

REPORTING TIPS

VERIFICATION REPORT SY 2024-2025



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.

Food and Nutrition Division
National School Lunch Program

Updated 7/29/2024 www.SquareMeals.org

IMPORTANT DATES for VERIFICATION REPORTING (FNS-742)

Required report for all SFAs and RCCIs operating the National School Lunch Program and/or the School Breakfast Program

	October 1, 2024	Count of approved meal applications on file
		Direct Verification module in Texas ELMS opens
	October 31, 2024	Count of students for annual Verification Report
	November 1, 2024	Verification Report opens – TX-UNPS > Download Forms >
		SNP-123 Verification Report JotForm link
	November 15, 2024	Direct Verification module in Texas ELMS closes
		Verification process completed and households notified
Ø .	November 26, 2024	CE submission of Verification Report JotForm is due
	November 29, 2024	TDA Submission of FNS-834 is due to USDA



ACCESSING THE VERIFICATION REPORT

- Log in to TX-UNPS
- Select <u>School Nutrition Programs</u>
- Select <u>Applications</u>
- Select <u>Download Forms</u>





ACCESSING THE VERIFICATION REPORT

Select SNP-123 – SY2024-2025 Verification Report JotForm

This will take you directly to the JotForm to begin your submission.

*Additional resources for verification are listed under additional SNP-123 entries.

SNP-102	2023-2024 School Data Report	02/16/2024	N	
SNP-117	Financial Report Process	01/04/2021	N	
SNP-123	Verification Report JotForm	07/09/2024	N	
SNP-123	Resources for Verification Reporting	09/12/2022	N	
SNP-123	Resources for Direct Certification and Direct Verification	09/12/2022	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	



ACCESSING THE VERIFICATION REPORT

SY 2024-2025 Verification Report

https://form.jotform.com/241276986330159



SY2024-2025 Verification Report

THIS FORM IS CURRENTLY OPEN FOR TESTING ONLY

Any submissions made prior to November 1st will be deleted on October 31st.

OFFICIAL SUBMISSIONS WILL OPEN NOVEMBER 1st.

Your completed submission is due November 26, 2024.



USING THE JOTFORM

- Error and warning messages will display to help ensure the accuracy of your report. If you are unsure how to resolve these, please contact your ESC representative for assistance.
- You can save progress and return to the form if needed. However, the Verification Report requirement will not be considered fulfilled until the form is submitted by clicking SUBMIT.
- You will have a chance to fully review your answers prior to submission. Please
 carefully review your answers to ensure the data is correctly reported.
- Multiple submissions are not permitted. If you need to resubmit your Verification Report, please contact <u>DirectCertification@TexasAgriculture.gov</u> for assistance.
- If you have errors or warnings displayed at the time of submission, TDA will contact
 you to resolve these. If TDA identifies any other errors after submission, you may also be
 contacted by TDA or your ESC representative to make corrections.
- An edit link and PDF will be provided in your confirmation email. Save this email as
 documentation of submission. Also, if corrections are requested, you will need to access the
 form through your edit link.



RESOURCES

- SquareMeals.org Verification Reporting Resources
- ARM, Section 6: Verification of Eligibility
- fns.usda.gov/cn
- <u>Texas ELMS</u> (accessible with TX-UNPS login credentials)

Data for TX-UNPS SFA Verification Report documents direct certification numbers as of October 31. This report will provide you with a list of students and the type of direct certification. It can be used to calculate the numbers needed for Supplementary Section 2, Section 3, and Supplementary Section 3, where applicable.

NOTE: The CE must ensure that students on this list were enrolled the last operating day in October and identify any extended eligible students in the household to add to the list.

Direct Verification Match Report documents eligibility for determining direct verification numbers. This report will provide you with a list of students and the type of direct verification. It is only accessible between October 1st and November 15th and can be used to calculate the numbers needed for Supplementary Section 5.

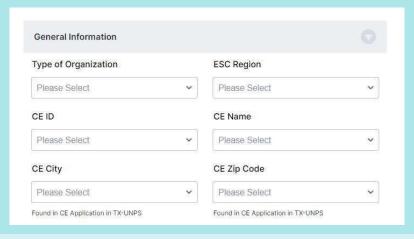


GENERAL INFORMATION

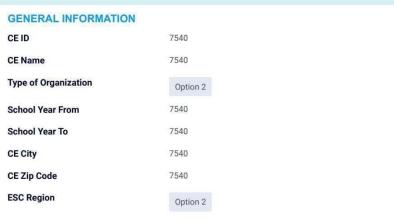
CE Information

First, report all CE Information fields using the drop-down options.

