COMMUNITY ELIGIBILITY PROVISION:

APPLICATION GUIDANCE FOR TX-UNPS

National School Lunch Program (NSLP)

3E's of Healthy Living —
Education, Exercise and Eating Right

Log on to TX-UNPS via
https://txunps1.texasagriculture.gov/

TX-UNPS

Welcome to the Texas Unified Nutrition Programs System!

Last Updated: 5/2/2013

If you are currently operating a Nutrition Program and would like to request access to TX-UNPS, or have questions about TX-UNPS, please

From the TX-UNPS Home Page, enter your **User ID** and **Password** information and click the **Log On** button.

Returning Users: Log On

User ID:

Password:

Forgot Your Password?

Log On

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w their
the

'Forgot Your Password?' link on the Log On screen to have one automatically generated and emailed to them.
- (05/02/2013) If your TX-UNPS account has been locked, you must wait AT LEAST ten full minutes before you can log in with your temporary one-time use password.
- (03/28/2013) Once a valid user name and email address is entered, an automated email will be generated and sent to the requester. This email will be from TX-UNPS Help Desk (squaremeals@TexasAgriculture.gov). Please check your spam filter if you do not receive the message.
- (03/28/2013) The email address used for the forgot password feature may be different than that used in the Contracting Entity Applications. If changes are needed, the user will need to submit a completed and valid FND-101. The form is available from the SquareMeals web site at http://squaremeals.org/Portals/8/FND%20Forms/Program%20Forms/fnd_101_certificate_of_authority_external-combined-030113.doc.

Links

- Need Help?
- Interested in Applying?
- TX-UNPS Project Website

After logging in, click the **School Nutrition Programs** button.

From the TX-UNPS Welcome screen, click on the **Applications** hyperlink on the top left corner of the screen.
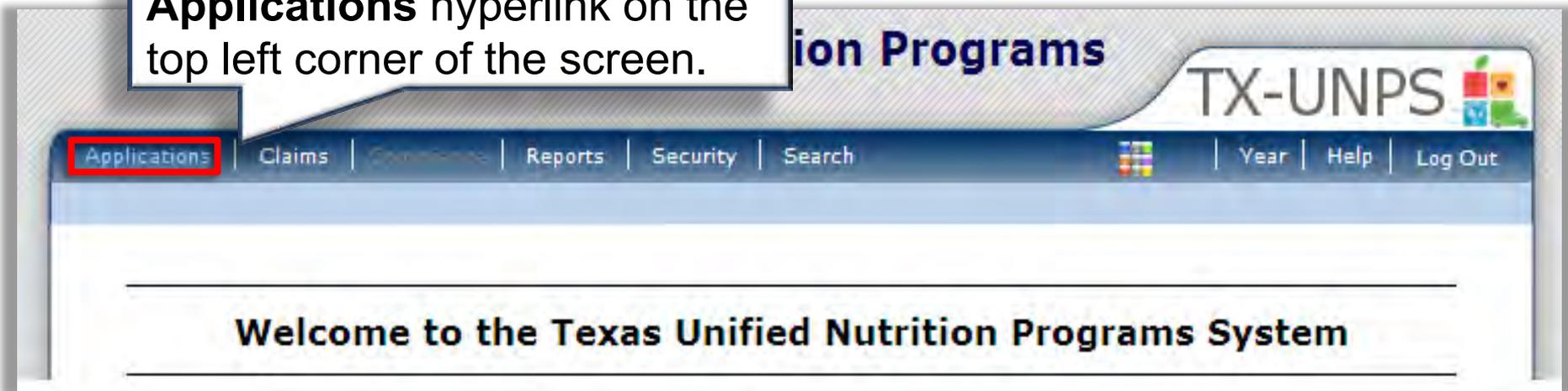
ion Programs

TX-UNPS

Applications | Claims | | Reports | Security | Search | | Year | Help | Log Out

Welcome to the Texas Unified Nutrition Programs System

School Nutrition Programs

TX-UNPS

| Applications | Claims | Compliance | Reports | Security | Search | | Year | Help | Log Out |

Applications >   School Year: 2014 - 2015

Item	Description
Application Packet	A
Verification Report	
Food Safety Inspections	N
Annual Audits	A
Fresh Fruit and Vegetable Program Grants	F
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
Direct Certification / Direct Verification	Direct Certification / Direct Verification screens
Download Forms	Forms Available for Downloading

From the **Applications** screen select **Application Packet** from the **Item** list.

