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Required Records and Due Dates

Summary of Required Records

Full and accurate records are required to serve as a basis for the reimbursement claim under the terms of the application agreement. All records must be kept for a period of **five years** to satisfy both federal and state requirements. These records must be available for audit purposes or review by the U.S. Department of Agriculture (USDA) or the state agency.

To be useful, records must be accurately kept on a current basis and routinely analyzed. Sample prototypes and instructions for preparing each required record are provided. The district is strongly encouraged to use the template forms and letters provided by TDA. The district may elect to develop other forms and letters more suitable to the individual needs of the district as long as all required information is included and collected.

Daily Records to be Completed

- The Daily Record of Participation
- The Daily Record of Income
- Food Production Records
- Accuclaim Edit Check

Monthly Records to be Completed

- Claim for Reimbursement
- Record of Program Expenditures

Once-A-Year Records to be Completed

Verification Summary Sheet	November 15
On-site Review	February 1
Verification Summary Report to TDA	March 1
Food Service Management Companies, Request for RFP due to TDA	March 15
Application for Seamless Summer Program	May 1
Summer Program Schedule A	May 1
Provision 2 Application, if applicable	May 15
Food Service Management Companies Contracts due to TDA	May 31
Provision 2 (Base Year Districts) Percentage Calculation Form	June 30
Agreement/ Application/Renewal	July 1
Schedule A	July 1

Records to be Completed When Changes Occur

Attachment A: Hearing, Reviewing, Verification Official, only if updating is needed	Prior to Approved Update
Attachment B: Collection Procedures, only if updating is needed	Prior to Approved Update
Attachment C: Media Release	Prior to Approved Update
Attachment K: Menu Planning System, only if updating is needed	Prior to Approved Update

Due Dates By Month

• July 1

The following items must be updated on the Child Nutrition Programs Information Management System (CNPIMS) prior to submitting any reimbursement claims for the upcoming school year:

- Application Agreement
- Schedule A
- Severe Need Breakfast Application (if applicable)

• August 1

All Provision 2 districts that add new campuses or re-structure grades must notify TDA in writing.

• August Through Early September

Prior to or during the first week of school, the Attachment C: Media Release must be made available to the local news media, the unemployment office and any major employers who are contemplating layoffs in the attendance area of the school.

The Notice/Letter of Predetermined Eligibility should be sent to households of directly certified students as early as possible and preferably before the distribution of applications for free and reduced-price meals. The Food and Nutrition Division provides information on directly certified students via CNPIMS by July 1, with quarterly updates provided in October, January and April.

During the first week of school, applications for free and reduced-price meal benefits and the letter to households must be provided to the parents and/or guardians of all children in attendance at the school.

Certificate of Authority must be completed if authorized representatives for the district have changed.

Collection Procedures and the selection of the district’s menu pattern option should be submitted to the state agency when there is a change.

• Start of School + 30 Days

Free and reduced-price meals may be claimed for students based on the prior year’s approved applications for a period of no longer than 30 operating days from the first day of school.

On-site monitoring of Afterschool Care Program should occur during the first four (4) weeks of program operation.

- **October**

A count of the number of applications for free and reduced-price meals should be taken on October 1 of each school year. This is the count used to determine the number of applications to be verified.

- **November**

Verification of applications must be completed by November 15 of each school year. A summary of the district's verification effort must be completed and maintained on file.

- **January**

Accuclaim on-site school reviews must be completed and on file in the district by February 1 of each school year.

A second on-site monitoring review should be scheduled and conducted for all sites operating the Afterschool Care Program.

- **March 1**

Verification Summary Report to TDA.

- **May 1**

Application for Seamless Summer Food Program.

- **May 15**

Provision 2 Applications must be postmarked to TDA by May 15.

- **May 31**

Food Service Management Company Contracts due.

- **June 30**

Provision 2 (Base Year) % Calculation Form.

On-site monitoring of the Summer Food Program should occur during the first three weeks of program operation.

Reimbursement Claims

School meal counts, by category, are submitted to the district on a daily, weekly, or monthly basis. The particular recording method used must ensure that correct counts by category are reported

in a way that can be easily read, edited, and consolidated into an accurate monthly claim for reimbursement. The counts from all schools are combined to generate a monthly claim for reimbursement. This is called consolidating the claim. After the claims are consolidated, they are submitted by the district to the state office. The state office is responsible for paying the federal reimbursement for the reimbursable meals claimed as served by category during the claiming period. The reimbursement claim submitted electronically via CNPIMS should be received by the state agency on or before the 10th of each month but no later than 60 days following the completion of the claim month. By filing the basic claim within 10 operating days after the last day of the claim month, the likelihood of receiving the reimbursement promptly is greater. Accuclaim errors are generated on basic claims when the number of free or reduced lunches served exceeds the attendance factor for that district. When an Accuclaim error is displayed on the basic claim, a letter or e-mail will be sent to the district/charter requesting an explanation for the excessive free and/or reduced lunches.

Month	Last Day for Submission
January	April 1 (Leap Year—March 31)
February	April 29
March	May 30
April	June 29
May	July 30
June	August 29
July	September 29
August	October 30
September	November 29
October	December 30
November	January 29
December	March 1 (Leap Year—February 29)

Reimbursement Claim Procedure

Federal regulations governing the National School Lunch and Breakfast Programs require that claims for reimbursement be submitted to the state office within a 60-day time limit. This means claims for reimbursement submitted electronically via CNPIMS must be received by the Food and Nutrition Division no later than 60 days following the last day of the month covered by the claim. The 60-day time limit is applicable to all 12 months of the year, so be sure that any claims for the summer months are submitted within the 60-day time limit.

