

Non-Congregate Summer Sites

Guidance on Additional Reporting Requirements

Food & Nutrition Data Team
July 29, 2026



Non-Congregate Summer Sites – Additional Reporting

Background

WHY do CEs operating non-congregate and hybrid summer sites need to submit additional meal service data?

As part of non-congregate implementation, USDA modified two federal claims reports TDA must submit monthly. The new reporting requirements include metrics not supported by data collected in TX-UNPS.

FNS-10: SSO Sites

- Non-Congregate and Congregate **Meal Counts** by Meal Type
- Non-Congregate and Congregate **Average Daily Meals** by Meal Type

FNS-418: SFSP Sites

- Non-Congregate and Congregate **Meal Counts** by Meal Type
- Non-Congregate and Congregate **Average Daily Participation** by Site

Non-Congregate Summer Sites – Additional Reporting

Background

WHO is required to provide the additional meal service data?

All CEs with an approved non-congregate or hybrid summer site. For each site and each claim month, the CE must complete a Non-Congregate (NC) Meal Reporting submission once the corresponding TX-UNPS claim has been submitted, even if the site served no meals.

HOW will the additional meal service data be reported?

An email request to the program contact listed in TX-UNPS will be sent for each site and claim month once the corresponding TX-UNPS claim has been submitted.

WHEN is the additional meal service data due?

Responses are required **within three business days** of the day the original request is sent.

Non-Congregate Summer Sites – Additional Reporting

Submission and Correction

Original Submission Request Email

Requests for submission will be sent monthly after TX-UNPS claims entry is complete.

Subject Line: ACTION REQUIRED: Non-Congregate Site Meals Report for MM/01/2026

From: Texas Agriculture via Smartsheet <automation@app.smartsheet.com>

Request for Corrections

If the submission contains errors or is missing required data, a request for corrections will be sent to the same original contact via Smartsheet with guidance on what needs to be corrected.

Subject Line: CORRECTION NEEDED: Non-Congregate Meal Count for MM/01/2026, [SiteName]

From: Texas Agriculture via Smartsheet <automation@app.smartsheet.com>

Non-Congregate Summer Sites – Additional Reporting

Report Guidance

Key Terminology

Non-Congregate Site

Site serving non-congregate meals ONLY
Must report all non-congregate values ONLY

Hybrid Site

Site serving non-congregate AND congregate meals
Must report all non-congregate AND congregate values

Non-Congregate Summer Sites – Additional Reporting

Report Guidance

Key Terminology

Meal Counts

The number of individual meals served or distributed to participants.

Operating Days

The number of days in a month that meals were served or distributed.

- Non-congregate operating day: any day when meals or meal bundles are handed out to participants
- Congregate operating day: any day when meals were served on-site to participants

Average days' Worth of Meals per Distribution*

The average number of meals bundled and distributed on a non-congregate operating day in the month.

**Metric is only applicable to non-congregate service.*

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SSO

Meal Counts

FNS-10: SSO Sites

- Non-Congregate and Congregate **Meal Counts** by Meal Type
- Non-Congregate and Congregate **Average Daily Meals** by Meal Type

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SSO

Meal Counts

Before Additional Reporting is received

What we know:

TX-UNPS claim → TOTAL number of meals by type

TX-UNPS Claim

500 Total Breakfasts

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SSO

Meal Counts

Before Additional Reporting is received

What we know:

TX-UNPS claim → TOTAL number of meals by type

What we don't know:

- Number of meals distributed through non-congregate service
- Number of meals served in a congregate setting

TX-UNPS Claim

?? Non-
Congregate
Breakfasts

500 Total Breakfasts

??
Congregate
Breakfasts

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SSO

Meal Counts

After Additional Reporting is received

What we know:

- TOTAL number of meals by type
 - Number of meals served in a non-congregate setting
 - Number of meals distributed through congregate service

TX-UNPS Claim

**Additional
Reporting**

TX-UNPS Claim	
500 Total Breakfasts	
350 Non-Congregate Breakfasts	150 Congregate Breakfasts

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SSO

Please enter **BREAKFAST** meal count data.

Of the 3519 BREAKFASTS claimed in TX-UNPS for 06/01/26, how many were served as non-congregate meals?

****HYBRID SITES ONLY****

How many were served as congregate meals?

Total Non-Congregate Breakfasts + Total Congregate Breakfasts should exactly equal Total Breakfasts Claimed in TX-UNPS.