School Nutrition Programs

TX-UNPS

| Applications | Claims | Compliance | Reports | Security | Search | | Year | Help | Log Out |

Applications > Application Packet >

2014 - 2015 Applic...

00000   Status: Active
ANYTOWN ISD
DBA:
100 ANYTOWN ST.
ANYTOWN, TX 00001
County District Code: 100 - 000
ESC: 0   TDA Region: 0

2014-15 Enrollment Screen: Will display if CE has not yet begun the application process for the 2014-15 school year.

The Contracting Entity has not started in the current year (2015).

Click 'Enroll' to enroll for this year based on your prior year's information.

[Enroll] [Cancel]

Enroll Button: Click to proceed to the 2014-2015 Application Packet.

2014 - 2015 NSLP Contracting Entity Application

1. From **NSLP Contracting Entity Application Screen**, scroll down to the **Eligibility Information** section.

Eligibility Information

A26. Does your organization use scanned applications? ○ Yes ◉ No

A27. Does your organization use online applications? ○ Yes ◉ No

A28. Will any of your sites be participating in the Community Eligibility Provision (CEP) for the National School Lunch Program? ○ Yes ○ No

2. Click **Yes** to question **A28**.

3. Verify remainder of **NSLP Contracting Entity Application** is complete and correct, then click **Save**.

Save   Cancel

Edit Button: Click to go back to the previous data entry page and edit information entered.

Finish Button: Click to finish the data entry process to return to the Application Packet screen.

2014 - 2015 Application Packet

00000   Status: Active
ANYTOWN ISD
DBA:
100 ANYTOWN ST.
ANYTOWN, TX 00001
County District Code:100 - 000
ESC:0   TDA Region: 0

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

> 1. Next, complete the **Site Applications** for each CE site intended to be included in CEP participation.

...ered complete until the prior year's Food Safety Inspection Report has been

> Notice the **Community Eligibility Provision (CEP) Schedule** has now appeared.

View	Contracting Entity Application	
	Community Eligibility Provision (CEP) Schedule	
Details	Meal Pattern Compliance Dashboard	Pending
Details	➡ Checklist Summary (1)	

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	4	0	0	0	0	4
Seamless Summer Option	0	0	0	0	0	0	0

Return   Deny   Withdraw Packet

> 2. Click the **School Nutrition Program** hyperlink to continue.

1. Scroll down to the **Pricing Information** section of the **Site Application** screen.

Pricing Information

...gram in which this site will participate (e.g. if the full price for lunch is ...mn next to Paid).

...charged for meals.

...dents and adults are charged for meals.

2. Under each **Meal Type**, select **Non-Pricing – CEP** from the **Pricing Information** drop down box.

...e meals is $0.40 for lunch, $0.30 for breakfast, and $0.15 cents for ...pricing fields.

Meal Type	Pricing Information	Paid Price	Reduced Price	Adult Price
National School Lunch Program (NSLP)	Non-Pricing - CEP			3.00
School Breakfast Program (SBP)				3.00
Afterschool Care Program (ASCP)				

Pricing
Pricing without Free Option
Non-Pricing - Provision 2
Non-Pricing - CEP
Non-Pricing - Universal Free
Reduced Charge Waived

Section A - NATIONAL SCHOOL LUNCH

A1.   A. Months of Operation: (Check all that ap...

Sep: ☑   Oct: ☑

3. Once selected, the **Paid & Reduced Price** fields will become disabled and will remain blank. Be sure to enter an **Adult Price** greater than 0.

4. Verify remainder of **NSLP Site Application** is complete and correct, then click **Save**.

Save   Cancel

Edit Button: Click to go back to the previous data entry page and edit information entered.

