

School Operations Updates

*Sarah Carlson, Troy Warden,
Mary Gomez-Kokkinos,
Assistant Directors for School
Operations*



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711
Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)

This product was funded by USDA.
This institution is an equal opportunity provider.



Updated 11/29/2023
www.SquareMeals.org



Food and Nutrition Division
Nutrition Assistance Programs

Agenda

Verification Report

TX ELMS

Attachment B Uploads

AR/PR Review Dates

FSMC Timeline

Financial Report

Excess Net Cash Resources

Common Findings

01

Verification Report

Verification Report

Submissions Due **November 28, 2023**

1,098 Submitted
98 Remaining

**Congratulations to ESC
Regions with 100%
Submissions!**

**Region 3
Region 8
Region 9
Region 12
Region 15
Region 16
Region 18**

02

TX ELMS

Direct Certification/Direct Verification

**CEs are required to log into TX ELMS on a monthly basis.
New Direct Certification lists are available on the 5th of each month.**

ARM, Section 4, Page 51

Direct Certification for SNAP TANF, Medicaid Free, and Medicaid Reduced Eligibility

All CEs regardless of their size are required to use the direct certification component⁸⁶ in Texas-ELMS. In essence, direct certification is the identification of categorically eligible students through means other than getting information from the household.

When CEs use Texas-ELMS they must retain the results of those efforts to demonstrate the accuracy of eligibility determinations. These records may be printed copies of the matched list or electronic files.⁸⁷

The Direct Certification component of Texas-ELMS provides (1) a state-level automated data matching list by CE and (2) a method for CEs to match student records that are not pre-matched.⁸⁸ CEs are expected to conduct DC matching

1. before school begins to identify households with students that are eligible for free meals without an application,
2. once a month when school is in session, and
3. with new student enrollment when appropriate.

<https://squaremeals.org/Programs/National-School-Lunch-Program/Texas-ELMS>

03

Attachment B Uploads

Attachment B Uploads

- Opened **July 1, 2023**
- Closes **December 31, 2023**
- Submit:
 - *School Meal Application*
 - *Application Instructions*
 - *Template eligibility notification letters*

NOTE: CEs operating CEP or Provision 2 (not in the base year) or RCCI without day students do not complete the Attachment B Upload.

1,155 Approved
44 Remaining

Attachment B: Upload Attachments



1. Does the Contracting Entity use the TDA and/or USDA prototype household application, instructions, and notification letter?

☐ Yes ☐ No

2. Attach a blank copy of the following printed versions used by the Contracting Entity (select each item).

Household Applications - Word or PDF version of the household application(s) distributed by the contracting entity (CE). Include the school year and type of household application in the file name, i.e., SY_Multiuse or SY_Multiuse_Spanish.

Instructions - Word or PDF version of the instructions used for each household application distributed by the contracting entity (CE). Include the school year and type of household application instructions distributed in the file name, i.e., SY_Instructions_All or SY_Instructions_Multiuse.

Notification Letter - Word or PDF version of the letter(s) distributed by the contracting entity (CE) with each version of the household application. Include the school year and type of household application letter distributed in the file name, i.e., SY_Letter_All or SY_Letter_Multiuse.

NOTE: If using the electronic forms, print the form and upload the forms for each item. To modify or delete any uploaded attachments, you must click on the above Household Application, Instructions, or Notification Letter link.

Certification

- ☐ As an authorized representative of the contracting entity (CE), I certify (1) that the information submitted in this form is accurate; (2) that the CE will retain documentation that demonstrates the implementation of policies described in this form; and (3) that the CE will implement these policies in compliance with all applicable regulations.

Internal Use Only

Attachment B Uploads

Applications >		School Year: 2023 - 2024	
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)		
Attachment B Summary	Attachment B summary of submissions.		
Attachment B: Upload Attachments	Manage the upload of attachments for the Attachment B form		
Attachment B: Upload Attachments Summary	Attachment B: Upload Attachments Summary		
Second Review of Applications	FNS-874 report for Contracting Entitys selected to conduct a second review of applications.		
Verification Report	Mandatory Annual Verification Report		
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary		
Food Safety Inspections	Number of Food Safety Inspections by Site		
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary		
Annual Audits	Annual Audits		
FFVP Summary	Fresh Fruit and Vegetable Program Invitations and Approvals		
Financial Report	School Food Annual Revenues and Expenditures Report		
Financial Report Summary	School Food Annual Revenues and Expenditures Report Summary		
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)		
FFVP Grants	Fresh Fruit and Vegetable Program Grant Information for a specific CE		
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview		
Summer Nutrition Program Costs	Total Costs Associated with Operating a Summer Nutrition Program		
Capital Expenditure Request	Request for funds to purchase capital items >= \$5,000		
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision		
Texas Summer Mandate	Summer Nutrition Programs Intent Declaration		
Texas Summer Mandate Summary	Summer Nutrition Programs Intent Summary		
Direct Certification / Direct Verification	Direct Certification / Direct Verification screens		
MENU Module	Menu Planning and Analysis module		
Download Forms	Forms Available for Downloading		

