

TEXAS SUMMER MANDATE: *NOTIFICATION OF INTENT IN TX-UNPS*



Summer Meal Programs

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

Returning Users: Log On

User ID:

Password:

[Forgot Your Password?](#)

Log On

2018 CFDA and FAIN available

Regulations require that funds are accounted for and identified by the Catalog of Federal Domestic Assistance (CFDA) Number as well as the Federal Award Identification Number (FAIN). TDA has posted the CFDA and FAIN information for 2018 on its website at <https://www.squaremeals.org>, located in the menu on the left hand side for each Program. The 2016 and 2017 CFDA and FAIN

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

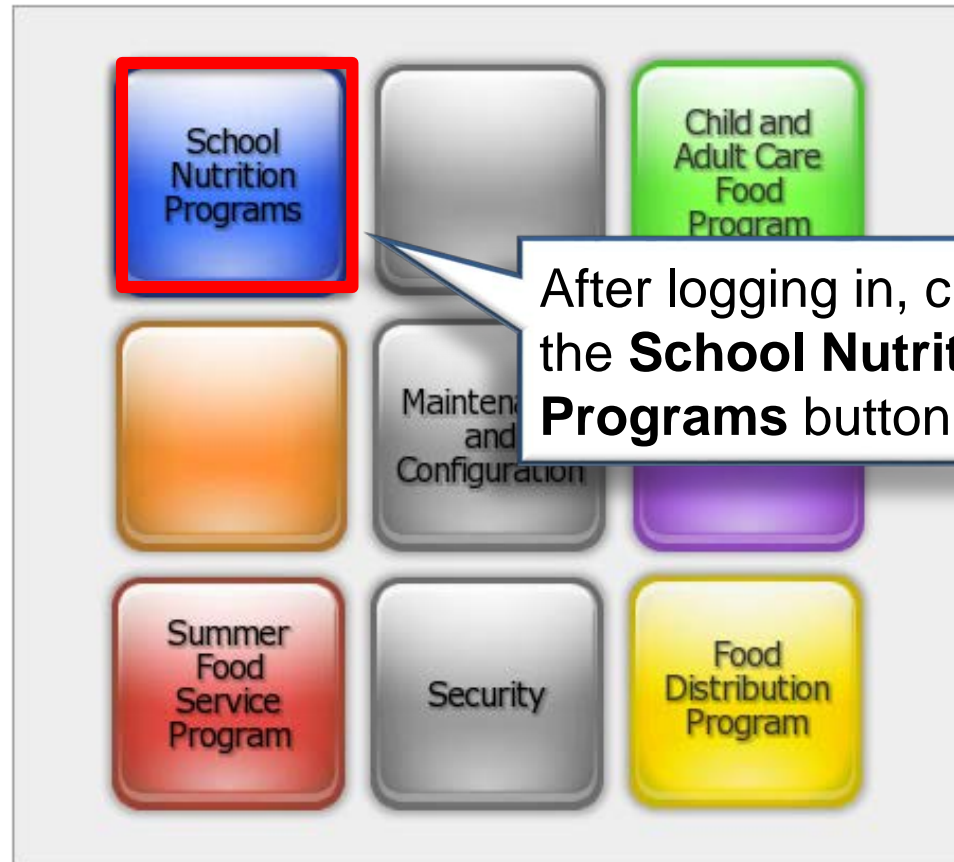
Links

- [Need Help?](#)
- [Interested in Applying?](#)
- [TX-UNPS Project Website](#)

