



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Administrative and Procurement Review Guide

SFA Name:

CE ID:

Issue Date:

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Note to School Food Authorities

This Guide will be utilized for information sharing between the Texas Department of Agriculture (TDA) and School Food Authorities (SFA) having an Administrative Review (AR) and Procurement Review (PR) during the current School Year (SY). This includes due dates for the SFA during the AR, required dietary and financial information, and additional instructions for the SFA.

Please contact your assigned Compliance Review Monitor (CRM) if you have any questions.

Additional Resources can be found on the [Squaremeals.org website/NSLP/Compliance](https://squaremeals.org/NSLP/Compliance) including a User Guide for accessing the AR and PR Form sets in in TX-UNPS.



TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

Dear Program Partner:

Thank you for your commitment to administering federal nutrition programs. The complexities of managing these programs and the process of participating in administrative and procurement reviews require dedication and perseverance. Thank you to you and your team for your service to your community.

The Texas Department of Agriculture (TDA) is required to conduct administrative and procurement reviews to ensure that program operators comply with federal regulations. TDA is always looking for methods to improve the review processes and would appreciate your insight. Please help us improve the review experience by completing the customer service survey that is emailed during the entrance and exit conferences. This is an opportunity to communicate directly with TDA.

The review process often reveals new avenues for achieving excellence in all aspects of program operations. The results will help serve the Texans who depend on federal programs for access to good nutrition and who value the healthy lifestyles that they promote. I encourage you to use the reviews and the survey to strengthen our collaboration as we work together to build a healthier future in the Lone Star State.

Sincerely,

Lena Wilson
Assistant Commissioner
Food and Nutrition Division

Welcome to the Administrative Review Process

Thank you for partnering with the Texas Department of Agriculture (TDA) in ensuring Texas children have access to healthy meals!

Please use the links below to navigate to the resources page(s) on SquareMeals.org for the program(s) you operate. Review the updated policy documents and additional TDA resources to support your operations.

CHECK POLICY DOCUMENTS OFTEN, AS UPDATES ARE MADE CONTINUOUSLY.

Child and Adult Care Food Program: www.SquareMeals.org/CACFPResources

National School Lunch Program: www.SquareMeals.org/NSLPResources

Seamless Summer Option: www.SquareMeals.org/SummerResources

Summer Food Service Program: www.SquareMeals.org/SummerResources

For additional information contact your Education Service Center:

www.SquareMeals.org/ESC



Food and Nutrition Division
Nutrition Assistance Programs



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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This institution is an equal opportunity provider.



Updated 10/29/2020
www.SquareMeals.org

Bienvenidos al Proceso de Revisión Administrativa

¡Gracias por asociarse con el Departamento de Agricultura de Texas (TDA) para asegurar que los niños de Texas mantengan acceso a comidas saludables!

Por favor, use los enlaces ubicados más abajo para navegar la(s) página(s) de recursos en SquareMeals.org para el(los) programa(s) que operan. Revise los documentos actualizados sobre las políticas, y los recursos adicionales del TDA para apoyar sus operaciones.

REVISE A MENUDO LOS DOCUMENTOS SOBRE LAS POLÍTICAS, YA QUE SE HACEN ACTUALIZACIONES CONTINUAMENTE.

Child and Adult Care Food Program (Programa de Comidas para Niños y Adultos):

www.SquareMeals.org/CACFPResources

National School Lunch Program (Programa Nacional de Almuerzos Escolares):

www.SquareMeals.org/NSLPResources

Seamless Summer Option (Opción de Verano Constante):

www.SquareMeals.org/SummerResources

Summer Food Service Program (Programa de Servicio de Alimentos de Verano):

www.SquareMeals.org/SummerResources

Para obtener más información, comuníquese con su Centro de Servicios Educativos (ESC):

www.SquareMeals.org/ESC



Food and Nutrition Division
Nutrition Assistance Programs



DEPARTAMENTO DE AGRICULTURA DE TEXAS
COMISIONADO SID MILLER

Este producto fue financiado por USDA.
Esta institución es un proveedor que ofrece igualdad de oportunidades.



Actualizado 10/29/2020
www.SquareMeals.org

The SFA Superintendent will receive an invitation to complete a survey once your review has been closed. Please take notes on this card in the mean time.

GET READY TO

Rate Your Review

Use this card to take notes for a survey you can complete after your review. We will use your feedback as we endeavor to attain the highest levels of customer service excellence.

You are a valued Texas Department of Agriculture partner and your feedback is vital to ensuring we use the highest professional standards and offer our partners excellent customer service throughout the review process.

After your administrative and procurement review concludes you will receive an email linking you to an online customer satisfaction survey. To ensure successful delivery, please confirm that the main contact email listed in TX-UNPS is correct.



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Food and Nutrition Division
Nutrition Assistance Programs

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Updated 7/19/2021
www.SquareMeals.org

WE WANT TO HEAR FROM YOU!
YOUR INPUT MATTERS
If you have any questions about the su please call
(877) TEX-MEAL or email SquareMeals@txagriculture.gov.

Make your survey a success with Review Reminders

TDA's on-line survey lets you share your perspective of the entire administrative and procurement review process. Make your notes for the three main survey areas below.