How it displays on the JotForm Submission



How it displays on the Confirmation PDF





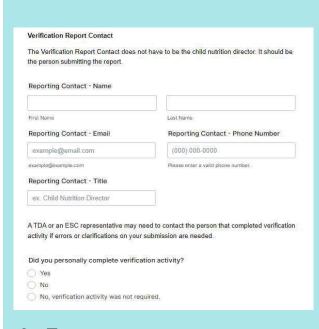
GENERAL INFORMATION

Contact Information

Provide your contact information as the reporting contact.

If you did not complete verification activities, select NO. You will then be prompted to provide the contact information for the person that did.

Both contacts may be needed to resolve any reporting issues.



JotForm Submission



Confirmation PDF



GENERAL INFORMATION

Attestation Statements

Provide confirmation that you are:

- An authorized representative of the CE
- 2. An employee of the CE
- 3. Not an FSMC employee

Attestation Statements Confirm the following statements are true prior to continuing Authorized Representative I confirm I am an Authorized Representative of the Contracting Entity as the User Access Manager listed on the Certificate of Authority for User Access Manager (FND-135) or a user assigned by the authorized User Access Manager prior to the submission of this report. Employed by CE **JotForm** I confirm I am employed by the CE named on this submission. I am not an employee of a Food Service Management Company (FSMC). **Submission Attestation Statements** Confirm the following statements are true prior to continuing. **Authorized Representative** Option 2 **Employed by CE** Option 2

Reported Information

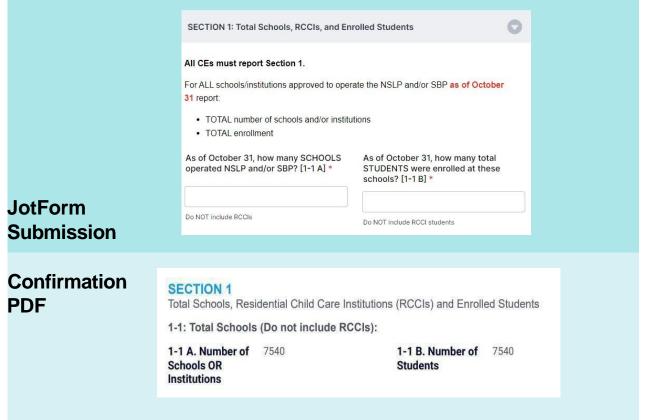
Documentation

Option 2

Option 2

Confirmation PDF





The first two fields are for <u>SCHOOLS</u> ONLY.

** WATCH WHERE YOUR NUMBERS GO **
Mixing up Schools & Students is one of the
most common errors.

If you operate RCCIs only, enter 0 for both.



Total Schools, RCCIS, and Enrolled Students



If you operated RCCIs, select YES.

WATCH WHERE YOUR NUMBERS GO

Mixing up RCCIs & Students is one of the most common errors.

If you operated RCCIs with DAY students, select Yes.



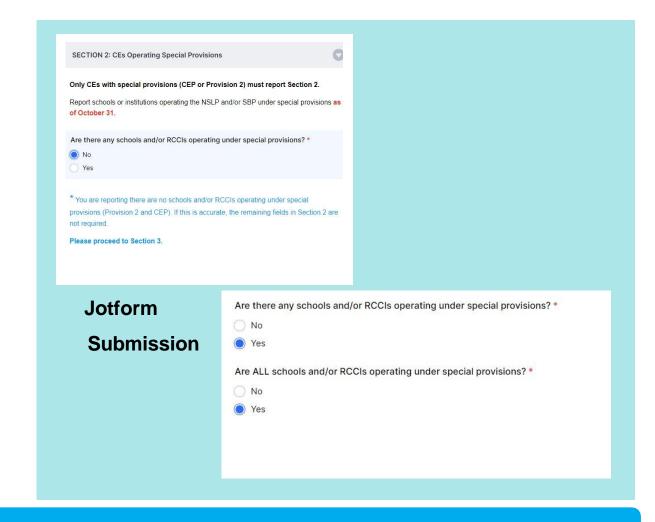
CEs Operating Special Provisions

If you <u>DID NOT</u> operate under special provisions at any sites, <u>select NO and proceed to Section 3</u>.