TX-UNPS Claim

Prepopulated

Total BREAKFASTS claimed in TXUNPS

500

Total Breakfasts served as NON-CONGREGATE

***HYBRID ONLY* Total Breakfasts served as CONGREGATE**

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SSO

Please enter **BREAKFAST** meal count data.

Of the 3519 BREAKFASTS claimed in TX-UNPS for 06/01/26, how many were served as non-congregate meals?

****HYBRID SITES ONLY****

How many were served as congregate meals?

Total Non-Congregate Breakfasts + Total Congregate Breakfasts should exactly equal Total Breakfasts Claimed in TX-UNPS.

TX-UNPS Claim

Prepopulated

Total BREAKFASTS claimed in TXUNPS

500

Total Breakfasts served as NON-CONGREGATE

350

Additional Reporting

CE Entered

HYBRID ONLY Total Breakfasts served as CONGREGATE

150

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SSO

FNS-10: SSO Sites

- Non-Congregate and Congregate **Meal Counts** by Meal Type
- Non-Congregate and Congregate **Average Daily Meals** by Meal Type

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SSO

Average Daily Meals: Non-Congregate

Non-Congregate Site

Hybrid Site

$$\begin{array}{c} \text{Meals} \\ \div \\ \text{Operating Days} \\ \div \\ \text{Average days' Worth of Meals} \end{array}$$

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SSO

Average Daily Meals: Congregate

Non-Congregate Site

Hybrid Site

Not needed for Congregate Service

We can assume that only 1 day's worth of meals is distributed per Congregate Operating Day

$$\begin{array}{c} \text{Meals} \\ \div \\ \text{Operating Days} \\ \div \\ \text{Average days' Worth of Meals} \end{array}$$

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SSO

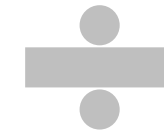
Average Daily Meals

Additional reporting gives us:

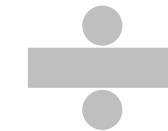
- Non-congregate meal counts
- Congregate meal counts

**Additional
Reporting**

Meals



Operating Days



**Avg days'
Worth of Meals**

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SSO

Average Daily Meals

Additional reporting gives us:

- Non-congregate meal counts
- Congregate meal counts

What we still don't know:

- Non-congregate operating days
- Congregate operating days
- Average days' worth of meals

$$\begin{array}{c} \text{Additional} \\ \text{Reporting} \\ \text{Meals} \\ \div \\ \text{Operating Days} \\ \div \\ \text{Avg days'} \\ \text{Worth of Meals} \end{array}$$

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SSO

Average Daily Meals

Additional reporting gives us:

- Non-congregate meal counts
- Congregate meal counts

What we still don't know:

- Non-congregate operating days
- Congregate operating days
- Average days' worth of meals

$$\begin{array}{c} \text{Additional} \\ \text{Reporting} \\ \text{Meals} \\ \div \\ \text{Operating Days} \\ \div \\ \text{Avg days'} \\ \text{Worth of Meals} \end{array}$$

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SSO

Operating Days

The number of days in a month that meals were served or distributed.

Non-Congregate
Distribution Day

Congregate
Service Day

SU	MO	TU	WE	TH	FR	SA
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SSO

Operating Days

The number of days in a month that meals were served or distributed.

Non-Congregate Distribution Day

Congregate Service Day

SU	MO	TU	WE	TH	FR	SA
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	8 Non-Congregate Operating Days 8 Congregate Operating Days				15
16	17					22
23	24					29
30						

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SSO

Operating Days should never exceed 31 days

Non-Congregate Distribution Day

Congregate Service Day

SU	MO	TU	WE	TH	FR	SA
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	8 Non-Congregate Operating Days 8 Congregate Operating Days				15
16	17					22
23	24					29
30						

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SSO

Please enter **BREAKFAST** operating days.

****If Breakfasts served as Non-Congregate are reported, Operating Days for Non-Congregate Breakfast IS REQUIRED.****

For the 06/01/26 claim period, how many operating days did the site distribute NON-CONGREGATE breakfasts? Operating days should not exceed 31 days.

****HYBRID SITES ONLY****

How many operating days did the site serve CONGREGATE breakfasts? Operating days should not exceed 31 days.