TIMELINESS

REVIEWER

REVIEW PROCESS



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER



Food and Nutrition Division
Nutrition Assistance Programs

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Updated 7/19/2021
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2025-2026 School Year Administrative and Procurement Review SFA Checklist			
SFA Name		CE ID	
SFA Access to TXUNPS	On-site Day of Review (DOR) Date(s)	Month of Review (MOR) (Review Period)	
Administrative Review Site Selection			
	School Breakfast Program (SBP)		
	National School Lunch Program (NSLP)		
	After School Care Program (ASCP)		
	Fresh Fruit and Vegetable Program (FFVP)		
	CACFP At-Risk Program(s)		
Upload the following into Procurement Review Attachments			
Procurement Review (Previous Fiscal Year) (completed off-site)		Reference Page(s)	Due Date
FSMC ONLY: FSMC Base year and previous year documents Base Year 21-Day Menu Selected Sites:		16	
PR Initial Document Upload: Complete Procurement Table, Upload Initial PR Documentation		15	
Procurement Table Finalization Conference Call: look for email invite			To be determined
PR Selected Samples: Procurement Vendor Sample Request Supporting Documents. <small>*The SFA will receive an email sample request for specific vendor documents.</small>		16	Due date in email.
Upload the following into Administrative Review Attachments			
Section 700: Resource Management (completed off-site)		Reference Page(s)	Due Date
Previous Fiscal School Year: Resource Management Summary Form and Required Supporting Documentation		18	
Previous Fiscal School Year: Resource Management Comprehensive Review Form(s) and Required Supporting Documentation		18	

SectionOff-site Administrative Review Form Questions:			Reference Page(s)	Due Date
100	Certification and Benefit Issuance		19	
200	Verification		20	
300	Meal Counting and Claiming		20	
800	Civil Rights		21	
900	On-site Monitoring		22	
1000	Local School Wellness Policy		22	
1100	Smart Snacks		22	
1200	Professional Standards		23	
1600	SBP and Summer Food Service Program (SFSP) Outreach		23	
2100	Special Provision Options		24	
Upload the following into Administrative Review Attachments				
Section 100: Certification and Benefit Issuance:			Reference Page(s)	Due Date
SFA-Wide Student Master Roster for free and reduced AND/OR Residential Child Care Institution (RCCI) Master List * The SFA is required to use the “Application Format in Excel” attachment			19	
SFA-Wide Student Master Roster for Denied/Paid only			19	
Free/Reduced Supporting Documentation from Selected Sample (RCCI Day Students, if applicable)			19	
Denied Supporting Documentation from Selected Sample (RCCI Day Students, if applicable)			19	
Section 200: Verification			Reference Page(s)	Due Date
List of Verified Applications Previous SY Current SY			20	
Verification Sample Supporting Documentation			20	
Section 300: Meal Counting and Claiming See Selected Sites and Programs on Page 1 of CE Checklist			Reference Page(s)	Due Date
Roster (Manual system or BIC), Detailed Transaction Report, Edit Check Selected Date:			20	
Month of Review Accuclaim(s) for all sites and CE-wide			20	
Section 400: Meal Components and Quantities See Selected Sites and Programs on Page 1 of CE Checklist			Reference Page(s)	Due Date
Completed FPR for each site/program selected for review (NSLP and/or SBP) Selected Week of FPRs:			21	
Dietary Specs Form for Targeted Menu Site:			21	
Planned FPR for each site and program selected for review (NSLP, SBP) DOR:			21	

Section 1700: After-School Care Program <i>See Selected Sites and Programs on Page 6</i>		Reference Page(s)	Due Date
Completed FPR for each site selected for review		21	
Selected dates:			
Roster (Manual or Tally Sheets), Detailed Transaction report, and edit check		21	
Selected dates of meal counts:			
Month of Review Accuclaim(s) for all sites individually and SFA-wide		21	
Upload the following into At-Risk Review Attachments			
At-Risk Program(s) <i>See Selected Sites and Programs on Page 6</i>		Reference Page(s)	Due Date
Completed FPRs and Planned DOR FPRs		24	
Selected 5 previous days FPRs:			
Roster (Manual system), Detailed Transaction Report, and edit check		24	
Selected 5 previous days meal counts:			
Month of Review Accuclaim(s) for all sites individually and SFA-wide		24	
Required Review Documentation- Must be uploaded by the DOR			
Section 100: Certification and Benefits Issuance			
<ul style="list-style-type: none"> Predetermined Notification Letter Template 			
Section 200: Verification			
<ul style="list-style-type: none"> Verification Notification-Selection Letter for Households Template Verification Notification-Continuation of Benefits Letter Template Verification Notification-Verification Results/Adverse Action Letter Template Verification Information Request: Statement of Earnings/Social Security Income Template 			
Section 300: Meal Counting and Claiming			
<ul style="list-style-type: none"> DOR Roster (Manual system or BIC), Detailed Transaction Report, Edit Check 			
Section 400: Meal Components and Quantities			
<ul style="list-style-type: none"> Supporting Documentation for FPR(s) for the meals served during the MOR and DOR 			
Section 800: Civil Rights			
<ul style="list-style-type: none"> CN Staff Civil Rights Training – Sign in Sheets and/or Certificates Complaint Procedures and Complaint Form Copy of Media Release, including required documentation to be published Documentation showing the Media Release was sent to the appropriate media outlets for publication 			
Section 900: On-site Monitoring		Previous SY 24-25	Current SY 25-26
<ul style="list-style-type: none"> Breakfast and Lunch Completed On-site Monitoring Forms for all sites within the SFA ASCP and/or CACFP At-Risk On-site Monitoring Forms, if applicable 			
Section 1000: Local School Wellness Policy (LSWP)			
<ul style="list-style-type: none"> Board approved LSWP AND written implementation plan LSWP Triennial Assessment 			
Section 1100: Smart Snacks			
<ul style="list-style-type: none"> A list of a la carte food and beverages sold on the school campus during the school day for all sites Smart Snack approval documentation and/or calculations 			

