

# Child Nutrition Program Timeline

2017-2018



# Acronyms

Abbreviation	Definition	Abbreviation	Definition
ASCP	After School Care Program	SBP	School Breakfast Program
CE	Contracting Entity (the School Food Authority)	SFA	School Food Authority
DC	Direct Certification	SFSP	Summer Food Service Program
DV	Direct Verification	SNP	School Nutrition Program
ESC	Education Service Center	SNAP	Supplemental Nutrition Assistance Program
FDP	Food Distribution Program	<b>Special Provision</b>	P2 and CEP
FND-101	Certificate of Authority for TX-UNPS (assigns security groups)	SSO	Seamless Summer Option
FSMC	Food Service Management Company	TDA	Texas Department of Agriculture
LEA	Local Education Authority	TEA	Texas Education Agency
NSLP	National School Lunch Program	TLS	Total Lunches Served
P2	Provision Two	TX-UNPS	Texas Unified Nutrition Program System (pronounced T-X-U-N-P-S)
PEIMS	Pupil Education Information Management System (TEA database)	USDA	United States Department of Agriculture
RFP	Request for Proposal	YTD	Year-to-date



- Download DC list from TX-UNPS
- Attend the ESC Child Nutrition Summer Workshop
- Conduct SSO onsite monitoring
- Start documenting staff training
- Prepare for distribution:
  - Letter of Predetermined Eligibility
  - Media Release
  - Free and Reduced-Price Meal Applications
- Continue to request USDA Foods for SFSP
- Sign up for **Local Products Challenge** at [Squaremeals.org/localproduct](http://Squaremeals.org/localproduct) schallenge through September

**Documents :**

- Submit NSLP and/or SBP Application Renewals to TDA
- FND-101 – Review and send any updates to TDA
- USDA Foods Entitlement Update for NSLP

Monday	Tuesday	Wednesday	Thursday	Friday
3 <b>Independence Day</b>  <b>TDA offices closed</b>	4 <b>Independence Day</b>  <b>TDA offices closed</b>	5 Submit NSLP/SBP/ASCP Renewals to TDA  Signed/approved FSMC contracts due to TDA	6	7
10	11	12 Check TX-UNPS message board to see if new DC data is available	13	14
17	18	19	20	21
24	25	26	27	28
31				



### This Month:

- Download TEA-level DC matches from TX-UNPS
- Obtain names of categorically eligible students - use carryover eligibility if applicable
- Prepare for distribution:
  - Letter of Predetermined Eligibility
  - Media Release
  - Free and Reduced-Price Meal Applications
  - Letter to Households of Approval/Denial of Benefits
- Schedule Health Inspection
- First USDA Foods Allocation for new school year
- Plan your NSLW campaign using NSLW catalogue in Square Meals

### Documents:

- Non-profit SFSPs – submit Year-end USDA Foods inventory form
- Update SNP Application Packet in TX-UNPS
- FND-101 – Review and send any updates to TDA

Monday	Tuesday	Wednesday	Thursday	Friday
31 Last day to file May claim	1	2	3	4 Check TX-UNPS message board to see if new DC data is available
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27 Last day to submit JUNE claim	28	29	30	31



**This Month:**

- Upload current enrollment for TDA-level DC matches
- Download TEA-level DC matches from TX-UNPS
- Obtain names of categorically eligible students - use carryover eligibility if applicable
- Prepare for distribution:
  - Letter of Predetermined Eligibility
  - Media Release
  - Free and Reduced-Price Meal Applications
  - Letter to Households of Approval/Denial of Benefits
- Conduct 1st ASCP on site monitoring within the first 4 weeks of operation
- Order resources for NSLW on [Squaremeals.org/nslw](http://Squaremeals.org/nslw)
- NSLW posters delivered soon!
- **Local Products Challenge** and **Farm Fresh Fridays** happening!

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Update as needed:</b> SNP Application Packet in TX-UNPS FND-101 – Review and send any updates to TDA Review Attachment B – Policy Statement				1
4 <b>Labor Day</b>  <b>TDA offices closed</b>	5 Check TX-UNPS message board to see if new DC data is available	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28 Last day to submit JULY claim	29 Summer Prog. Operating costs for mandated programs due to TDA



**This Month:**

- Begin Verification process
- TLS Update from prior school year in TX-UNPS FDP Module
- Download TEA-level DC matches from TX-UNPS
- Upload enrollment for TDA-level matches in DC

**Documents:**

- Update SNP Application Packet in TX-UNPS
- FND-101 – Review and send any updates to TDA