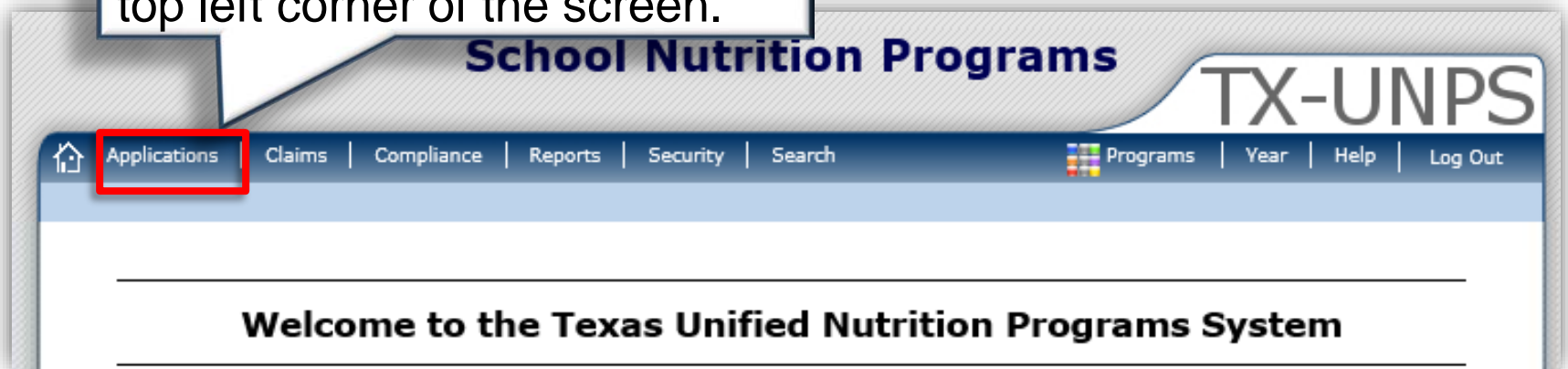
Recommended Internet Browsers

- TX-UNPS does not officially support Microsoft Edge. Users attempting to access TX-UNPS via Microsoft Edge will be subject to missing data and format errors.

Programs



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



Item	Description
Contracting Entity Manager	SNP Contracting Entity's Profile, Site and Hold Information
Application Portal	Access to all program applications
Application Packet	Applications Forms (Contracting Entity and Site)
Attachment B	Policy Statement for Free and Reduced-Price Meals, Attachment B: Meal Count/Collection Procedure(s)
Attachment B Summary	Attachment B summary of submissions.
Second Review of Applications	FNS-874 report for Contracting Entitys selected to conduct a second review of applications.
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
Annual Audits	Annual Audits
Annual Audit Status Summary	Annual Single Audit Status Summary
Financial Report	School Food Annual Revenues and Expenditures Report
Financial Report Summary	School Food Annual Revenues and Expenditures Report Summary
FFVP Summary	Fresh
FFVP Application Packet	Fresh
FFVP Grants	Fresh
FFVP Grant Overview	Fresh
Summer Nutrition Program Costs	Tot
Capital Expenditure Request	
Community Eligibility Provision	Enroll
Texas Summer Mandate	Summer Nutrition Programs Intent Declaration
Texas Summer Mandate Summary	Summer Nutrition Programs Intent Summary
MENU Module	Menu Planning and Analysis module
Download Forms	Forms Available for Downloading

From the **Applications** screen select **Texas Summer Mandate** from the **Item** list.

Texas Summer Mandate

00000 Status: Active
ANYTOWN ISD
DBA:
200 N MAIN Street
ANYTOWN, TX 12345-1234
County District Code: 000-001
ESC: 1 TDA Region:

Click on the **Add** link to open the form.

+ Action	School Year	Received Date	Latest Version	Status
Add	2019-2020		Original	
View Admin	2017 - 2018	11/17/2017	Original	Approved
View Admin	2016 - 2017	11/18/2016	Original	Approved
View Admin	2015 - 2016	11/24/2015	Original	Approved
View Admin	2014 - 2015	11/07/2014	Original	Approved

< Back

Click on **Modify** on the top right hand corner of the screen.

VIEW | **MODIFY** | DELETE | INTERNAL USE ONLY

TX Summer Mandate For School Year: 2019-2020

Notification on Intent in TX-UNPS

Review the requirements making note of the **due date** to submit intentions to TDA.



Instructions

Texas regulation (4 Texas Admin. Code §25.612) requires public school districts with **50 percent** or more of their enrolled students eligible for free or reduced-price meals in the National School Lunch Program to provide a summer nutrition program.


SFAs that meet this criteria are required to declare their intention to provide a summer nutrition program, or submit their waiver request and waiver explanation through this form by January 31. SFAs will be contacted if additional information is needed to approve a waiver request.