Required Review Documentation- Must be uploaded by DOR

Section 1200: Professional Standards

- List of all personnel who have child nutrition program duties. Include the name, job position, date of hire, and working status (full time, part time, temp., etc.)
- Current training logs, planned training, and supporting documentation for a selected sample of employees for program year, including CACFP At-Risk, if applicable

Section 1900: Fresh Fruit and Vegetable Program (FFVP), if applicable

- All invoices pertaining to the FFVP for the MOR
- FFVP Month of Review claim must be submitted prior to DOR

Additional: Equipment Grant, if applicable

- Invoices and purchase orders supporting the equipment purchased using the Equipment Grant
- All sites within a SFA that were awarded equipment grant funds will be reviewed on-site

Supply Chain Assistance (SCA) Grant, if applicable

- General Ledger indicating SCA Grant funds deposited to the nonprofit school food service account have all been expended and, if applicable invoices/purchase orders to support spend down.

Local Food for Schools (LFS) Grant, if applicable

- General Ledger indicating LFS Grant funds deposited to the nonprofit school food service account.
- Invoice Sample of items submitted for LFS Grant Fund reimbursement.

Required DOR Review Documentation

Section 300: Meal Counting and Claiming

- DOR Roster (Manual system or BIC), Detailed Transaction Report, Edit Check

Section 400: Meal Components and Quantities

- Completed DOR FPR(s) (all selected programs)

Section 1400: Food Safety

- Two most recent health inspections for the selected site(s) including CACFP At-Risk, if applicable
- SFA-wide and site level HACCP Plan(s), food safety procedures and temperature logs
- Buy American documentation demonstrating tracking of 10% cap and approved exemptions

Reviewer Name:

Office Hours:

Email:

Contact Number:

Comments to SFA:

AR/PR Review Attachment Naming Convention Preferences

Instructions:

In order to expedite identifying uploaded documents and review of content, please utilize the following naming conversions.

1. Prior to uploading a document, please review the file name to ensure it indicates what contents are contained.
2. The basic naming convention structure is: Topic_Document_Timeframe_clarifying identifier
I.E: 300_Accuclaim_MOR_SFA-wide
3. One line item may be relevant to multiple uploads such as meals counts when there is more than one site or meal service required for upload. The SFA can also upload this as one file and indicate all timeframes and/or sites included or indicate "SFA-wide"
4. When a naming convention includes a "/" I.E. B/L, (Breakfast/Lunch) please select the appropriate label for the document contents, such as "400_MOR_FPR_B_Example School" and/or "400_MOR_FPR_L_Example School"
5. Please refer to the specific section of the AR/PR Guide for each area of the review to ensure that your upload is complete including any required supporting documentation.

Document	Naming Convention
Procurement Review Attachments	SFA Upload
Procurement Procedures/Code of Conduct	PP/COC
Detailed General Ledger (Excel document)	GL
Vendor Paid List	VPL
Procurement Supporting Docs	Micro/Small/Formal_Invoice_MMDDYY_Vendor
Procurement Supporting Docs	Micro/Small/Formal_PO_MMDDYY_Vendor
Procurement Supporting Docs	Small_Specs/Tech req_Vendor
Procurement Supporting Docs	Small_Quote(s)_Vendor
Procurement Supporting Docs	Formal_Cost Analysis_Vendor
Procurement Supporting Docs	Formal_Solicitation_Vendor
Procurement Supporting Docs	Formal_Advertisement_Vendor
Procurement Supporting Docs	Formal_Bid Response_Vendor
Procurement Supporting Docs	Formal_Bid Rejection_Vendor
Procurement Supporting Docs	Formal_Evaluation/Scoring_Vendor
Procurement Supporting Docs	Formal_Executed Contract_Vendor
Procurement Supporting Docs	Co-op_Interlocal Agreement
FSMC Supporting Docs	FSMC_Contract Review Form_MMDDYY
FSMC Supporting Docs	FSMC_USDA Foods Reconciliation_YY-YY
FSMC Supporting Docs	FSMC_Advisory Board Minutes/Agenda/ Sign-in
FSMC Supporting Docs	FSMC_Advisory Board 21-day menu approval
FSMC Supporting Docs	FSMC_21-day FPRs_Site name
FSMC Supporting Docs	FSMC_21-day Counts_Site name
Administrative Review Attachments	SFA Upload
Resource Management Summary Form	RMS
Detailed General Ledger	GL
Chart of Accounts	Chart of Accounts
Statement of Net Assets or Position/ Balance Sheet	Balance Sheet
Statement of Revenues/Expenditures	Rev-Exp
Adult Meal Calculator	Adult Meal Calc._YY-YY
PLE Tool	PLE Tool_YY-YY
RMCR - Maintenance of the Non-Profit School Food Service (if applicable)	RMCR_MNP SFA
RMCR - Revenue from Non Program Foods (If applicable)	RMCR_Non-pro Rev
RMCR - Paid Lunch Equity (If applicable)	RMCR_PLE
RMCR - Indirect Costs (If applicable)	RMCR_IDC
ENCR Spend Down Plan (if applicable)	ENCR Plan
RMCR-Non-Program: Adult Prices - Supporting Documentation (POS Report)	Adult Price B/L YY-YY
100: CE Master Roster (F/R), Denied, and Verified Student List	100_Master Roster/Denied List
107: Application Approval/Denial Notification Letter	100_App. Notification Letter
110: Predetermined/Direct Certification Notification Letter	100_Predetermined Letter
200: Verified Student List (if applicable)	200_Verified Student List
211: Verification Notification Letter	200_V. Notification Letter
212: Verification Individual Household Report Form	200_Household Report
316: MOR Edit check/ Accuclaim for all individual sites and consolidated CE	300_Accuclaim B/L_site name/SFA-wide
322: MOR Meal Count(s)- Detailed Transaction Report	300_MOR Meal Count_site name
322: MOR Meal Count(s), rosters	300_MOR Roster_site name
322: MOR Meal Count(s) edit check for selected sites	300_MOR Edit check_site name
409: MOR Completed FPR and Menu(s)	400_MOR FPR_B/L_site name
402: MOR DOR FPR (Planned) and Menu(s)	400_DOR FPR_B/L_Planned_site name
402: MOR DOR FPR (Planned) and Menu(s)	400_DOR Menu_B/L_site name
801: Media Release and Proof of Publication	800_Media Release
801: Media Release and Proof of Publication	800_Proof of Publication
803: Civil Right Complaint Form and Procedure	800_Compliant Form/Procedure

