

Seamless Summer Option (SSO) Findings Lessons Learned

Avoiding the Pitfalls!

The Texas Department of Agriculture (TDA) provides this information to assist you, as a Contracting Entity (CE), in identifying potential problems. Avoiding these pitfalls will help you comply with program requirements and receive full reimbursement for eligible expenses. Most of all, preventing these common findings will help you and TDA achieve the goal of ensuring that healthy meals and snacks are provided for children.



Preventing Common Administrative Review Findings

- Develop a system to keep all the required documents and forms organized.
- Create processes to complete all required documentation and schedule a time to maintain documentation.
- Train employees on the processes implemented and assign duties to follow through with the processes.



TEXAS DEPARTMENT OF AGRICULTURE
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Food and Nutrition Division
Summer Meal Programs

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www.SquareMeals.org

Menu Planning

Educational Institutions & Government Agencies

- CEs reviewed had at least one site without sufficient documentation that the required meal components were available or offered for the last five operating days of the review period.

Examples

- Component portions were too small for the age group or missing from the menu.
- CEs did not provide Child Nutrition (CN) labels or Product Formulation Statements to validate meal pattern contribution.
- Documentation to evaluate meal components was incomplete, illegible, or missing.

Effects on the Claim

TDA may:

- require an approvable corrective action plan
- disallow meals
- reduce the claim accordingly

Suggested Steps to Take

- Provide meal pattern training to all staff involved in the Food Service Program.
- Work with the regional Education Service Center (ESC) to ensure that menus meet the meal pattern requirements.
- Establish a set time to complete Food Production Records and to update any CN Labels as needed.
- Develop a system to keep all the required documents and forms organized. Schedule time to maintain the paperwork.

Meal Counting and Claiming

Educational Institutions & Government Agencies

- CEs reviewed had at least one site that did not count meals correctly for reimbursement.

Examples

- CEs claimed meals under the wrong program.
- Accuclaim, rosters, detailed transaction report, and meals claimed for reimbursement did not match.
- Documented meals did not match TDA validated meals.

Effects on the Claim

TDA may:

- require an approvable corrective action plan
- disallow meals
- reduce the claim accordingly

Suggested Steps to Take

- Assign a staff member to check records for accuracy.
- Before reporting meal counts for reimbursement, cross-check values against all meal recording methods.
- Check your math! Use a calculator.

Civil Rights

Educational Institutions

- CEs reviewed did not advertise SSO meal service with the appropriate non-discrimination statement.

Examples

- CEs did not use the most current non-discrimination statement on advertisements of meal availability.

Effects on the Claim

TDA may require an approvable corrective action plan.

Suggested Steps to Take

- Regularly check for updates/changes to civil rights guidance to ensure their procedures are consistent with TDA and USDA guidance.
- Review all written materials annually to ensure they contain the correct nondiscrimination statement.