Waivers are valid for one year only.

The Texas Summer Mandate form is **not** the program application. In order to claim meals for reimbursement, SFAs that declare they will provide a summer nutrition program **must** complete an application and be approved for participation prior to program operation.

Enter the appropriate information for the **Contact Information** fields 1-4.

Contact Information

1. Name:	Salutation	First Name	Last
	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Title:	<input type="text"/>		
3. Email Address: 	<input type="text"/>		
4. Phone:	<input type="text"/>	Ext: <input type="text"/>	Fax: <input type="text"/>

DUE JANUARY 31, 2020

Notification of Intent in TX-UNPS

Select one of the intentions listed below to signify which program your district plans to participate in.

Summer Program Intention

5. If an SFA selects option 5a, 5b, or 5c, they will be required to submit a cost report in TX-UNPS at the end of summer identifying operating costs for running the summer program (even if their cost is \$0).

Select the SFA's program intention for school year 2019-2020

- a. Summer Food Service Program (SFSP):
SFA will operate a traditional Summer Food Service Program (SFSP) as a sponsor. SFAs that declare they will provide a summer nutrition program must complete an application and be approved for participation prior to program operation.
- b. Seamless Summer Option (SSO):
SFA will operate the Seamless Summer Option (SSO) as a sponsor. SFAs that declare they will provide a summer nutrition program must complete a site application and be approved for participation prior to program operation.
- c. Partnering with another organization or SFA:
SFA is arranging for the operation of a summer nutrition program by collaborating or partnering with another organization or SFA. The written agreement between parties must be submitted to TDA by April 1.
- d. Waiver for participation in a summer nutrition program:
SFA requests a waiver from the legal obligation to offer a summer nutrition program and will assist TDA in identifying alternate providers.

Review the following pages to learn more about the four Summer Program Intention options!

Option (a) and (b): Offer SFSP or SSO

Summer Program Intention

5. If an SFA selects option 5a, 5b, or 5c, they will be required to submit a cost report in TX-UNPS at the end of summer identifying operating costs for running the summer program (even if their cost is \$0).
Select the SFA's program intention for school year 2019 - 2020:

a. Summer Food Service Program (SFSP):
SFA will operate a traditional Summer Food Service Program (SFSP) as a sponsor. SFAs that declare they will provide a summer nutrition program must complete an application and be approved for participation prior to program operation.

b. Seamless Summer Option (SSO):
SFA will operate the Seamless Summer Option (SSO) as a sponsor. SFAs that declare they will provide a summer nutrition program must complete a site application and be approved for participation prior to program operation.

c. Partnering with another organization or SFA:
SFA is arranging for the operation of a summer nutrition program by collaborating or partnering with another organization or SFA. The written agreement between parties must be submitted to TDA by April 1.

d. Waiver for participation in a summer nutrition program:
SFA requests a waiver from the legal obligation to offer a summer nutrition program and will assist TDA in identifying alternate providers.



Summer Program Intention

5. If an SFA selects option 5a, 5b, or 5c, they will be required to submit a cost report in TX-UNPS at the end of summer identifying operating costs for running the summer program (even if their cost is \$0).

Select the SFA's program intention for school year 2019 - 2020:

- a. Summer Food Service Program (SFSP):
SFA will operate a traditional Summer Food Service Program (SFSP) as a sponsor. SFAs that declare they will provide a summer nutrition program must complete an application and be approved for participation prior to program operation.
- b. Seamless Summer Option (SSO):
SFA will operate the Seamless Summer Option (SSO) as a sponsor. SFAs that declare they will provide a summer nutrition program must complete a site application and be approved for participation prior to program operation.

Choose option (a) or (b) in *number 5* to indicate that your district plans to provide a summer nutrition program and operate SFSP or SSO.

Reminder!

- The **SFSP or SSO Application Packet** must also be completed and submitted in TX-UNPS.
- To apply for SFSP:
 1. Visit the [SFSP page](#) at SquareMeals.org
 2. Carefully review all deadlines and instructions before completing the application.
- To apply for SSO, complete and submit the SSO Site Application. *Instructions for adding a site can be found in the TX-UNPS User Manual at www.squaremeals.org/TXUNPSResources or in [Administrator's Reference Manual](#) – Section 12.*

Contact your [Education Service Center](#) for more information about the SFSP or SSO applications.