Administrative Review Attachments	SFA Upload
806: Civil Rights Training Documentation	800_ Training
900: On-site Monitoring forms	900_ On-site B/L_ site name
1000: Local Wellness Policy and Plan	1000_ LWP_ Policy/Plan
1005: Triennial Assessment	1000_ Triennial Assessment
1100: CE-wide Smart Snack List (if not typed in comment box)	1100_ Snack List
1200: CE Prof. Standards Training Logs (if not typed into comment boxes)	1200_ Training Logs_ staff/mgmt./FT/PT
1411: Buy American Documentation Uploaded	1400_ Buy Amer. Doc_ item name
320 B/L: DOR Edit Check(s)	300_ DOR Edit check B/L_ site name
402 B/L: DOR Complete FPR	400_ DOR FPR_ B/L_ Complete_ site name
402 B/L: DOR Complete FPR AND WOR FPR (if applicable) (risk based)	400_ WOR FPR_ B/L_ Complete_ site name
Equipment Grant Q1: (supporting docs e.g. invoice, GL entry) (if applicable)	EQ_ Invoice
Equipment Grant Q1: (supporting docs e.g. invoice, GL entry) (if applicable)	EQ_ GL Entry
SCA Fund Q1: Supporting Docs (Invoice, GL entry, Buy American doc.) (if applicable)	SCA_ Invoice
SCA Fund Q1: Supporting Docs (Invoice, GL entry, Buy American doc.) (if applicable)	SCA_ GL Entry
SCA Fund Q1: Supporting Docs (Invoice, GL entry, Buy American doc.) (if applicable)	SCA_ Buy Amer. Doc_ item name

Administrative, Financial and Procurement Review Areas

The Administrative Review (AR) assesses the operation of the National School Lunch Program (NSLP), School Breakfast Program (SBP), and/or Seamless Summer Option (SSO) to ensure compliance with program regulations (7 CFR 210, 220, and 245). The AR is divided into two parts: Critical Areas of Review and General Areas of Review. The Critical Areas of the AR is divided into two parts: Performance Standard One and Performance Standard Two. In addition, the AR also contains the Resource Management (RM) review, also called the Financial Review.

Critical Areas of Review

Performance Standard One (PS-1)

PS-1 verifies compliance with certification and eligibility as well as meal counting and claiming. The CRM will determine that each child was provided with the proper meal benefits and that meals are properly counted and claimed for reimbursement, including any applicable Special Provision Options (SPO).

Certification and Benefit Issuance and Verification:

- Applications
- Rosters
- Categorical Eligibility (Direct Certification, Homeless, Migrant, Foster,
- Head Start, Early Head Start, Runaway)
- Verification documentation

Meal Counting and Claiming:

- Point-of-Service System, Daily Record/Accuclaim Edit Check, and Reimbursement Claims.
- Meals claimed for reimbursement are served only to children eligible for free, reduced-price, and paid lunches, breakfasts, and afterschool snacks.
- Meals are counted, recorded, consolidated, and reported through a system which consistently yields correct claims.

Performance Standard Two (PS-2)

PS-2 is compliance with meal components and quantities. The CRM will determine that meals served to students are prepared, offered, and served according to the daily and weekly meal pattern requirements for the appropriate age/grade groups.

Meal Components and Quantities:

- Meals claimed for reimbursement by the SFA contain food items/components as required by program regulations.
- Completed and accurate food production records (FPRs), Child Nutrition (CN) Labels/Product Formulation Statement/Manufacturer's Specifications.

