



Emergency Operational Cost Reimbursement Program Site Group Confirmation Unaffiliated CACFP Centers



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711
Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)

This product was funded by USDA.
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Food and Nutrition Division
Nutrition Assistance Programs



Updated 5/20/2021
www.SquareMeals.org

Overview: COVID-19 Emergency Operating Costs

Consolidated Appropriations Act, 2021
(Sec 722)

Purpose: To provide additional funding for Child Nutrition Program operators whose revenues decreased or were interrupted during the early days of the public health emergency.

More information is at
<http://squaremeals.org/eoc>



Payment Formula Overview



- 55% of the difference between reimbursements from the months of **April, May, and June** 2020, and the same months in 2019, and
- For **March** 2020 calculations, the payment is half of 55% of the difference between March 2020 and March 2019
- **Calculations are made on per month basis.**

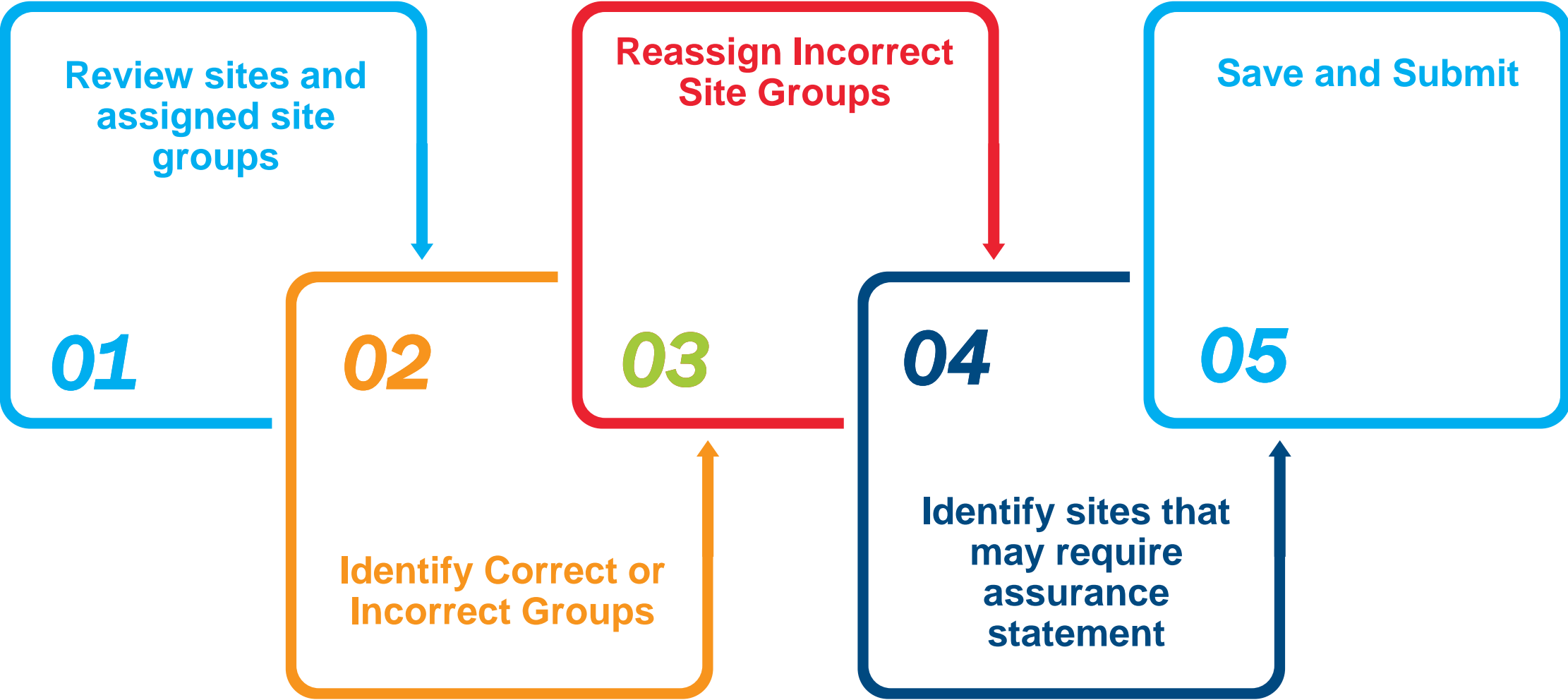
TDA wants to provide Emergency Operational Cost reimbursements for lost revenue as accurately as possible.