Download Forms			
Form ID	Description	Last Modified	New Contracting Entity?
SNP-000	Request for Exemptions/Waivers for Program Operation	01/11/2022	Y
SNP-001	Direct Deposit Authorization (74-176)	08/12/2014	Y
SNP-002	Application for Texas Identification Number (AP-152)	11/15/2013	Y
SNP-003	Pre-Award Civil Rights Compliance Review Form	04/30/2021	Y
SNP-004	FND Permanent Agreement	03/16/2011	Y
SNP-005	Permanent Agreement Contracting Entity Specific Amendment	06/17/2014	N
SNP-006	FNS Instructions 113-1 (Excerpt)	03/05/2011	Y
SNP-007	Severe Need Approval Request Form	08/05/2019	N
SNP-008	Attachment B: Milk Count & Collection Procedures	03/05/2011	Y
SNP-011	Hazard Analysis Critical Control Points (HACCP) Checklist (FND-104)	12/09/2013	Y
SNP-014	Commodity Agreement	01/11/2017	Y
SNP-015	Certificate of Authority for External Users (FND-101)	12/08/2020	Y
SNP-017	Payee Change Request (74-157)	01/04/2021	N
SNP-018	Permanent Agreement Amendment for Name Change	03/19/2012	N
SNP-102	2021-2022 School Data	03/02/2022	N
SNP-117	Financial Report Process	01/04/2021	N
SNP-123	Resources for Direct Certification and Verification	11/01/2021	N
SNP-124	Civil Rights CE Assessment Answers and Certificate-Spanish	10/20/2015	N
SNP-125	And Justice for All Poster Order Form for NSLP CE	02/25/2020	N
SNP-129	NSLP Program Year Calendar	10/28/2021	N
SNP-131	Attachment B, Web-based Directions	10/21/2016	N
SNP-132	Independent Review Directions	12/13/2016	N
SNP-134	Attachment B: Upload Attachments, Directions for Uploading Certification and Benefit Issuance Documentation	10/14/2020	N



Administrative Review/Procurement Review Dates

Administrative Review/Procurement Review Dates

- Update contact information in TX-UNPS
- Adhere to due dates
- Reach out to your ESC for technical assistance and training
- Webinars scheduled for FSMC CEs

Resources:

<https://squaremeals.org/Programs/National-School-Lunch-Program/Compliance>

FSMC Timeline

FSMC Timeline

November 3, 2023	New contracts and renewals documents are open and posted on Squaremeals.org
December 1, 2023	All new contracts must be submitted to TDA for approval to publish
February 1, 2024	All renewals must be submitted to TDA for approval
February 15, 2024	TDA approves all new contracts to publish
April 1, 2024	New contracts are submitted for TDA review of the evaluation/award
May 1, 2024	TDA approves all new contracts and renewals
June 21, 2024	New contracts and renewals signed/executed submitted to TDA

FSMC Resources

<https://squaremeals.org/Programs/National-School-Lunch-Program/Food-Service-Management-Companies>

Financial Report

NSLP Financial Report

Opening Date: January 1, 2024

Deadline: April 1, 2024

Submission Method: Coming Soon

All Contracting Entities (CEs) must ensure that the reported data accurately reflects the CE's financial operations for the 2022-2023 fiscal period reported.

Excess Net Cash Resources

Excess Net Cash Resources

Compare your current operating balance against prior year 3 month's average expenses on a regular basis (full calculation is in Section 16 of the Administrator's Reference Manual (ARM))

Plans will be submitted to:

school.operations@TexasAgriculture.gov on the
Excess Net Cash Resources Plan form available on
TDA's SquareMeals website

ENCR Form

<https://squaremeals.org/Programs/National-School-Lunch-Program/Administration-Forms>

Excess Net Cash Resources Additional Information

18

- Section 16 of the Administrator's Reference Manual (ARM)
- <https://squaremeals.org/FandN-Resources/Events/MegaCon>

ExcessNetCash-HowtoSpendDownPlan.pdf

- Federal Regulation (7 CFR 210.19(a)(1))



08 **Common Findings**

AR/PR Common Findings to Date

61 AR and PRs have been conducted:

- ✓ **199 AR Findings**
- ✓ **162 PR Findings**
- 361 Total AR/PR findings**

Top AR Findings include:

- Certification and Benefit Issuance – ARM Section 4
- Meal Components and Quantities – ARM Section 7, 8, 9, 10
- Meal Counting and Claiming – ARM Section 18

Top PR Findings include:

- FSMC Finding Question 8 (invoices) – ARM Section 20