- Age/grade groups, meal pattern requirements, meeting minimum daily and weekly portions.
- Offer versus Serve.

Dietary Specifications:

Meeting minimum requirements for:

- Calories
- Saturated fat
- Trans fat
- Sodium
- Final Rule Requirements/Added sugars

Note: A Nutrient Analysis may be conducted, if necessary.

General Areas of Review

- Implementation of Free and Reduced-Price Policy Statement
- Public Announcement/Media Release
- Overt Identification
- Onsite Monitoring Responsibilities
- Proper Postings and Non-Discrimination Statements of Program Materials
- Complaint Policy
- Reporting and Record Keeping
- Local School Wellness Policy
- Food Safety/Health Inspections/Buy American
- Civil Rights
- Equipment Grants
- Competitive Food (Smart Snacks)
- Professional Standards
- Water availability
- School Breakfast Program (SBP) and Summer Food Service Program (SFSP) Outreach
- Supply Chain Assistance (SCA) Grant, Local Foods for Schools (LFS) Grant

Other Federal Programs (Critical and General Areas)

- Fresh Fruit and Vegetable Program (FFVP)
- After School Care Program (ASCP)
- Seamless Summer Option (SSO)
- Special Milk Program (SMP)
- Child and Adult Care Food Program (CACFP) At-Risk

Note: Not all areas will apply to all School Food Authorities

Resource Management (Financial Review)

The Resource Management (RM) review is also called the Financial Review. The *Resource*

Management Summary (RMS) assesses potential risks for the RM portion of the AR. The *RMS* must be completed and submitted at least 4 weeks prior to the on-site review. If a risk is identified or if the *RMS* is not submitted by the due date, a Comprehensive Resource Management Review (CRMR) will be conducted. The Comprehensive Resource Management review may include one or more of the following areas:

- Maintenance of the Nonprofit School Food Service Account
- Paid Equity Lunch (PLE)
- Revenue from Nonprogram Foods
- Indirect Costs (IDC)

Procurement Review

The Procurement Review (PR) will determine how a SFA complies with the United States Department of Agriculture's (USDA) Food and Nutrition Service program procurement standards as outlined in 2 CFR 200 (OMB Uniform Guidance) as well as state and local procurement regulations.

The PR assesses the SFA's procurement procedures, solicitations, contracts and supporting documentation to ensure compliance with USDA procurement regulations and guidance. The PR may focus on the following areas, if applicable:

- General Procurement Procedures and Code of Conduct
- Micro-Purchases
- Small Purchases
- Formal Contracts
- Non-competitive and sole source procurement
- Food Service Management Companies (FSMC)
- USDA Foods Reconciliation
- USDA Foods Processing Contracts
- Cooperatives

Note: Not all areas will apply to all School Food Authorities

The Procurement Review

Below is a list of initial PR documents that will be requested during the PR. Your reviewer will outline the needed items with due dates throughout the course of the PR. Additional documents may be requested.

Initial PR Documents (from previous fiscal school year)

- Written Code of Conduct
- Documented Procurement Procedures
- Detailed General Ledger in PDF and Excel or CSV format
 - Information to be included: Account Fund Code/Number, Account Description/Name, Transaction Description, Vendor Name, Vendor Number, Purchase Order Number, Invoice Date, Invoice Number, Amount, Check Number, Payment Date with Account Balances
- FSMC documentation, if applicable
- Processing contract documentation, if applicable
- Vendor Paid List (VPL) with Total Expenses per vendor paid from the non-profit school food service account in PDF and Excel or CSV format

The purpose of the VPL is for the SFA to provide the TDA with a list of all vendors paid by the SFA during the previous fiscal school year. The list below provides some general examples of common goods and services purchased with child nutrition (CN) funds and should not be considered exhaustive. If the SFA has purchased an item not shown below, then the SFA must also include the vendor's name and the total amount paid to the vendor for the previous fiscal school year in the VPL provided to TDA.

Typical Costs to Include in the VPL (May include but not limited to the items below)

- Equipment as defined in Title 2 *CFR*, Section 200.33
 - Computer, Kitchen, Office, Technology Systems
- Materials and Supplies
 - Repairs, Rent or Leasing, Food, Processing, Cleaning supplies, Paper Goods, Disposables, Other Supplies as defined in 2 *CFR*, 200.94
- Vehicle
 - Repairs—if not performed by CE staff
- Rentals
 - Computer software and hardware
- Nutrition education supplies
- Training (if not included in FSMC contract)
- Capital Improvements
- Building leases
- Co-op/group purchasing organizations /group buying organizations dues memberships
- Credit Cards (List by individual vendors)
- Utilities (electricity, water, waste disposal)

Typical Costs to Exclude from the VPL

- In-house print shop
- Interagency agreements (e.g., agreement between two government agencies, I.E. Education Service Center and TDA Warehouses)
- Parent/student refunds
- State and local government costs such as health inspection fee
- Mileage reimbursement
- Vehicle gas
- Travel and conferences
- Travel and conference reimbursements
- Petty cash payments
- Postage

NOTE: This list is is not intended to be all inclusive, your CRM may have additional questions and request vendors be added or removed from the VPL

Procurement Table

- Complete the Procurement Table based on the VPL/summary of total expenditures by vendor (**nonprofit food service account only**).
- CE will complete the PR table based on the procurement method, and **NOT** by procurement thresholds.
 - The Child Nutrition Director (CND) and Business Manager can work together to determine correct placement of vendors based on the method in which the procurement occurred.
 - Formal Contracts require a contract number to be included in the comment box.

