file.** **Direct Verification (DV) module in TX-Elms opens.**
October 31, 2024	**Count of students for the annual Verification Report**
November 1, 2024	**Verification Report opens –** **https://form.jotform.com/241276986330159** **CEs with no applications can begin submitting the Verification Report**
November 15, 2024	**Federal Deadline – Verification process completed** **CEs with applications can begin submission of Verification Report**
November 26, 2024	**CE Submission of the Verification Report is due in JotForm**
November 29, 2024	**TDA Submission of FNS-834 is due to USDA**

Link to SY 2024-2025 Verification Report JotForm will be in TX-UNPS Applications>Download Forms>SNP 123