



SUMMER FOOD SERVICE PROGRAM

TEXAS POLICY

In Texas, organizations contracting directly with the Texas Department of Agriculture (TDA) to operate nutrition programs federally funded through the United States Department of Agriculture (USDA) are called Contracting Entities, or CEs. The Summer Food Service Program (SFSP) is a federally funded nutrition program and, as such, sponsors are considered CEs. CEs operating the Seamless Summer Option (SSO) should reference the Administrator's Reference Manual (ARM) Section 12, Seamless Summer Option, for guidance.

Each year, the USDA publishes the SFSP Administrative Guidance for Sponsors (AGS) which provides federal policy, program guidance and information for all CEs that participate or plan to participate in SFSP. TDA occasionally issues a Texas Policy that supplements federal policy found in the AGS.

Records Retention in SFSP

Federal regulations require CEs to maintain and retain all records pertaining to the SFSP for a minimum period of three years after the end of the fiscal year for which they pertain, or longer if there is an unresolved audit, audit finding(s), or litigation. If there is an unresolved audit, audit finding(s), or litigation, a CE must retain records until all issues are resolved. Records must be made available at a reasonable time and place upon request by TDA, or other State, Federal, or other authorized officials, for administrative review.

Records Retention Policies for Other Administering Agencies

While all CEs must adhere to SFSP record-keeping requirements, CEs should follow the records retention policies of their administering agency, if they are *more restrictive* than the SFSP.

Independent School Districts and Charter Schools should, for example, follow the record retention policies outlined by the Texas Education Agency (TEA). Schools administered by TEA are required to retain records for a period longer than three years. Other agencies, such as the Department of Defense and some Indian Tribal Organizations may have more restrictive record-keeping requirements than the SFSP as well.