Procurement Supporting Documentation

Some documents have previously been requested from the CN cooperatives (Co-Op) and FSMCs (if applicable) and will not need to be uploaded. However, the SFA will still be expected to discuss all PR areas and additional SFA-specific items will be requested, such as cost analysis, invoices, Interlocal agreements, and/or other supporting documentation. More specific information will be provided in a Vendor Sample request email prior to the PR supporting documentation due date.

Micro-purchases *(Vendor transactions selected for review)*

- Purchase orders issued
- Receipts/Invoices

Small Purchase Procurements *(Vendor transactions selected for review)*

- Solicitation documents (specifications, evaluation criteria, contract, if applicable)
- Bid Quotes/Responses
- Evaluation of Responses for Award
- Purchase orders
- Receipts/Invoices

Formal Procurements *(Documents for vendor contracts selected)*

- Solicitation documents (advertisement, specifications, evaluations and the supporting documentation, contracts, rejected bids, if applicable)
- Bidder/Offeror responses
- Evaluation of responses for contract award
- Executed contracts
- Contract renewal/addendum/amendments, if applicable (for the original contract that was awarded)
- Cost/price analysis documentation
- Non-competitive proposal authorization, if applicable
- Invoices (3 vendor invoices identifying goods/services procured and amount paid)

FSMC – Base Year *(The executed contract is on file at State agency)*

- Solicitation contract terms and conditions
- Evaluation Documents/Scoring Sheets
- TDA Approval Letter
- Solicitation documents (advertisement, specifications, evaluations with supporting documentation, rejected bids)
- Bidder/Offerer responses
- Notification to vendors of rejected bids/offers, if applicable
- First 21-day (Lunch only) Menu(s), Food Production Records with corresponding Meal Counting Edit Checks (if not previously reviewed in a procurement review)

FSMC – Renewal Year *(Reviews in renewal years, review executed renewal/amendments)*

- FSMC Invoices for October and February of the previous school year and September of the current school year.
- The last two (2) completed FSMC Contract Management Form(s) (required twice annually)
- USDA Foods Reconciliation (total for prior year)
- Advisory Board documentation (includes agenda and sign-in sheets)
- FSMC contract manager's name and contact information

Processing *(When CEs include the procurement of processed end-products through a commercial food distributor directly).*

- Agreement/contract for processors
- SFA planned assistance level (from prior school year)
- SFA solicitation documents, vendor bids/responses, evaluations, and contracts
- Evaluation Documents/Scoring Sheets
- Contract renewals/addenda/amendments, if applicable
- Reconciliation of USDA Foods received
- K12 and/or Processor Link monthly reports, if applicable
- WBSCM processing reporting, if applicable

Supplemental Information *(Additional information related to procurement processes)*

- TX-UNPS application status (SFA and site)
- Self-certification approval for micro purchase thresholds, if applicable
- Cooperative membership and/or Interlocal agreement, if applicable
- Documentation of any returned cooperative fees, if applicable
- Any cooperative purchases for USDA processed commodities made by the SFA through a cooperative contract
- SFA method of USDA Foods reconciliation
- Financial changes from the previous school year (i.e., fund type, financial system)
- Process used by SFA to categorize purchases made from the non-profit school food service account
- Sole-Source vendors and supporting documentation

Section 700: Resource Management

Resource Management (RM) evaluates the overall financial health of an SFA's nonprofit school food service account. There are four areas of focus including: maintenance of the non-profit school food service account, paid lunch equity, revenue from non-program foods, and indirect costs.

Please find the attached *Resource Management Summary (RMS)* form. This form is completed based on the previous fiscal school year. Some of the required supporting documents have been requested previously for the PR portion of the review and will not need to be uploaded. Once the form has been submitted, your reviewer will perform a risk analysis to determine if a comprehensive review is required for any or all of the four areas of focus for Resource Management.

Required RM Supporting Documents

- Chart of Accounts for Child Nutrition (CN) Fund Child Nutrition Program
- Detailed General Ledger for all CN Funds (previous fiscal year)- Formatted in PDF and Excel
 - The CRM will access this document in the PR review attachments
- Statement of Net Assets or Statement of Net Position (Balance Sheet)
- Statement of Activity or Revenues/Expenditures
- Vendor Paid List with Total Expenses per Vendor
 - The CRM will access this document in the PR review attachments
- Completed current and previous year Paid Lunch Equity Tool (PLE), if applicable
- Completed current and previous year Adult Meal Calculator for pricing and non-pricing SFAs

Resource Management Comprehensive Review (if applicable)

Based on a risk analysis conducted in the Resource Management Summary, the reviewer will send an email requesting the completion of one to four Resource Management Comprehensive Review form(s).

Administrative Review Instructions by Section

Answer all questions in the AR review form set of TX-UNPS. If a question is not applicable, briefly explain why the question does not apply.

Using the instructions outlined in the TX-UNPS AR User Guide, upload the documents listed in the SFA Checklist into the Review Attachments section of TX-UNPS.