Additional Reporting

CE Entered

NON-CONGREGATE Breakfast operating days

8

***HYBRID ONLY* CONGREGATE Breakfast operating days**

8

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SSO

Average Daily Meals

Additional reporting gives us:

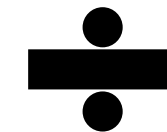
- Non-congregate meal counts
- Congregate meal counts
- Non-congregate operating days
- Congregate operating days

What we still don't know:

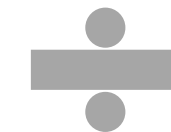
- Average days' worth of meals

Additional
Reporting

Meals



Operating Days



Avg days'
Worth of Meals

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SSO

Average Daily Meals

What we know:

- Non-congregate meal counts
- Congregate meal counts
- Non-congregate operating days
- Congregate operating days

What we don't know:

- Average days' worth of meals

$$\begin{array}{c} \text{Additional} \\ \text{Reporting} \\ \text{Meals} \\ \div \\ \text{Operating Days} \\ \div \\ \text{Avg days'} \\ \text{Worth of Meals} \end{array}$$

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SSO

Average days’ Worth of Meals per Distribution

The average number of meals bundled and distributed on a non-congregate operating day in the month.

Non-Congregate Distribution Day

Congregate Service Day

SU	MO	TU	WE	TH	FR	SA
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	29	20	21	22
23	24	25	26	27	28	29
30						

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SSO

Average days' Worth of Meals per Distribution

The average number of meals bundled and distributed on a **non-congregate operating day** in the month.

Non-Congregate Distribution Day

Congregate Service Day

SU	MO	TU	WE	TH	FR	SA
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	29	20	21	22
23	24	25	26	27	28	29
30						

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SSO

Average days' Worth of Meals per Distribution

The average number of meals bundled and distributed on a non-congregate operating day in the month.

Non-Congregate
Distribution Day

Congregate
Service Day

SU	MO	TU	WE	TH	FR	SA
26	27	28	29	30	31	1
2	2 days	4	5	6	3 days	8
9	2 days	11	12	13	3 days	15
16	2 days	18	29	20	3 days	22
23	2 days	25	26	27	3 days	29
30						

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SSO

Average days' Worth of Meals per Distribution

The average number of meals bundled and distributed on a non-congregate operating day in the month.

Non-Congregate Distribution Day

Congregate Service Day

SU	MO	TU	WE	TH	FR	SA
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	2 + 3 2 + 3 2 + 3 2 + 3				15
16	17					22
23	24					29
30						

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SSO

Average days' Worth of Meals per Distribution

The average number of meals bundled and distributed on a non-congregate operating day in the month.

Non-Congregate Distribution Day

Congregate Service Day

SU	MO	TU	WE	TH	FR	SA
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	5 + 5 + 5 + 5				15
16	17					22
23	24					29
30						

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SSO

Average days' Worth of Meals per Distribution

The average number of meals bundled and distributed on a non-congregate operating day in the month.

Non-Congregate Distribution Day

Congregate Service Day

SU	MO	TU	WE	TH	FR	SA
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	20 total days of meals distributed in a month				15
16	17					22
23	24					29
30						

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SSO

Average days' Worth of Meals per Distribution

The average number of meals bundled and distributed on a non-congregate operating day in the month.

Non-Congregate Distribution Day

Congregate Service Day

SU	MO	TU	WE	TH	FR	SA
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	20 total days of meals ÷ 8 non-congregate operating days				15
16	17					22
23	24					29
30						

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SSO

Average days' Worth of Meals per Distribution

The average number of meals bundled and distributed on a non-congregate operating day in the month.

Non-Congregate Distribution Day

Congregate Service Day

SU	MO	TU	WE	TH	FR	SA
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	2.5 days' worth of meals per non-congregate distribution				15
16	17					22
23	24					29
30						

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SSO

Average days' Worth of Meals per Distribution should never exceed 10 days

Non-Congregate Distribution Day

Congregate Service Day

SU	MO	TU	WE	TH	FR	SA
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	2.5 days' worth of meals per non-congregate distribution				15
16	17					22
23	24					29
30						

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SSO

Enter avg days' worth of NC breakfast served

****If Breakfasts served as Non-Congregate are reported, Average Days' Worth of Non-Congregate Breakfast per Distribution IS REQUIRED.****

For the 06/01/26 claim period, what was the average days' worth of BREAKFASTS distributed to each child during a NON-CONGREGATE distribution service? Average days' worth of meals should not exceed 10.