If <u>at least one site</u> operated under special provisions, <u>select YES.</u>

If <u>ALL sites</u> operated under special provisions, select YES.

If ALL sites participated in a special provision program, the total number of sites and students reported in this section must match the total sites and students enrolled in Section 1.





CEs Operating Special Provisions

Sites and students operating under **PROVISION 2 in a BASE YEAR** are reported first.

Sites and students operating under **PROVISION 2 in a NON BASE YEAR** Are reported next.

If at least one student is reported under PROVISION 2 in a NON BASE YEAR, provide the number of those students that were **FREE and REDUCED PRICE**.

JotForm Submission	Confirmation PDF
As of October 31, how many SCHOOLS and/or RCCIs were operating Provision were enrolled at schools and/or RCCIs	2-1: Operating Provision 2/3 in a BASE year for NSLP and SBP:
2 in a BASE year? [2-1 A] * operating Provision 2 in a BASE year? [2-1 B] *	2-1 A. Number of 7540 Schools OR Institutions 7540 2-1 B. Number of 7540 Students
As of October 31, how many SCHOOLS and/or RCCIs were operating Provision 2 in a NON BASE year? [2-2 A] * As of October 31, how many STUDENTS were enrolled at schools and/or RCCIs operating Provision 2 in a NON BASE year? [2-2 B] *	
	2-2: Operating Provision 2/3 in a NON BASE year for NSLP and SBP:
As of October 31, how many SCHOOLS were operating the Community Eligibility Option (CEP)? [2-3 A] * As of October 31, how many STUDENTS were enrolled at schools operating CEP? [2-3 B] *	2-2 A. Number of 7540 Schools OR Institutions 2-2 B. Number of 7540 Students 2-2a B. Number of 7540
RCCIs are not eligible to operate CEP	Students reported as FREE
How many of these students were reported as FREE in a NON BASE year? [2-2a B] *	2-2b B. Number of 7540 Students reported as REDUCED PRICE
How many of these students were reported as REDUCED PRICE in a NON BASE year? [2-2b B] *	



CEs Operating Special Provisions

Lastly, sites and students operating under COMMUNITY ELIGIBILITY PROVISION are reported.

Confirmation PDF JotForm Submission As of October 31, how many SCHOOLS As of October 31, how many STUDENTS 2-3: Operating the Community Eligibility Provision (CEP): were operating the Community were enrolled at schools operating Eligibility Option (CEP)? [2-3 A] * CEP? [2-3 B] * 2-3 A. Number of 7540 2-3 B. Number of 7540 Schools OR Students Institutions RCCIs are not eligible to operate CEP CHILD NUTRITION NATIONAL SCHOOL LUNCH PROGRAM

SUPPLEMENTARY SECTION 2

The **SUPPLEMENTARY SECTIONS** of the Verification Report JotForm collect information that TDA reports to USDA but is not captured on the FNS-742.

Only CEs operating sites under special provisions will see Supplementary Section 2.

To be directly contified a ctudent must appear on a State list nulled from Toyon

In Supplementary Section 2, CEs provide more detail on the total number of students already reported in Section 2.

The number of students reported in Supplementary Section 2 should not exceed the totals reported in Sections 1 or 2.

RESOURCE: Texas ELMS Data for TX-UNPS SFA Verification Report

JotForm Submission

	Number of Provision 2 NON-BASE year students and CEP students directly certified as of October 31, 2023
SNAP [S2-1]	
FANF [S2-2]	
MEDICAID FREE [S2-3]	
MEDICAID REDUCED PRICE \$2-4]	
FDPIR [S2-5]	
FOSTER [S2-6]	
MIGRANT [S2-7]	
HOMELESS [S2-8]	
RUNAWAY [S2-1]	
HEADSTART/EARLY HEADSTART	

Confirmation PDF

S2-6 FOSTER

S2-2 TANF	7540
	7540
S2-3 MEDICAID-FREE	7540
S2-4 MEDICAID-REDUCED PRICE	7540

7540





Direct Certified Students approved as FREE eligible NOT subject to verification

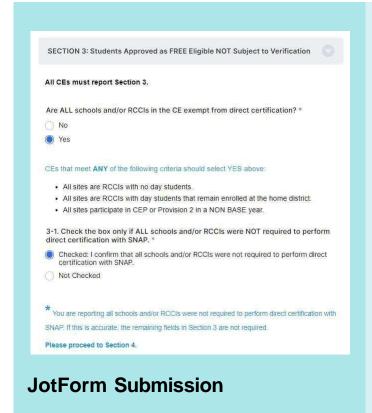
CEs <u>exempt</u> from direct certification, select YES and check box 3-1.