Finish Button: Click to finish the data entry process for the Site Application and return to the **Application Packet** screen .

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Applications > Application Packet > Packet Site List - SNP >

School Year: 2014 - 2015

2014 - 2015 Application Packet - NSLP Site List

00000   Status: Active
ANYTOWN ISD
DBA:

Repeat steps until all sites intending to participate in the CEP have completed this process.

			NSLP	SBP	ASCP	SMP	FFVP	Version/Status
		Totals	4	4	0	0	0	
View | Modify	0001 ANYTOWN H S		X	X				Original / Pending Validation
View | Modify	0101 ANYTOWN EL		X	X				Original / Pending Validation

< Back

When finished, click the **Back** button return to the **Application Packet** screen .

CEP: Application Guidance for TX-UNPS   14

2014 - 2015 Application Packet

00000   Status: Active   Packet Submitted Date:
ANYTOWN ISD   Packet Approved Date:
DBA: Packet Original Approval Date:
100 ANYTOWN ST.   Packet Status:
ANYTOWN, TX 00001
County District Code:100 - 000
ESC:0   TDA Region:0

Code		
001		rior year's Food Safety Inspection Report has been

Upon returning to the **Application Packet** screen the **CEP Schedule** should now be available to **Modify**. Click the **Modify** hyperlink.

Action		Latest Version	Status
View	Modify	Contracting Entity Application	Original	Not Submitted
View	Modify	Community Eligibility Provision (CEP) Schedule		Not Submitted
Details	Meal Pattern Compliance Dashboard		Pending
Details	➡ Checklist Summary (1)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	4	0	0	0	0	4
Seamless Summer Option	0	0	0	0	0	0	0

< Back   Submit for Approval   Approve   Return   Deny   Withdraw Packet

Show Packet History

00000   Status: Active
ANYTOWN ISD
DBA:
100 ANYTOWN ST.
ANYTOWN, TX 00001
County District Code: 100 - 000
ESC: 0   TDA Region: 0

Summary   Total Sites: 4

Group Name	Show Detail	N	...	Nbr of ...	...	...imburse % Free	Reimburse % Paid
Unassigned	☑						
Individual	☑						
Group 1	☑					66.62	33.38
Group 2	☑					0.00	100.00
Group 3	☑					0.00	100.00
Group 4	☑					0.00	100.00
Group 5	☑		0		0	0	0.00	0.00	100.00

The **CEP Schedule** page allows the ability to elect CEP for an individual or group of sites based on ideal Identified Student Percentages (ISP).

Instructions

The Community Eligibility ... alternative to
household applications fo... the minimum
Identified Student Percen... (e.g., Group 1),
or across the district. The ...elected CEP, and
the respective Site's ident...

For each site, identify ...idual") or as a
group ("Group #").

There are 3 sections to this page;
• **Summary,**
• **Instructions; and**
• **Grouping.**

Grouping

Site ID	Site Name		Nbr of...					Reimburse % Free	Reimburse % Paid
0001	ANYTOWN H S	Group 1 ▼	2015	2014	158	523	30.21	48.34	51.66
0041	ANYTOWN J H	Group 1 ▼	2015	2014	162	389	41.64	66.62	33.38
0101	ANYTOWN EL	Group 1 ▼	2015	2014	220	510	43.13	69.01	30.99
0103	ANYTOWN PRIMARY	Group 1 ▼	2015	2014	193	338	57.10	91.36	8.64

Export   Export All

Summary

Total Sites: 4

Group Name	Show Detail	Number of Sites	First Year	Year Used	Nbr of Identified Students	Enrollment	ISP	Reimburse % Free	Reimburse % Paid
Unassigned									
Individual									
Group 1									33.38
Group 2									100.00
Group 3									100.00
Group 4									100.00
Group 5									100.00

Summary: Automatically calculates CEP information as groupings are selected from the **Grouping** section. If a grouping does not meet the required ISP of greater than or equal to 40%, the ISP color turns red. Remember, sites must meet or exceed the 40% ISP requirement to qualify for the CEP either individually or as a grouping.