**SNP Review
Review Forms**

00000 Status: Active
SAMPLE CE ISD
DBA:
STREET ADDRESS
CITY, TX ZIP County District
Code: ESC:
TDA Region:

	Action	Form	Status
<input type="checkbox"/>		Off-site Assessment (10)	
<input type="checkbox"/>		SFA Forms (10)	
	View	100 - Certification and Benefit Issuance	
	View	200 - Verification	
	View	300 - Meal Counting and Claiming	
	View	800 - Civil Rights	
	View	900 - SFA On Site Monitoring	
	View	1000 - Local School Wellness Policy	
	View	1100 - Smart Snacks	
	View	1200 - Professional Standards	
	View	1600 - School Breakfast and SFSP Outreach	
	View	2100 - Special Provision Options	

100 Certification and Benefit Issuance (CBI)

Off-site Questions

- Standard Counting and Claiming (Free/Reduced/Paid) and Provision 2- Base Year
 - Answer questions based on current internal processes and procedures. Please provide specific details including job titles of responsible parties and dates/timelines for certification and benefits issuance processes.
- Community Eligibility Provision SFA-Wide, Provision 2- Non-base year, RCCI without day students - This form will be set to Not Applicable

Required Uploads-Initial CBI Documentation

- For Standard Counting and Claiming (Free/Reduced/Paid) or Provision 2- Base Year
 - Master roster for the entire district (not just for the sites selected) from the first operating day of the month of review (MOR)
 - Please use attached *Application Format in Excel* workbook
 - There is a tab for free and reduced students
 - There is a second tab for denied/paid students
- For RCCIs without Day Students
 - Upload a Master List documenting eligibility for students residing in the RCCI showing:
 - Child's name, date of birth, personal income and frequency, child's entrance and exit date and approving official's signature.

Required Uploads-Student Sample Documentation

- The reviewer will request a sample of free and reduced-price students as well as denied students by uploading a list in the Administrative Review Attachments. Please upload supporting documentation for all students selected in sample.

- Household Application(s) (front and back)
- Verification of applications for any student(s) in the sample that were verified
- Categorically Eligible Lists (Direct Certification, Homeless, Migrant, Head Start/Early Head Start, Foster)
- Denied applications
- Copies of notification letter notifying household of denied benefits
- Copies of template notification letters notifying the households of their free and reduced-price eligibility status.

Uploads due by DOR- may upload prior to DOR

- 100-Predetermined Notification Letter Template

200 Verification

Off-site Questions

- Standard Counting and Claiming (Free/Reduced-price/Paid) and Provision 2- Base Year
 - Answer questions based on current internal processes and procedures. Please provide specific details including job titles of responsible parties and dates/timelines for verification processes.
- Community Eligibility Provision CE-Wide, Provision 2- Non-base year, RCCI without day students
 - This form will be set to Not Applicable

Required Uploads-Initial Verification Documentation

- List of verified applications

Required Uploads-Verification Sample Documentation

- Verification Individual Household Report form(s) from verification sample
- Actual verification letter(s) sent to the household(s) in the verification sample

Uploads due by DOR- may be uploaded prior to DOR

- Template letters:
 - Verification Notification-Selection Letter for Households
 - Verification Notification-Continuation of Benefits Letter
 - Verification Notification-Verification Results/Adverse Action Letter
 - Verification Information Request: Statement of Earnings/Social Security Income

300 Counting and Claiming

Off-site Questions

- For question 300, if SFA utilizes an electronic system and a paper system, indicate “combination system” in drop-down selection.
- All questions required the SFA to describe the process, if the process is not applicable , briefly explain why the question does not apply (305a – 305m).

Required Uploads- MOR Meal Counting and Claiming Sample Documentation

Counting Date

- Detailed transaction meal count report(s) AND/OR Roster(s) (manual system, BIC)
- Corresponding Edit Check(s) for reimbursable meals that include the following for each program (NSLP, SBP), for the date(s) and site(s) selected for review:
 - Date of Meal Service
 - Type of Meal Service
 - Student Name
 - Student Eligibility

Required Uploads- MOR Claim and Supporting Documentation

MOR

- SFA must submit month of review (MOR) claim for reimbursement prior to the day of review (DOR)
- Reports that support the MOR TX-UNPS Claim(s) for SFA-wide (total) and all SFA sites.

400 Meal Components and Quantities

- There are no off-site questions to be answered.
- Update based on the food production integrity rule.
*Please click the link below for more details on requirements for the on-site kitchen FPR
[SY 25-26 Food Production record \(FPR\)](#)

Required Uploads- MOR Food Production Record(s) (FPRs) Sample Week

MOR FPR Week

- Completed Dietary Specifications Summary Form for the Targeted Menu School Site for both breakfast and lunch for the dates selected for the completed MOR FPR.
- Menus and completed FPR(s) for the dates selected for breakfast and lunch for each site(s) selected for review.
- Menus and planned DOR FPR(s) for breakfast and lunch for site(s) selected for review.

Optional Uploads- may upload prior to DOR or available for review on-site

- Supporting Documentation for FPR(s) for the meals served during the MOR and DOR
 - CN Labels, Product Formulation statements, Nutrition Fact labels, Manufacturer's Specification Statements, recipes, and any other documentation to support crediting the FPR for the meals served during the Month of Review and Day of Review

800 Civil Rights

Off-site Questions

- Provide current non-discrimination statement used for appropriate program materials at question 800.