- All sites are RCCIs with residential students only
- All sites operate under P2 or CEP in a NON-BASE YEAR

All other CEs, select NO.

Checkbox 3-1 will not display. No selection is required.

Results of direct certification are reported in the following fields.



SECTION 3

Students approved as FREE eligible NOT subject to verification

3-1: Check the box only if all schools and/or RCCIs in the CE were not required to perform direct certification with SNAP (i.e. NON BASE year Provision 2/3 for all schools).

Confirmation PDF



Students approved as FREE eligible NOT subject to verification

JotForm Submission

31 for all schools and/or RCCIs the operating Provision 2 in a B. NOT operating under special As of October 31, how many stream (Supplemental Nutrition Assists)	BASE YEAR
NOT operating under special As of October 31, how many str	70 00
As of October 31, how many st	<u>cial provisions</u> .
	students were directly certified as FREE through SNA stance Program)? [3-2] *
As of October 31, how many students we	were directly certified as FREE through a

Confirmation PDF

3-2: Students directly certified throu (SNAP):	3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP):		
3-2 B. Number of Students	7540		
3-3: Students directly certified through other programs:			
3-3 B. Number of Students 7540			

Direct certification is the process by which the student is certified eligible based on documentation received directly from the applicable program (e.g. SNAP or TANF agency) or through Texas ELMS.

Students directly certified as **FREE eligible through SNAP** are reported first.

*This includes students deemed eligible through extended eligibility.

Students directly certified as FREE eligible through OTHER PROGRAMS are reported second.

*Medicaid-FREE is included in this count but not Medicaid REDUCED.

RESOURCE: Texas ELMS Data for TX-UNPS SFA Verification Report



SUPPLEMENTARY SECTION 3

The **SUPPLEMENTARY SECTIONS** of the Verification Report JotForm collect information that TDA reports to USDA but is not captured on the FNS-742.

Only CEs reporting direct certification in Section 3 will see Supplementary Section 3.

To be directly certified, a student must appear on a State list pulled from Texas

In Supplementary Section 3, CEs provide more detail on the total number of students already reported in Section 3 and the students eligible through Medicaid REDUCED.

Do not report SNAP eligible students in Supplementary Section 3.

The number of students reported in Supplementary Section 3 should not exceed the totals reported in Sections 1 or 3.

RESOURCE: Texas ELMS Data for TX-UNPS SFA Verification Report

JotForm Submission

	Number of Provision 2 BASE year students or NON special provision students directly certified as of October 31 2023
TANF [S3-1]	
MEDICAID FREE [S3-2]	
MEDICAID REDUCED PRICE [S3-3]	
FDPIR [S3-4]	
FOSTER [S3-5]	
MIGRANT [S3-6]	
HOMELESS [S3-7]	
RUNAWAY [S3-8]	
HEADSTART/EARLY HEADSTART [S3-9]	

Confirmation PDF

SUPPLEMENTARY SECTION 3 Breakout of students directly certified operating Provision 2 in a BASE YEA	at schools/RCCIs NOT operating special provisions
S3-1 TANF	7540
S3-2 MEDICAID-FREE	7540
S3-3 MEDICAID-REDUCED PRICE	7540
S3-4 FDPIR	7540
S3-5 FOSTER	7540

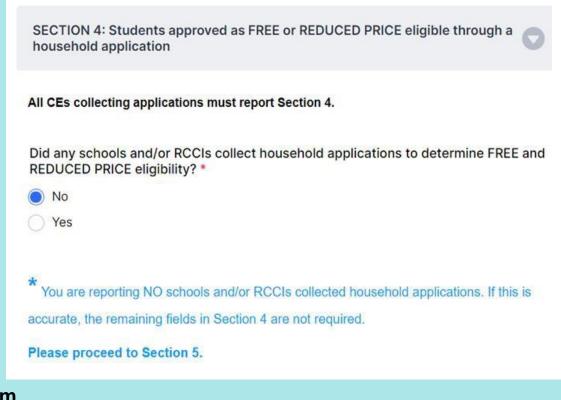




Students approved as FREE or REDUCED eligible through a household application

If <u>at least one application</u> was collected, <u>select YES.</u>

If at NO applications were collected, select NO and proceed to Section 5.