Monday	Tuesday	Wednesday	Thursday	Friday
2 DV module opens  Determine total number of approved app.	3	4 Check TX-UNPS message board to see if new DC data is available	5	6
9	10	11	12	13
<b>National School Lunch Week – “Rock the Day with a Healthy School Lunch”</b>				
16	17	18	19	20
23	24	25	25	27 TEA Snapshot Day Official enrollment count for PEIMS
30 Last day to submit AUGUST claim	31 Enrollment count for SNP Verification			



Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6 Check for updated DC data	7 Verification Report in TX-UNPS opens	8	9	10
13	14	15 Complete Verification activities	16	17 Form for SNAP count at CEP/P2 campuses due
20	21	22	23 <b>Thanksgiving</b>	24
		TDA offices closed		
27	28 Last day to submit SEPTEMBER claim	29 Last day to use prior year Carry Over Inventory at Processor level	30	

### This Month:

- Complete verification process
- Upload enrollment for TDA-level matches in DC
- Download TEA-level DC matches
- Texas Summer Mandate notices sent

### Documents:

- Special Provision SNAP count to TDA
- Verification Report in TX-UNPS



### This Month:

- Upload enrollment for TDA-level matches in DC
- Download TEA-level DC matches
- Complete NSLP and SBP onsite monitoring before February 1<sup>st</sup>
- Carry Over Sweep of prior year USDA Foods Inventory at Processor Level

### Documents:

- Verification Report in TX-UNPS
- Update SNP Application Packet in TX-UNPS as needed
- Review Certificates of Authority (FND-101) and make changes, if necessary

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5 Check TX-UNPS message board to see if new DC data is available	6	7	8
11	12	13	14	15
18	19	20	21	22
25 TDA offices closed	26 TDA offices closed	27	28	29 Last day to submit OCTOBER claim





### This Month:

- Upload enrollment for TDA-level matches in DC
- Download TEA-level DC matches
- Complete NSLP and SBP onsite monitoring before February 1<sup>st</sup>
- Schedule 2<sup>nd</sup> Health Inspection
- New School Year opening for FDP
- Plan your SBW campaign using SBW catalogue in Sq Meals

### Documents:

- Declare Summer Mandate Intent
- Verification Report in TX-UNPS
- Begin to submit FDP Contract
- Begin to complete and submit FDP surveys in TX-UNPS
- SNP Application Packet in TX-UNPS – update if necessary
- FND-101 – Review and update

Monday	Tuesday	Wednesday	Thursday	Friday
1 New Year's Day  TDA Closed	2	3	4	5 Check TX-UNPS message board to see if new DC data is available
8	9	10	11	12
15 <b>Martin Luther King Day</b> TDA offices closed SFSP application opens	16	17	18	19
22	23	24	25	26
29 Last day to submit NOVEMBER claim	30 Texas Summer Mandate Intent due to TDA	31		



**This Month:**

- Upload enrollment for TDA-level matches in DC
- Download TEA-level DC matches
- DoD Fresh – Entitlement Allocation in FDP Module
- Order resources for SBW campaign in SquareMeals.org/sbw
- **“You Art What You Eat”** art contest entries accepted next month

**Documents :**

- Verification Report in TX-UNPS
- CEP report due in March
- DoD Fresh and Farm to School Selections due in TX-UNPS FDP Module
- Continue to submit FDP contracts in TX-UNPS
- Continue to submit FDP surveys in TX-UNPS

Monday	Tuesday	Wednesday	Thursday	Friday
			1 Final day to submit Verification Report to TDA Complete NSLP/SBP Onsite Reviews	2
5 Check TX-UNPS message board to see if new DC data is available	6	7	8	9
12	13	14 FSMC RFP due	15	16
19 <b>President’s Day</b> TDA offices closed	20	21	22	23
26	27	28		



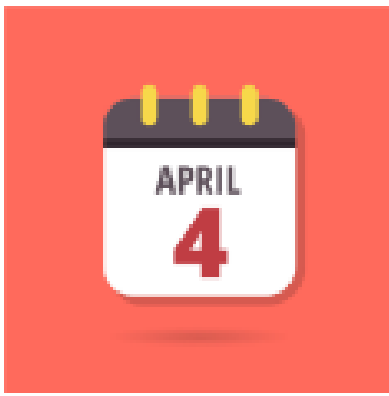
### This Month:

- Upload enrollment for TDA-level matches DC
- Download TEA-level DC matches.
- National Nutrition Month
- International School Meals Day
- CEP Report
- FDP Surveys due this month in TXUPS FDP module
- **“You Art What You Eat”** art contest entries accepted until 5/14/2018
- TDA **Boost Your Breakfast challenge** on SquareMeals

### Documents:

- CEP Report
- FDP Contracts due in TX-UNPS
- FDP surveys due in TX-UNPS
- SFSP application
- Financial Report (due May 1)
- SFSP and SSO Partnership documentation (due in April)