Option (c): Partner with Another SFA

Summer Program Intention

5. If an SFA selects option 5a, 5b, or 5c, they will be required to submit a cost report to TX-UNPS at the end of summer identifying operating costs for running the summer program (even if their cost is \$0).

Select the SFA's program intention for school year 2018 - 2019:

- a. **Summer Food Service Program (SFSP):**
SFA will operate a traditional Summer Food Service Program (SFSP) as a sponsor. SFAs that declare they will provide a summer nutrition program must complete an application and be approved for participation prior to program operation.
- b. **Seamless Summer Option (SSO):**
SFA will operate the Seamless Summer Option (SSO) as a sponsor. SFAs that declare they will provide a summer nutrition program must complete a site application and be approved for participation prior to program operation.
- c. **Partnering with another organization or SFA:**
SFA is arranging for the operation of a summer nutrition program by collaborating or partnering with another organization or SFA. The written agreement between parties must be submitted to TDA by April 1.
- d. **Waiver for participation in a summer nutrition program:**
SFA requests a waiver from the legal obligation to offer a summer nutrition program and will assist TDA in identifying alternate providers.



Summer nutrition program must complete a site application and be approved for participation prior to program operation.

- c. **Partnering with another organization or SFA:**
SFA is arranging for the operation of a summer nutrition program by collaborating or partnering with another organization or SFA. The written agreement between parties must be submitted to TDA by April 1.
- d. **Waiver for participation in a summer nutrition program:**

Choose option (c) in *number 5* to indicate that your district will partner with another SFA to provide a summer nutrition program. There are a variety of ways your district can help children in need access nutritious meals via a partnership:

- Allow/Rent another sponsor to use your facilities
- Find a sponsor to open a meal site in a local community location
- Volunteer staff or conduct outreach to help another sponsor provide meals
- Volunteer your buses to help transport children to meal sites

A **signed agreement** between your district and partnering organization is required, and should include:

- Serving days and times
- Responsibilities of each party
- Names and contact information for each party

Important Deadline: It is required to submit to TDA the finalized partnership agreement by April 1, 2020, via email to SNPWaivers@TexasAgriculture.gov.

Option (d): Request a Waiver – two steps

Summer Program Intention

5. If an SFA selects option 5a, 5b, or 5c, they will be required to submit a cost report in TX-UNPS at the end of summer identifying operating costs for running the summer program (even if their cost is \$0).
Select the SFA's program intention for school year 2018 - 2019:

- a. Summer Food Service Program (SFSFP): SFA will operate a traditional Summer Food Service Program (SFSFP) as a sponsor. SFAs that declare they will provide a summer nutrition program must complete an application and be approved for participation prior to program operation.
- b. Seamless Summer Option (SSO): SFA will operate the Seamless Summer Option (SSO) as a sponsor. SFAs that declare they will provide a summer nutrition program must complete a site application and be approved for participation prior to program operation.
- c. Partnering with another organization or SFA: SFA is arranging for the operation of a summer nutrition program by collaborating or partnering with another organization or SFA. The written agreement between parties must be submitted to TDA by April 1.
- d. Waiver for participation in a summer nutrition program: SFA requests a waiver from the legal obligation to offer a summer nutrition program and will assist TDA in identifying alternate providers.



another organization or SFA. The written agreement between parties must be submitted to TDA by April 1.

- d. Waiver for participation in a summer nutrition program: SFA requests a waiver from the legal obligation to offer a summer nutrition program and will assist TDA in identifying alternate providers.

1. Choose option (d) in *number 5* to indicate that your district would like to request a waiver, and opt out of providing a summer nutrition program.

- Waiver requests must be submitted prior to January 31 in order to be considered
- Depending on the reason for the waiver request, additional information and documentation may be required. See the following page for requirement details.
- As required by state law, the Board of Trustees must send written notice of intention to the Districts local school Health Advisory Council no later than **November 30, 2019**.
- When selecting the waiver option you must also identify an alternate feeding site that is able to serve summer meals to your in-need student population

2. Continue to *number 6* of the form to enter the waiver request reason.

Waiver reasons and requirements explained on the following page

Waiver

6. Reason for waiver request:

A school district requesting a waiver from participation for reasons 6b-6e must include an explanation for the waiver in the section below.