For example, a site distributes a bundle with 3 days' worth of breakfasts each Monday and a bundle with 4 days' worth of breakfasts each Thursday. On average, the site serves 3.5 days' worth of breakfasts per distribution service.

Additional Reporting

CE Entered

Avg days' worth of breakfasts per NC distribution

2.5

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SSO

Average Daily Meals

Additional reporting gives us:

- Non-congregate meal counts
- Congregate meal counts
- Non-congregate operating days
- Congregate operating days
- Average days' worth of meals

What we don't know:

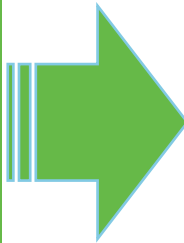
$$\begin{array}{c} \text{Additional} \\ \text{Reporting} \\ \text{Meals} \\ \div \\ \text{Operating Days} \\ \div \\ \text{Avg days'} \\ \text{Worth of Meals} \end{array}$$

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SSO

FNS-10: SSO Sites

- Non-Congregate and Congregate **Meal Counts** by Meal Type
- Non-Congregate and Congregate **Average Daily Meals** by Meal Type



Monthly additional reporting required for each meal type:

- Non-congregate meal counts
- Congregate meal counts
- Non-congregate operating days
- Congregate operating days
- Avg days' worth of meals per non-congregate operating day

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SFSP

Meal Counts

FNS-418: SFSP Sites

- Non-Congregate and Congregate **Meal Counts** by Meal Type
- Non-Congregate and Congregate **Average Daily Participation** by Site

Same methodology
as SSO

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SFSP

Please enter **BREAKFAST** meal count data.

Of the 3519 BREAKFASTS claimed in TX-UNPS for 06/01/26, how many were served as non-congregate meals?

****HYBRID SITES ONLY****

How many were served as congregate meals?

Total Non-Congregate Breakfasts + Total Congregate Breakfasts should exactly equal Total Breakfasts Claimed in TX-UNPS.

TX-UNPS Claim

Prepopulated

Total BREAKFASTS claimed in TXUNPS

500

Total Breakfasts served as NON-CONGREGATE

***HYBRID ONLY* Total Breakfasts served as CONGREGATE**

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SFSP

Please enter **BREAKFAST** meal count data.

Of the 3519 BREAKFASTS claimed in TX-UNPS for 06/01/26, how many were served as non-congregate meals?

****HYBRID SITES ONLY****

How many were served as congregate meals?

Total Non-Congregate Breakfasts + Total Congregate Breakfasts should exactly equal Total Breakfasts Claimed in TX-UNPS.

TX-UNPS Claim

Prepopulated

Total BREAKFASTS claimed in TXUNPS

500

Total Breakfasts served as NON-CONGREGATE

350

Additional Reporting

CE Entered

HYBRID ONLY Total Breakfasts served as CONGREGATE

150

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SFSP

FNS-418: SFSP Sites

- Non-Congregate and Congregate **Meal Counts** by Meal Type
- Non-Congregate and Congregate **Average Daily Participation** by Site

Same methodology
as SSO

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SFSP

Average Daily Meals: Non-Congregate

Non-Congregate Site

Hybrid Site

$$\begin{array}{c} \text{Meals} \\ \div \\ \text{Operating Days} \\ \div \\ \text{Average days' Worth of Meals} \end{array}$$

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SFSP

Average Daily Meals: Congregate

Non-Congregate Site

Hybrid Site

Not needed for Congregate Service

We can assume that only 1 day's worth of meals is distributed per Congregate Operating Day

$$\begin{array}{c} \text{Meals} \\ \div \\ \text{Operating Days} \\ \div \\ \text{Average days' Worth of Meals} \end{array}$$

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SFSP

Operating Days

The number of days in a month that meals were served or distributed.

Non-Congregate
Distribution Day

Congregate
Service Day

SU	MO	TU	WE	TH	FR	SA
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SFSP

Operating Days

The number of days in a month that meals were served or distributed.