Instructions

The Community Eligibili... household applications f... Identified Student Perce... or across the district. Th... the respective Site's ide...

For each site, identify... group ("Group #").

...ternative to ...e minimum ...g., Group 1), ...ected CEP, and ...ual") or as a

Instructions: Be sure to review the instructions before determining site groupings. For further information regarding qualifying for the CEP, please visit *squaremeals.org*.

Grouping

Site ID	Site Name	Group				ISP	Reimburse % Free	Reimburse % Paid
0001	ANYTOWN H S	Group 1				30.21	48.34	51.66
0041	ANYTOWN J H	Group 1				41.64	66.62	33.38
0101	ANYTOWN EL	Group 1				43.13	69.01	30.99
0103	ANYTOWN PRIMARY	Group 1		2015	2014	193	338	57.10	91.36	8.64

Grouping: Each site is listed, along with pre-populated information previously submitted to TDA.

CEP: Application Guidance for TX-UNPS

Export   Export All

Summary

Total Sites: 4

Group Name	Show Detail	Number of Sites	First Year	Year Used	Nbr of Identified Students	Enrollment	ISP	Reimburse % Free	Reimburse % Paid
Unassigned	☑	0			0	0			
Individual	☑	0			0	0			
Group 1	☑	4	2015	2014	733	1,760	41.64	66.62	33.38
Group 2	☑	0			0	0	0.00	0.00	100.00
Group 3	☑	0			0	0	0.00	0.00	100.00
Group 4	☑	0			0	0	0.00	0.00	100.00
Group 5	☑	0			0	0	0.00	0.00	100.00

Grouping

Site ID	Site Name	Group	First Year	Year Used	Nbr of Identified Students	Enrollment	ISP	Reimburse % Free	Reimburse % Paid
0001	ANYTOWN H S	Group 1 ▼	2015	2014	158	523	30.21	48.34	51.66
0041	ANYTOWN J H	Group 1 ▼	2015	2014	162	389	41.64	66.62	33.38
0101	ANYTOWN EL	Group 1 ▼	2015	2014	220	510	43.13	69.01	30.99
0103	ANYTOWN PRIMARY	Group 1 ▼	2015	2014	193	338	57.10	91.36	8.64

Export   Export All

Once qualified groupings are assigned, click the **Save** button.

Save   Cancel

Click the **Export** button to export the data to an Excel spreadsheet file to save for your records.

Edit Button: Click to go back to the previous data entry page and edit information entered.

Finish Button: Click to finish the data entry process for the **CEP Schedule** and return to the **Application Packet** screen.

2014 - 2015 Application Packet

00000   Status: Active
ANYTOWN ISD
DBA:

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Submitted for Approval

> **1. Continue with the Contracting Entity Application** process until the entire packet is complete.

he prior year's Food Safety Inspection Report has been

The Application Packet is currently under review by the State and is unavailable for changes.

Packet As

Action	Form Name	Latest Version	Status
View | Modify	➡ Contracting Entity Application	Original	Submitted
View | Modify	➡ Community Eligibility Provision (CEP) Schedule		Submitted
Details	Meal Pattern Compliance Dashboard		Pending
Details	➡ Checklist Summary (1)		

> **3. The CEP Schedule** form has now been submitted as part of the CE Application Packet. The status should now read **"Submitted"**.

	Denied	Withdrawn/ Closed	
	0	0	
	0	0	

> **2. Click the "Submit for Approval"** button to submit the packed to TDA for review.

< Back   **Submit for Approval**   Approve   Return   Deny   Withdraw Pack

Show Packet History

3E'S OF HEALTHY LIVING —
EDUCATION, EXERCISE AND EATING RIGHT

USDA Nondiscrimination Statement Update

SNAP and FDPIR State or local agencies, and their sub recipients, must post the following nondiscrimination statement:

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the State Information/Hotline Numbers (click the link for a listing of hotline numbers by State); found online at http://www.fns.usda.gov/snap/contact_info/hotlines.htm.

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