Required Uploads- Civil Rights

- Copy of Media Release, including all required documentation to be published
- Documentation showing the Media Release was sent to appropriate media outlets for publication

Uploads due by DOR- may upload prior to DOR

- CN Staff Civil Rights Training – Sign in Sheets and/or Certificates
- Complaint Procedures and Complaint Form

900 On-site Monitoring

Off-site Questions

- For SFAs with only has 1 claiming site, On-site Monitoring is not required. This form will be set to Not Applicable in that instance.

Uploads due by DOR- may upload prior to DOR or available for review on-site

- Breakfast and Lunch Completed On-site Monitoring Forms for all sites in the SFA
- ASCP On-site Monitoring Forms, if applicable
- CACFP At-Risk On-site Monitoring Forms, if applicable

1000 Local School Wellness Policy (LSWP)

Off-site Questions

- SFA can provide a link in the comment box of question or upload the LSWP with written implementation plan, Triennial Assessment, and documentation of public notification to review attachments.

Uploads due by DOR- may upload prior to DOR (website provided is acceptable)

- Board Approved LSWP with written implementation plan
- LSWP Triennial Assessment

1100 Smart Snacks

Off-site Questions- applicable to all sites serving Smart Snacks

- SFA can list a la carte food and beverages sold at all sites during the school day in the comment box of questions **OR** upload a list in review attachments.

Optional Uploads- may upload prior to DOR or available for review on-site

- Smart Snack approval documentation and/or calculations

1200 Professional Standards

Off-site Questions

- Provide a current training list of personnel by position who have child nutrition (NSLP/SBP, CACFP) duties that require professional standards hours. Include:
 - Name, job position, date of hire, and working status (full time, part time, temp., etc.)
- The reviewer will select a sample and request documentation of completed and planned training for school nutrition staff. The SFA may provide documentation in an upload, listed in review questions, or provide it on-site.

Uploads due by DOR- may upload prior to DOR

- Completed and planned training logs with supporting documentation for selected sample of employees including CACFP At-Risk, if applicable

1400 Food Safety

- There are no off-site questions

Uploads due by DOR- may upload prior to DOR

- Please review updates based on the meal pattern integrity rule on [Squaremeals.org](https://squaremeals.org)
- Buy American documentation. For more information-[Buy American checklist](#)
- Buy American exemptions. For more information-[Buy American accommodation](#)

1600 School Breakfast & SFSP Outreach

Off-site Questions

- Responses cannot be N/A, briefly explain if question(s) do not apply.

1700 After School Snack Program

- There are no off-site questions to be answered.

Required Uploads- MOR ASCP Documentation

MOR FPR Dates

- Detailed transaction meal count report(s) and corresponding Edit Check(s) for reimbursable meals that include the following for the date(s) and site(s) selected for review:
 - Date of Meal Service
 - Student Name

MOR Counting Dates

- Reports that support the MOR TX-UNPS Claim(s) for ASCP.
- Menus and completed FPR for the dates selected for each site(s) selected for review.

1900 Fresh Fruit and Vegetable Program (if applicable)

- There are no off-site questions to be answered.

Optional Uploads- may upload prior to DOR or available for review on-site

- All invoices pertaining to the FFVP for the MOR
- FFVP Month of Review claim must be submitted prior to DOR

2100 Special Provision Options (if applicable)

Off-site Questions

- Answer questions 2100 – 2111 (not all questions are applicable).

Supply Chain Assistance Grant (if applicable)

- There are no off-site questions to be answered.
- General Ledger indicating SCA funds deposited to the nonprofit school food service account.
- Invoices and purchase orders to support minimally processed food purchases made with SCA Grant funds.
- Note: FSMC invoices will be assessed to determine if SCA funds were used appropriately. For fixed meal rate contracts, SFAs must not pay an additional charge for food purchases.

Local Food for Schools Grain (if applicable)

- There are no off-site questions to be answered.
- General Ledger indicating LFS Grant funds deposited to the nonprofit school food service account.
- Invoices and purchase orders to support minimally processed food purchases made with LFS Grant funds.

Equipment Grant (if applicable)

- There are no off-site questions to be answered.
- Invoices/purchase orders supporting the equipment purchased using the Equipment Grant.
- All sites within an SFA that were awarded equipment grant funds will be reviewed on-site

CACFP At Risk (if applicable)

- There are no off-site questions to be answered.

Required Uploads- MOR

- MOR reports that support **ALL** CACFP Claim(s) for all sites and SFA-wide.

Optional Uploads- may upload prior to DOR or available for review on-site

- Detailed transaction meal count report(s) and corresponding Edit Check(s) for reimbursable meals that include the following for the date(s) and site(s) selected for review
- Completed FPR(s) for the dates selected
- Supporting Documentation for FPR(s) for the meals served during the MOR and DOR
 - CN Labels, Product Formulation statements, Nutrition Fact labels, Manufacturer's Specification Statements, recipes, and any other documentation to support the FPR for the meals served during the requested period

At-Risk Counting Dates

At-Risk FPR Dates



TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

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1. Mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. Fax: (833) 256-1665 or (202) 690-7442; or

3. Email: program.intake@usda.gov.,

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