JotForm Submission



Students approved as FREE or REDUCED eligible through a household application

APPLICATIONS – number approved as of October 1st **STUDENTS** – number approved as of October 31st

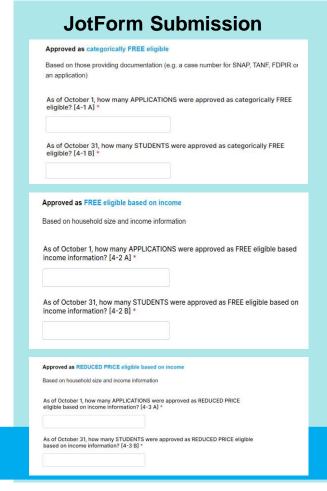
Numbers are reported in three pieces:

- 1. Categorically FREE
- Income FREE
- Income REDUCED PRICE

WATCH WHERE YOUR NUMBERS GO

Mixing up Applications & Students is one of the most common errors.

NOTE: APPLICATIONS should be less than or equal to STUDENTS, unless students that submitted applications were directly certified in October. Please keep documentation to support this if it happens.



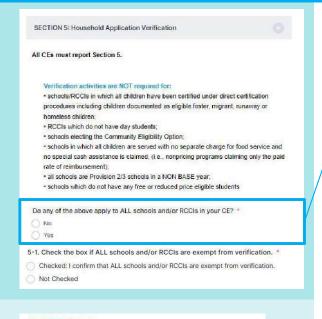
Confirmation PDF

SECTION 4 Students approved	as FREE or REDUCED PRICE	CE eligible through a	household application
4-1: Approved as	categorically FREE Eligible	:	
4-1 A. Number of Applications	7540	4-1 B. Number of Students	7540
4-2: Approved as	FREE Eligible:		
4-2 A. Number of Applications	7540	4-2 B. Number of Students	7540
4-3: Approved as	REDUCED PRICE Eligible:		
4-3 A. Number of Applications	7540	4-3 B. Number of Students	7540



Household Application Verification

JotForm Submission



Confirmation **PDF**

SECTION 5

Results of household application verification

5-1. Check the box if ALL schools and/or RCCIs are exempt from verification

Not sure if you should check YES or NO? Call your ESC for assistance.

CEs that are <u>exempt</u> from verification activities, select YES and check box 5-1.

CEs that are **NOT** exempt from verification activities, select NO.

Checkbox 5-1 will not display. No selection is required. Results of verification are reported in the following fields.

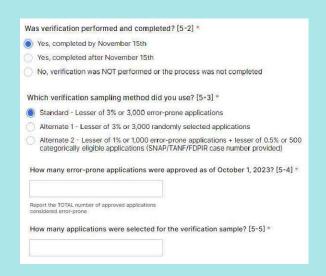
RELATED RESOURCE: Verification Report | Individual

Household Form



Household Application Verification

JotForm Submission



Confirmation PDF

SECTION 5

Results of household application verification

7540

5-1. Check the box if ALL schools and/or RCCIs are exempt from verification

5-2: Was verification performed and completed?

5-3: Type of verification process used: 7540

5-4: Total ERROR PRONE applications: 7540

5-5: Number of applications selected 7540 for verification sample:

Verification Sample

CEs reporting verification activity will first answer a series of questions on sampling.

RESOURCE: <u>CE List of Approved Sample Size Methods</u>

The list of approved sample size methods will help validate if a CE is able to use an alternate sampling method. This is based on their previous year's verification activity.

Error-prone applications: Applications approved as of October 1st indicating monthly income within \$100 of the monthly or annual income within \$1,200 of the Free/Reduced Price income eligibility limits.

RESOURCE: Sample Size Calculator The sample size calculator will help calculate and validate the sample size and the total reported results.



Household Application Verification

JotForm

Application	ons verified for cause
	re any questionable applications verified for cause that were NOT included ification sample and were verified as of November 15th?
○ No	
O Yes	
How man	y applications were verified for cause in addition to the verification sample?

Confirmation PDF

VC-1: Total questionable applications 7540 verified for cause

Verification for Cause

A CE must verify any questionable household application that provides conflicting information on a case-by-case basis. Verification for cause may be conducted at any time during the school year.