Monday	Tuesday	Wednesday	Thursday	Friday
			1 Last day to submit Dec. claim  CEP report opens	2
5 Check TX-UNPS message board for new DC data	6	7	8	9
<b>National School Breakfast Week – “Dive into a Healthy Breakfast”</b>				
12	13	14 1 <sup>st</sup> due date for SFSP application (if seeking advance)	15	16
19	20 CEP report due	21	22	23
26	27	28	29 Last day to submit JANUARY claim	30 <b>Good Friday</b>  TDA Offices Closed



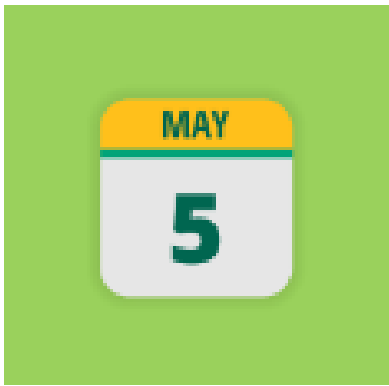
### This Month:

- Upload enrollment for TDA-level matches in DC
- Download TEA-level DC matches
- Register for ESC Child Nutrition Summer Workshop
- **“You Art What You Eat”** entries due next month 5/14/2018. Details at [SquareMeals.org./artcontest](http://SquareMeals.org./artcontest)
- TDA **Boost Your Breakfast challenge**; [SquareMeals/Boostyourbreakfast](http://SquareMeals/Boostyourbreakfast)
- Sign up for **Local Products Challenge** at [Squaremeals.org/localproductschallenge](http://Squaremeals.org/localproductschallenge) through September

### Documents

- SFSP application for new CEs
- FSMC Contract
- Financial Report
- SFSP and SSO Partnership documentation

Monday	Tuesday	Wednesday	Thursday	Friday
2 Financial Report due SFSP and SSO Partnership documentation due	3	4	5 Check TX-UNPS message board to see if new DC data is available	6
9	10	11	12	13
16 2018-2019 NSLP/SBP app. renewal opens  SFSP applications for new CEs due	17	18	19	20 <b>San Jacinto Day</b>  Skeleton crew at TDA
23	24	25	26	27 Last day to submit FEBRUARY claim Unsigned FSMC Contract due
30				



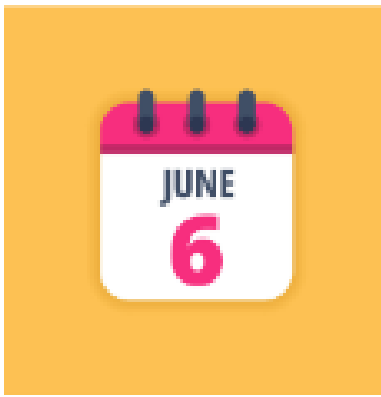
### This Month:

- Register for ESC Child Nutrition Summer Workshop
- Sign up for **Local Products Challenge** at [Squaremeals.org/localproducts](http://Squaremeals.org/localproducts) challenge through September
- **Summer Promotion** – Distribute summer materials by May 15<sup>th</sup>
- Upload enrollment for TDA-level matches in DC Download TEA-level DC matches
- TDA **Boost Your Breakfast challenge** on SquareMeals

### Documents:

- SFSP application or renewal
- SSO Site application or renewal
- FSMC Contract
- P2 application
- Begin to request USDA Foods for SFSP

Monday	Tuesday	Wednesday	Thursday	Friday
30	1 SFSP Renewal due	2	3	4
7 Check TX-UNPS message board to see if new DC data is available	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28 <b>Memorial Day</b> TDA offices closed	29 Last day to submit MARCH claim	30 SSO Renewal due P2 Application due FSMC Contract due	31 P2 Renewal due	



- Register and attend ESC Child Nutrition Summer Workshop
- Conduct SSO onsite monitoring
- Complete annual training hours for Professional Standards by June 30<sup>th</sup>
- Upload enrollment for TDA-level matches in DC Download TEA-level DC matches
- Download YTD TDA and TEA-level matches for record retention requirements and to establish carryover eligibility for next school year
- Deplete DoD Fresh Entitlement balances
- Sign up for **Local Products Challenge** at [Squaremeals.org/localproductchallenge](http://Squaremeals.org/localproductchallenge) through September

### Documents:

- Review Certificates of Authority (FND-101) and make changes, if necessary
- Continue to request USDA Foods for SFSP

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5 Check TX-UNPS message board to see if new DC data is available	6	7	8
11	12	13	14	15
18	19 <b>Emancipation Day</b> Skeleton Crew at TDA	20	21	22
<b>Direct Certification Database Closed for annual maintenance (June 18-22)</b>				
25	26	27	28 Last day to submit APRIL claim	29 Special Provision "Decision" See ARM 5.11