

Information Sheet

TX-UNPS School Nutrition Programs Site Application Form

Program Information

- 1D: Special Milk is a separate program from National School Lunch and School Breakfast. If Special Milk is selected it should be the only meal type selected in #1.
- To add or remove a meal type, click “Modify Program Selection”. If a meal type is selected that TDA’s records do not show as an approved meal type on the CE’s permanent agreement, a checklist item will be generated to amend the Permanent Agreement.
- In subsequent sections of the application, only sections related to the checked programs will display.
- 2 - 4 Street Address: Enter the physical location of the site.

Participation Information

- 5 - 6: If this site operated in the second preceding year, select No in question 5 and enter the lunches served during the second preceding year in question 6. A Free & Reduced % of 40% or greater qualifies the site for Severe Need Breakfast. (For school year 2012-2013, use lunch counts for July 2010 through June 2011.) Note: If you do not complete question 6, you will not receive the additional severe need reimbursement rate.
- 5 - 6: If this is a new site (i.e. the site did not operate in the second preceding year) that will be participating in both lunch and breakfast, select Yes in question 5. If the site has already established lunch 3 months of lunch numbers, enter them in question 6. If the site is brand new, you will have to revise your application after 3 months of operation in order to qualify for Severe Need Breakfast.
- 9 - 10: October 2011-2012 Enrollment and Eligibility: Enter the sites’ total enrollment and number of children approved for free and reduced as of October 2011.

Pricing Information

- 11: Select the appropriate pricing type for each meal type being served, and enter prices for paid, reduced and adult meals.
- In each of the pricing fields, enter the most frequently charged price at the site for paid meals. If multiple prices are charged, report the price charged for the majority of meals claimed. For example, if the meal prices for paid lunch are \$1.50, \$1.60 and \$1.75 and the total number of paid lunches claimed is 1,000, the CE would need to identify the number of lunches claimed at each price. In this example, if 650 were purchased at \$1.50, 200 were purchased at \$1.60 and 150 were purchased at \$1.75, the “most frequently charged price” for the site would be \$1.50 since the majority of the paid lunches claimed were charged at \$1.50.
- If non-pricing is selected for pricing type, 0’s can be entered in both the paid and reduced fields. Only enter 0 if the site is either Provision 2 or Universal Free, otherwise, there should be a price charged for meals entered in this section.

Sections A, B and C – National School Lunch Program (NSLP), School Breakfast Program (SBP) and Afterschool Care Program (ASCP)

- A1(A), B1(A), C1(A) Months of Operation: Select checkboxes to indicate which months this site will serve meals/snacks. (If not operating one of these programs in a particular month, do not select it.)
- A1(B), B1(B), C1(B) Days of Operation: Select checkboxes to indicate which days this site will serve meals/snacks. Include Saturday if there is a possibility of Saturday school where meals will be served.
- A2, B2, C2 Meal/Snack Service Times: Enter the earliest start and latest end time for meal/snack service at this site.
- C3 (Snack Only) School Day End Time: Enter the latest student release time for the site. This is used to validate that the Snack Service Times occur after the end of the normal school day.
- A3, B3 (Lunch and Breakfast Only) Offer versus serve information: Indicate if Offer versus Serve will be used for this meal type.
- A4, B4 (Lunch and Breakfast Only) Menu Planning Method (A4 and B4): These fields replace what was previously collected on the hardcopy Attachment K. This field generates a checklist item if Assisted Nutrient Standard is selected and has not been approved by TDA. Note: Beginning in School Year 2012-2013, the only allowable menu planning method for lunch is Food Based Menu Planning.
- C4 (Snack Only) Free and Reduced Enrollment %: This figure is system generated based on prior year October eligibility.
- C4A (Snack Only) Area Eligible Status: To qualify for Area Eligible status, this site must either have 50% or more children approved for free and reduced meals (value in preceding field) or the site must be in the attendance area of another site meeting the 50% criteria. Select the applicable checkbox. (If attendance area eligible based on another site is selected, a checklist item will be generated.)

Section D –Special Milk Program (SMP)

- D1 Site Type: Select the applicable site type.
- D2A Months of Operation: Select checkboxes to indicate which months this site will serve milks. (If not operating this program in a particular month, do not select it.)
- D2B Days of Operation: Select checkboxes to indicate which days this site will serve milks.
- D3 Milk Pricing: Select the applicable pricing type.
 - If pricing with free option, site can claim both free and paid milks.
 - If pricing without free option, site can claim paid milks only.
 - If non-pricing, site can claim paid milks only.