

School Operations Updates

Alex Molina, Director for School Operations

*Sarah Carlson, Troy Warden,
Mary Gomez-Kokkinos*

Assistant Directors for School Operations



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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Food and Nutrition Division
Nutrition Assistance Programs



Updated 1/31/2024
www.SquareMeals.org

Agenda

Other CADs

FSMC Due Date Reminders

Financial Report

Excess Net Cash Resources

Contract Management



01

Other CADs

Other Corrective Action Documents (CADs)

Verification

- Late or unsubmitted Verification Report
- Incorrect Sample Size
- Not completing Verification by November 15th deadline

Attachment B Upload

- CEs that have not started Attachment B Upload
- CEs that have not submitted Attachment B Upload
- 8 outstanding

02

FSMC Timeline

FSMC Timeline

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>

03 Financial Report

NSLP Financial Report

Opening Date: January 1, 2024

Deadline: March 31, 2024

Submission Method: *Jotform*

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

NSLP Financial Report

squaremeals.org/Programs/National-School-Lunch-Program/Compliance/Financial-Report



- Link to Financial Report
- Blank Financial Report
- Preparing for the Financial Report Worksheet
- Webinar Recording
- Webinar Slide Deck
- E-mail School Operations Mailbox with Questions

TEXAS DEPARTMENT OF AGRICULTURE

NATIONAL SCHOOL

3E'S OF HEALTHY LIVING *Lunch Program*
EDUCATION, EXERCISE AND EATING RIGHT

Compliance Main Page	Administrative Review	Financial Report	Procurement Review	Program Integrity
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Programs > National School Lunch Program > Compliance > Financial Report

Financial Report

2024 Annual NSLP Financial Report (FY2023 Data)
This report must be completed by Contracting Entities (CEs) who participate in the NSLP, School Breakfast Programs (SBP), School Milk Program (SMP) or At-Risk CACFP programs and must be completed by an authorized representative. The CE must ensure that the reported data is accurate and reflects the CE's financial operations for the fiscal period reported.

General Information

- The Annual NSLP Financial Report will remain in JotForm.
- CEs will receive an email notification indicating the JotForm is available.
- Data used for the 2024 SY will be the prior fiscal year (2022-2023) from audited financial reports. For public school districts and charter schools, this is the same data submitted to TEA.
- The Financial Report must be completed by an authorized representative. The CE must ensure that the reported data is accurate and reflects the CE's financial operations for the fiscal period reported.
- If data is determined to be invalid corrective action will be required.

Required Due Date

- The 2024 NSLP Financial Report submittal due date deadline is **March 31, 2024**.

JotForm Access
The 2024 Financial Report will be completed via the following link: <https://form.jotform.com/233525922882159>

- Use this [Blank NSLP Annual Financial Report](#) for advance preparation before completing and submitting the NSLP Financial Report.

Preparation Tool
The Preparing for the Financial Report form has been provided to prepare the CE in completion of the NSLP Financial Report. It contains a list of documents, terminology, object codes, and additional pertinent information related to the NSLP Financial Report.

A copy of [Preparing for the Financial Report](#) may be found here.

Resources

- TDA hosted a webinar explaining the financial report that is very useful and may be [viewed at this link](#). The webinar and slide deck are from previous years and used with an updated slide deck named [NSLP Financial Report 2023](#).
- Please submit questions regarding the Financial Report to your ESC Specialist or email school.operations@texasagriculture.gov.

Assistance available in English and Spanish. Please call 877-TEX-MEAL (877-839-6325) for help. Additional translation services available as well.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2500 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA (Program Discrimination Complaint) Form which can be obtained online at: <https://www.usda.gov/officeofcivilrights/2014/Complaint-Form-2014-0001-11-20-17.pdf> from any USDA office, by calling (866) 632-6992, or by sending a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to:

04 Excess Net Cash Resources

Excess Net Cash Resources (ENCR)

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>

Form Name: Excess Net Cash Resources Plan

squaremeals.org/Programs/National-School-Lunch-Program/Administration-Forms

Completion Date:

Description of allowable expenditure(s) proposed to decrease excess net cash resources:

Description of activity	Unit(s)	Estimated Cost	Time frame
TOTAL Must be greater than or equal to the Excess Net Cash Resources amount		\$ 0.00	

Excess Net Cash Resources Additional Information

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

ExcessNetCash-HowtoSpendDownPlan.pdf

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

05 **Contract Management**

Contract Management

CE must comply with a procurement standards and thresholds as outlined in 2 CFR 200.318 and 2 CFR 200.320.

To include management of any contract on behalf of services rendered to the entity

Findings include:

- Procurement Procedures – ARM Section 17a
- Purchasing thresholds and open and competitive procurement – ARM Sections 17, 17a, 17b, and 17c
- Oversight of cooperative and GPO management and compliance – ARM Sections 17c and 18
- FSMC contract oversight and non-delegable authority ARM Section 18