Upward Claim Adjustments

Upward revisions of previously submitted claims must be made within the 60-day time limit (60 days following the last day of the month covered by the claim). Upward revisions that are not received within the 60-day time limit are not eligible for reimbursement through CNPIMS. If an upward adjustment is discovered after 60 days, contact the state office at (888) TEX-KIDS for instructions.

Downward Claim Adjustments

Downward adjustments may be made at any time during the school year but not earlier than the most recent October. Adjustments must be made to the correct month for which the change occurs (i.e., if a change occurred in the month of October, the change in the claim must be made to the October claim). Revised reimbursement claims should be submitted electronically via CNPIMS or contact the state office at (888) TEX-KIDS for further instructions.

Overclaims and Refunds

When an overclaim of Child Nutrition Program funds is discovered by the district, please submit a revised reimbursement claim electronically via CNPIMS or contact the state office for further instructions. When an overclaim of Child Nutrition Program funds is discovered during the course of an administrative review, follow directions given by the Food and Nutrition Division. The adjustment will be deducted from a future monthly reimbursement claim by the state office.

Important Point

Do not send unsolicited refund checks to the TDA state office.

CNPIMS Phone Number

If you encounter problems while working on CNPIMS, contact the state office at (888) TEX-KIDS or call your ESC Child Nutrition Programs Specialist.

List of Forms and Required Records

An underlined item must be completed daily, monthly, or annually to participate in any program. Other forms listed may be required daily, monthly, or annually if a district has implemented additional program features, such as Severe Need Breakfast funding, Afterschool Care Program, etc.

Forms	Section Name (Number)
Afterschool Care Program Monitoring Checklist	Afterschool Care Program (10)
<u>Alternate Method 1 Worksheet</u> (if applies)	Verification (6)
<u>Alternate Method 2 Worksheet, if applies</u>	Verification (6)
Amending the Policy Statement	Application/ Agreement (2)
Amendment to Policy Statement for Free and Reduced-Price Meals	Application/ Agreement (2)
Attachment A-Designation of Hearing, Reviewing, & Verifying Official	Application/ Agreement (2)
Attachment B-Meal Count/ Collection Procedures	Application/ Agreement (2)
Attachment C-Media Release for Free and Reduced-Price Meals	Application/ Agreement (2)
Attachment K-Menu Planning System	Application/ Agreement (2)
Certificate of Authority/ Request for CNPIMS Access	Application/ Agreement (2)
<u>Certification Regarding Debarment and Suspension</u> (if applies)	Procurement (17)
<u>Certification Regarding Lobbying</u> (if applies)	Procurement (17)
<u>Counting and Claiming On-site School Review</u> (if applies)	Counting & Claiming (7)
CRE On-site Monitoring Checklist	CRE (23)
<u>Daily Participation Record</u>	Counting and Claiming (7)
<u>Daily Record of Income</u>	Finance (14)
<u>Disclosure of Lobbying Activities</u> (if applies)	Procurement (17)
Discrimination Complaint Form	Civil Rights (19)
<u>District Verification Summary Worksheet</u>	Verification (6)
Eating and Feeding Evaluation: Children With Special Needs	Special Needs (13)
<u>Exclusive Beverage Contract Documentation</u> (if applies)	Competitive Foods (20)
<u>Food Production Records</u>	School Lunch/ Breakfast (8/9)
Letter Households May Have Employer Complete	Verification (6)
Letter Household May Have Food Stamp/ TANF Office Complete	Verification (6)
Letter Households May Have Social Security Office Complete	Verification (6)
Letter of Adverse Action for Food Stamp/ TANF Households	Verification (6)
Letter of Verification Results and Adverse Action	Verification (6)
Letter to Household of Approval/ Denial of Benefits	Eligibility (4)
Letter to Households of Selection for Verification	Verification (6)
Letter to the Food Stamp/ TANF Office	Verification (6)
<u>Media Release for Free and Reduced-Price Meals</u>	Application/ Agreement (2)
Notification of Continuation of Benefits as a Result of Verification	Verification (6)
Notification of Predetermined Eligibility (DC)	Eligibility (4)
Notification of Predetermined Eligibility (Head Start)	Eligibility (4)
Notification of Predetermined Eligibility (Migrant)	Eligibility (4)
Plan or Reducing Excessive Operating Balance	Finance (14)
<u>Product Analysis Form (may not be required)</u>	School Lunch (9)
Product Analysis Information to Provide for Grains/ Breads Product	School Lunch (9)
<u>Record of Program Expenditures</u>	Finance (14)
Request for CNP Application/ Agreement Package	Application/ Agreement (2)
School Meals Initiative	SMI (24)
School Selection Worksheet	CRE (23)
Severe Need Breakfast Application	Breakfast (8)
<u>Student Parent Involvement Report</u>	Other Operational Issues (19)
Summer Program On-Site Monitoring Form	Summer Feeding (12)
Temperature Recording Chart	USDA-Donated Foods (21)
<u>Verification Form-Food Stamp/ TANF Recipients</u>	Verification (6)
Verification Information for Free and Reduced-Price Meals	Verification (6)
<u>Verification Record</u>	Verification (6)