To do this, unaffiliated centers with different TDA-assigned Site IDs operating as the same physical site need to be grouped together and considered as one site.

The Excel file you will receive allows you to confirm or correct the site groups we have listed for your organization.

This training is an overview of the instructions that are also on that file.

Overview



Definitions

Site ID

- The 4-digit site identification number TDA has assigned in TX-UNPS to each site under your sponsorship.
- Only unaffiliated sites are listed on this spreadsheet. EOC reimbursement for affiliated sites will be calculated separately.

Site Group ID

- Assigned to every site TDA believes is the same site.
- Based on the Site ID for the non-CV version of the site. All sites with the same Site Group ID will be considered one Site Group.

Site Group

- A collection of one or more sites that are considered individual sites in TXUNPS but are really the same physical site.
- Revenue for all sites within a Site Group will be considered as one site for Emergency Operational Cost calculations.

Definitions, continued

Current Participation

- By USDA definition, current participation is demonstrated by a site or site group submitting at least one valid meal reimbursement for claim month September 2020 through present.
- All sites with the same Site Group ID will be considered one Site Group.
- If a site or site group has not submitted for reimbursement during this period but plans to operate at a later date, an assurance statement will be required for Emergency Operational Cost reimbursement.
- **This spreadsheet is NOT the assurance statement.** An assurance statement is a separate submission needed for any currently closed site that plans to reopen in order to received EOC reimbursement.

Use these columns to determine whether sites have been assigned the correct Site Group ID.

The **Site Group ID** is the **Site ID** for the non-CV version of a site. All Site Group IDs should represent the same physical site as its non-CV version. The Site Group ID has been assigned based on Site Name and Site Street Address. **Please make sure TDA has assigned the correct Site Group ID to each site.**

Identify any Site Group IDs that need to be corrected

Does the **Site Group ID** for this site correctly match the **Site ID** for the non-CV version of the site?

Correct Site Group ID if Needed

Enter the correct Site Group ID in this column or leave as-is if correct. Site Group IDs that you indicated were NOT correct in column J should turn red.

If the program response

Site Name

Site Street Address From Most Recent Site Application

Site ID

Site Group ID

Is Site Group ID Assignment Correct? (Y or N)

Correct Site Group ID

(Y, N)

3	ALL ABOUT ME CHILD CARE CENTER	10017 MONTANA EL PASO TX 79925	1004	1004		1004
4	BEEZY BEES DAYCARE AND LEARNING CTR	"865 N. RESLER, STE. 1" EL PASO TX 79912	1009	1009		1009
5	EL PASO LITTLE SMILES DAY CARE LLC	723 N. CAROLINA EL PASO TX 79915	1014	1014		1014
6	EL PASO SUPER KIDS LEARNING	7018 ORIZABA EL PASO TX 79912	1015	1015		1015
7	GOLDEN CHILD DAYCARE AND LEARNING CTR	10005 ALAMEDA SUITE E SOCORRO TX 79927	1018	1018		1018
8	GRAMMIES DAYCARE AND LEARNING CENTER	8030 Artcraft Rd. El Paso TX 79932	1019	1019		1019
9	GRAMMIES DAYCARE LEARNING CENTER	634 SUNLAND PARK DR. EL PASO TX 79912	1020	1019		1019
10	CVHD Grammies Daycare and Learning Center West	634 Sunland Park Dr. El Paso TX 79912	2111	1019		1019
11	CVHD Grammies Daycare and Learning Center At- Risk West	634 Sunland Park Dr. El Paso TX 79912	2113	1019		1019
12	HOLY SPIRIT OF HOPE CHRISTIAN DAY CARE & PRESCHOOL	7728 Alameda Ave. El Paso TX 79915	1021	1021		1021
13	KAILAHS RISING STARS DAY CARE & LEARNING CENTER	2520 FORT BLVD EL PASO TX 79930	1022	1022		1022
14	LITTLE MONSTERS LEARNING CENTER	11245 Rojas Dr. El Paso TX 79935	1038	1038		1038
15	CVGG Little Monsters Learning Center	11245 Rojas El Paso TX 79935	2088	1038		1038
16	CVGG AR Little Monsters Learning Center	11245 Rojas Dr. El Paso TX 79935	2096	1038		1038

TDA thinks these sites are the same site and has given them the same Site Group ID. The **Site Group ID** is the **Site ID** for the nonCV version of the site – Site ID 1019 for Grammies and Site ID 1038 for Little Monsters.