Non-Congregate Distribution Day

Congregate Service Day

SU	MO	TU	WE	TH	FR	SA
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	8 Non-Congregate Operating Days 8 Congregate Operating Days				15
16	17					22
23	24					29
30						

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SFSP

Operating Days should never exceed 31 days

Non-Congregate
Distribution Day

Congregate
Service Day

SU	MO	TU	WE	TH	FR	SA
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	8 Non-Congregate Operating Days 8 Congregate Operating Days				15
16	17					22
23	24					29
30						

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SFSP

Additional Reporting

CE Entered

Please enter NON-CONGREGATE (NC) operating days

****If Non-Congregate meals are reported, Total Operating Days for non-congregate service IS REQUIRED.****

For the 06/01/26 claim period, how many operating days did the site distribute NON-CONGREGATE meals? Operating days should not exceed 31.

Total NON-CONGREGATE operating days

8

Please enter CONGREGATE operating days

****HYBRID SITES ONLY****

For the 06/01/26 claim period, how many operating days did the site serve CONGREGATE meals? Operating days should not exceed 31.

***HYBRID ONLY* Total CONGREGATE operating days**

8

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SFSP

Average days' Worth of Meals per Distribution

The average number of meals bundled and distributed on a **non-congregate operating day** in the month.

Non-Congregate
Distribution Day

Congregate
Service Day

SU	MO	TU	WE	TH	FR	SA
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SFSP

Average days' Worth of Meals per Distribution

The average number of meals bundled and distributed on a non-congregate operating day in the month.

Non-Congregate
Distribution Day

Congregate
Service Day

SU	MO	TU	WE	TH	FR	SA
26	27	28	29	30	31	1
2	2 days	4	5	6	3 days	8
9	2 days	11	12	13	3 days	15
16	2 days	18	29	20	3 days	22
23	2 days	25	26	27	3 days	29
30						

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SFSP

Average days' Worth of Meals per Distribution

The average number of meals bundled and distributed on a non-congregate operating day in the month.

Non-Congregate Distribution Day

Congregate Service Day

SU	MO	TU	WE	TH	FR	SA
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	20 total days of meals ÷ 8 non-congregate operating days				15
16	17					22
23	24					29
30						

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SFSP

Average days' Worth of Meals per Distribution

The average number of meals bundled and distributed on a non-congregate operating day in the month.

Non-Congregate Distribution Day

Congregate Service Day

SU	MO	TU	WE	TH	FR	SA
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	2.5 days' worth of meals per non-congregate distribution				15
16	17					22
23	24					29
30						

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SFSP

Average days' Worth of Meals per Distribution should never exceed 10 days

Non-Congregate Distribution Day

Congregate Service Day

SU	MO	TU	WE	TH	FR	SA
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	2.5 days' worth of meals per non-congregate distribution				15
16	17					22
23	24					29
30						

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SFSP

Please enter avg days' worth of NC meals served.

****If Non-Congregate meals are reported, Average Days' Worth of Non-Congregate Meals per Distribution IS REQUIRED.****

For the 06/01/26 claim period, what was the average days' worth of meals distributed to each child during a NON-CONGREGATE distribution service? Average days' worth of meals should not exceed 10.

For example, a site distributes a bundle with 3 days' worth of meals each Monday and a bundle with 4 days' worth of meals each Thursday. On average, the site serves 3.5 days' worth of meals per distribution service.

Additional Reporting

CE Entered

Avg days' worth of meals per NC distribution

2.5

Non-Congregate Summer Sites – Additional Reporting

Report Guidance – SFSP

FNS-418: SFSP Sites

- Non-Congregate and Congregate **Meal Counts** by Meal Type
- Non-Congregate and Congregate **Average Daily Participation** by Site

Monthly additional reporting required for each meal type:

- Non-congregate meal counts
- Congregate meal counts

Monthly additional reporting required for each site:

- Non-congregate operating days
- Congregate operating days
- Avg days' worth of meals per non-congregate operating day

Non-Congregate Summer Sites – Additional Reporting

Important Reminders

Additional meal service reporting required for non-congregate and hybrid sites:

- **Does not replace TX-UNPS claims and is not the basis for reimbursements.** Claims must be reported in TX-UNPS to receive reimbursements. Data collected outside of TX-UNPS is for **FEDERAL REPORTING PURPOSES ONLY**.
- Must be submitted for each approved non-congregate site for each month of summer operations, even if no meals are served.
- Must be submitted within three business days of receiving the original submission request for a claim month.

Resources Available

Summer Non-Congregate on SquareMeals

<https://squaremeals.org/Programs/Summer-Meal-Programs/Summer-Non-Congregate-Feeding-Program>

ESC Regional Office

<https://squaremeals.org/About/Education-Service-Centers>

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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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