- a. Fewer than 100 children in the SFA are eligible for free or reduced-price meals.
- b. Transportation is an insurmountable obstacle to program operations.
- c. SFA is unable to operate the summer nutrition program due to renovation or construction within the SFA and an appropriate alternative site is not available.
- d. SFA is unable to operate the summer nutrition program due to other extenuating circumstances.
- e. SFA is unable to operate a summer nutrition program because the projected operational expenses for the summer feeding program exceed the expected federal reimbursements plus one month of the school food services' three months operating expenses on hand.

Waiver Request Reasons and Required Documentation

a. Fewer than 100 eligible students	Select (a) if your school district has fewer than 100 students eligible for free or reduced meals, based on prior <i>March</i> claims. No documentation or additional explanation is needed.
b. Transportation	Select (b) if there are insurmountable barriers that prevent children from accessing the meal site. This often includes safety hazards, physical distance between home and meal sites, etc. <i>A detailed explanation of barriers is required in number 7 of the form.</i>
c. Construction	Select (c) if construction is planned and there is no alternative facility available. Verifiable paperwork detailing the planned construction must be sent to TDA. <i>A detailed explanation of why an alternative site is not available is also required in number 7 of the form.</i>
d. Other extenuating circumstances	Select (d) if there are other extenuating circumstances not provided on the form. <i>A detailed explanation of the extenuating circumstance is required in number 7 of the form.</i>
e. Cost	Financial documentation must demonstrate the cost to operate the program for one month is greater than one month of your food service's budgeted operating expenses and expected federal reimbursement. Transportation costs should not be included. Financial documentation must be emailed to TDA for review.

All supporting documents should be emailed to SNPWaivers@TexasAgriculture.gov by January 31. View www.squaremeals.org/SummerWaivers for further details on acceptable explanations.

For **reasons 6b-6e**, enter your explanation in the provided Waiver Explanation box.

7. Waiver Explanation:
Provide supporting waiver explanation in this area instead of submitting to TDA via fax or email.

If applying for a waiver, an Alternative SNP Provider must be identified and recorded in *number 8*. This should be contact information of who you contacted to discuss feeding children in your region.

Alternative SNP Provider

8. SFAs requesting waivers must work with TDA to identify potential alternative SNP providers to serve their area's children. A potential SNP Provider in your area is:

Organization Name:

Contact Name:

Phone: Ext:

Submitting Summer Mandate Intention

Summer Program Intention

5. If an SFA selects option 5a, 5b, or 5c, they will be required to submit a cost report in TX-UNPS at the end of summer identifying operating costs for running the summer program (even if their cost is \$0).

Select the SFA's program intention for school year 2019 - 2020:

- a. Summer Food Service Program (SFSP):
SFA will operate a traditional Summer Food Service Program (SFSP) as a sponsor. SFAs that declare they will provide a summer nutrition program must complete an application and be approved for participation prior to program operation.
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- c. Partnering with another organization or SFA:
SFA is arranging for the operation of a summer nutrition program by collaborating or partnering with another organization or SFA. The written agreement must be submitted to the state.
- d. Waiver for participation in a summer nutrition program:
SFA requests a waiver from the legal obligation to provide a summer nutrition program by identifying alternate providers.

Once all areas of the Texas Summer Mandate form are complete, click **Save** at the bottom of the page.

Save

Cancel

VIEW | **MODIFY** | DELETE | INTERNAL USE ONLY

Helpful Reminders

- If you change your decision about which option to pursue at a later date, you must update your Texas Summer Mandate form in TX-UNPS and submit any required documentation to TDA prior to the deadline given.
- Waiver requests must be submitted by January 31st to be considered for approval.
- Unless you request a waiver, your district's Summer Cost Report must be submitted at the end of the summer in TX-UNPS, even if your cost is \$0. This also applies even if you partnered with another organization.
- For additional information, please visit www.summerfood.org and www.squaremeals.org.