Select YES, if a CE has at least one application:

- selected for verification for cause
- that is VERIFIED by November 15th
- and was not reported in the verification sample.

If you verified any applications for cause, all reported applications should be accounted for in the appropriate categories in Direct Verification and Results of Verification.

In the results sections that follow include the verification results of applications selected for:

- the verification sample AND
- · verified for cause



Household Application Verification

JotForm Submission Applications confirmed through DIRECT VERIFICATION Applications confirmed through DIRECT VERIFICATION Was direct verification (Texas ELMS) used to confirm eligibility for any applications Was direct verification (Texas ELMS) used to confirm eligibility for any applications in your verification sample or any applications verified for cause? in your verification sample or any applications verified for cause? * 5-6. If direct verification was NOT conducted, select "Checked" to confirm. * How many APPLICATIONS were confirmed as FREE or REDUCED PRICE eligibility Checked: I confirm that the CE DID NOT perform direct verification for any students. through direct verification as of November 15th? [5-7 A] SNAP, TANF, FDPIR, MEDICAID How many STUDENTS were confirmed as FREE or REDUCED PRICE eligibility through direct verification as of November 15th? [5-7 B]

Confirmation PDF



5-6. Check the box if direct verification was not conducted in the CE, (i.e. not one of the schools and/or RCCIs in the CE performed direct verification). 5-7: Confirmed through direct verification: 5-7 A. Number of 7540 5-7 B. Number of 7540 **Applications** Students

7540

Results of Direct Verification

Be careful not to confuse direct verification with direct certification. Only applications that were selected for verification AND THEN confirmed as categorically eligible through direct verification should be reported here.

RESOURCE: A Texas ELMS report of Direct Verification Matches is available from October 1st through November 15th ONLY.

CEs DID NOT verify any applications through direct verification, select NO and check box 5-6.

CEs that DID verify applications through direct verification, select YES and report the results. Checkbox 5-6 will not display.

Mixing up Applications & Students is one of the most common errors.

WATCH WHERE YOUR NUMBERS GO

SUPPLEMENTARY SECTION 5

The **SUPPLEMENTARY SECTIONS** of the Verification Report JotForm collect information that TDA reports to USDA but is not captured on the FNS-742.

Only CEs reporting direct verification in Section 5 will see Supplementary Section 5.

In Supplementary Section 5, CEs provide more detail on the applications and students already reported as directly verified in Section 5. Do not report directly certified students in Supplementary Section 5.

The number of applications and students reported in Supplementary Section 5 should equal the number of directly verified applications and students reported in Section 5.

RESOURCE: A Texas ELMS report of Direct Verification Matches is *available from October* 1st through November 15th ONLY.

JotForm Submission

	Number of Applications	Number of Students
SNAP [S5-1]		
TANF [S5-2]		
Medicaid Free [S5-3]		
Medicaid Reduced Price [S5-4]		
CHIP Free [S5-5]		
CHIP Reduced Price [S5-6]		

To be directly verified, a student must appear on a state list pulled from Texas

Confirmation PDF

SUPPLEMENTARY SECTION 5 Breakout of directly verified applicatio	
S5-1 A. SNAP - Applications	7540
S5-1 B. SNAP - Students S5-2 A. TANF - Applications	
S5-3 A. MEDICAID-FREE - Applications	7540
S5-3 B. MEDICAID-FREE - Students	7540
S5-4 A. MEDICAID-REDUCED PRICE - Applications	7540
S5-4 B. MEDICAID-REDUCED PRICE - Students	7540
S5-5 A. CHIP-FREE - Applications	7540
S5-5 B. CHIP-FREE - Students	7540
S5-6 A. CHIP-REDUCED PRICE - Applications	7540
S5-6 B. CHIP-REDUCED PRICE - Students	7540



Household Application Verification

JotForm Submission A. Applications originally approved as FREE-Categorically Eligible nepurture results of verification for those applications and students originally certified as FREE based on SNAP/TANF/FDPIR documentation (eg. case number) on application. Number of Applications Number of Students Responded - NO CHANGE Responded - Changed to REDUCED PRICE Responded - Changed to PAID NOT Responded - Changed to PAID B. Applications originally approved as FREE-Income Report the results of verification for those applications and students originally Responded - NO CHANGE Responded - Changed to REDUCED PRICE Responded - Changed to PAID NOT Responded - Changed to PAID C. Applications originally approved as REDUCED PRICE-Income Report the results of verification for those applications and students originally certified as REDUCED PRICE based on income/household size application * Responded - NO CHANGE Responded - Changed to FRFF Responded - Changed to PAID NOT Responded - Changed to CHILD NUTRITION NATIONAL SCHOOL LUNCH PROGRAM

Confirmation PDF 5-8 A1. Responded, NO CHANGE 5-8 A1b. Number 7540 5-8 A1a. Number 7540 of Applications 5-8 A2. Responded, Changed to REDUCED PRICE 5-8 A2a Number 7540 5-8 42h Number 7540 5-8 A3. Responded, Changed to PAID 5-8 A3a. Number 7540 5-8 A3b. Number 7540 of Students 5-8 A4. Not Responded, Changed to PAID 5-8 A4a. Number 7540 5-8 A4b. Number of Applications of Students 5-8 B1. Responded, NO CHANGE 5-8 B1a. Number 7540 5-8 B1b. Number of Applications of Students 5-8 B2. Responded, Changed to REDUCED PRICE 5-8 B2b. Number of Students 5-8 B3, Responded, Changed to PAID 5-8 B3a. Number 7540 5-8 B3b. Number 7540 of Applications 5-8 B4. Not Responded, Changed to PAID 5-8 B4a, Number 7540 5-8 B4b. Number 7540 5-8 C. REDUCED PRICE Income: 5-8 C1, Responded, NO CHANGE 5-8 C1a. Number 7540 5-8 C1b. Number 7540 5-8 C2. Responded, Changed to FREE 5-8 C2a Number 7540 5-8 C2b. Number 7540 5-8 C3. Responded, Changed to PAID 5-8 C4. Not Responded, Changed to PAID 5-8 C4a. Number 7540 5-8 C4b. Number 7540

Results of Verification by Original Benefit Type

Report the results of verification (sample and verified for cause) by original benefit type for each result category as of November 15th.

Do NOT include any applications and students already reported as confirmed through direct verification.

For each original benefit type, CEs will report APPLICATIONS & STUDENTS in four results categories.

- Responded NO CHANGE
- Responded Increase of benefits
- · Responded Decrease of benefits
- NOT Responded Changed to PAID

All reported applications – verification sample and verified for cause – should now be accounted for in the appropriate categories in Direct Verification and Results of Verification.

REVIEW

When all fields are complete, you will have a chance to review your responses and make corrections.

NOTE: All fields required for federal reporting will be present and formatted. You may notice some fields with default values that you did not originally respond to. This is expected and does NOT need be corrected.

PLEASE REVIEW YOUR RESPONSES



Click "Confirm as Correct" to go to the final submission page.

Confirm as Correct

Make Corrections

SUBMISSION

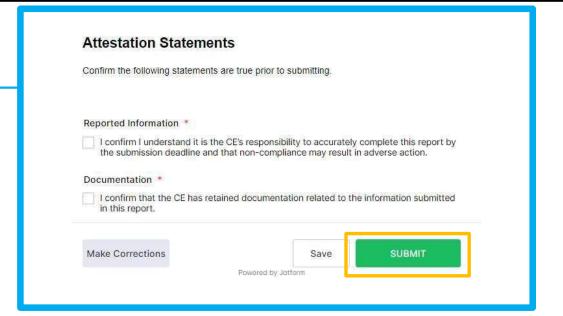
Submission Attestation Statements

Provide confirmation that you are:

- 1. Reporting accurately and on time
- Retaining documentation related to the report

Submission Confirmation

- The CE contacts reported and the ESC representatives for the ESC region reported will receive a confirmation email.
- The confirmation email will contain a PDF copy of your responses
- AND an edit link that will allow you to access the submission if corrections are needed.





CORRECTIVE ACTION

Corrective Action will be required for the following:

- 1. Late or no submission of the Verification Report
- 2. Not completing the verification process by the November 15 due date
- 3. Verifying an incorrect sample size or using an ineligible sampling method

Initial notification of a required Corrective Action will be sent shortly after the submission deadline has passed.



ACKNOWLEDGMENT STATEMENT

This guide does not cover the entire scope of program operations or reporting. You are responsible for knowing and understanding all handbooks, manuals, alerts, notices and guidance, as well as any other forms of communication that provide further guidance, clarification or instruction on operating and reporting on the program.



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) 720-2600 (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/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing 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 USDA by:

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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The best point of contact for Verification Reporting assistance is your ESC Representative.



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