1. Review sites and assigned site groups

2. Identify correct and incorrect site groups

Use these columns to determine whether sites have been assigned the correct Site Group ID.
 The **Site Group ID** is the **Site ID** for the non-CV version of a site. All Site Group IDs should represent the same physical site as its non-CV version. The Site Group ID has been assigned based on Site Name and Site Street Address. **Please make sure TDA has assigned the correct Site Group ID to each site.**

Site Name	Site Street Address From Most Recent Site Application	Site ID	Site Group ID	Is Site Group ID Assignment Correct? (Y, N, or N/A)	Correct Site Group ID
ALL ABOUT ME CHILD CARE CENTER	10017 MONTANA EL PASO TX 79925	1004	1004		1004
BEEZY BEES DAYCARE AND LEARNING CTR	"865 N. RESLER, STE. 1" EL PASO TX 79912	1009	1009		1009
EL PASO LITTLE SMILES DAY CARE LLC	723 N. CAROLINA EL PASO TX 79915	1014	1014		1014
EL PASO SUPER KIDS LEARNING	7018 ORIZABA EL PASO TX 79912	1015	1015		1015
GOLDEN CHILD DAYCARE AND LEARNING CTR	10005 ALAMEDA SUITE E SOCORRO TX 79927	1018	1018		1018
GRAMMIES DAYCARE AND LEARNING CENTER	8030 Artcraft Rd. El Paso TX 79932	1019	1019		1019
GRAMMIES DAYCARE LEARNING CENTER	634 SUNLAND PARK DR. EL PASO TX 79912	1020	1019		1019
CVHD Grammies Daycare and Learning Center West	634 Sunland Park Dr. El Paso TX 79912	2111	1019		1019
CVHD Grammies Daycare and Learning Center At- Risk West	634 Sunland Park Dr. El Paso TX 79912	2113	1019		1019
HOLY SPIRIT OF HOPE CHRISTIAN DAY CARE & PRESCHOOL	7728 Alameda Ave. El Paso TX 79915	1021	1021		1021
KAILAHS RISING STARS DAY CARE & LEARNING CENTER	2520 FORT BLVD EL PASO TX 79930	1022	1022		1022
LITTLE MONSTERS LEARNING CENTER	11245 Rojas Dr. El Paso TX 79935	1038	1038		1038
CVGG Little Monsters Learning Center	11245 Rojas El Paso TX 79935	2088	1038		1038
CVGG AR Little Monsters Learning Center	11245 Rojas Dr. El Paso TX 79935	2096	1038		1038

Identify any Site Group IDs that need to be corrected
 Does the **Site Group ID** for this site correctly match the **Site ID** for the non-CV version of the site? If the site has no other sites in their group, enter N/A.

Correct Site Group ID if Needed
 Enter the correct Site Group ID in this column or leave as-is if correct. Site Group IDs that you indicated were NOT correct in column J should turn red.

Site Group ID 1019 in column I are not the same sites. Enter "N" in column J for these sites and the Correct Site Group ID in column K will turn red.

Site Group ID 1038 in column I are the same sites, so enter "Y" in column J for these sites.

Use these columns to determine whether sites have been assigned the correct Site Group ID.

The **Site Group ID** is the **Site ID** for the non-CV version of a site. All Site Group IDs should represent the same physical site as its non-CV version. The Site Group ID has been assigned based on Site Name and Site Street Address. **Please make sure TDA has assigned the correct Site Group ID to each site.**

Identify any Site Group IDs that need to be corrected

Does the **Site Group ID** for this site correctly match the **Site ID** for the non-CV version of the site? If the site has no other sites in their group, enter N/A.

Correct Site Group ID if Needed

Enter the correct Site Group ID in this column or leave as-is if correct. Site Group IDs that you indicated were NOT correct in column J should turn red.

Site Name	Site Street Address From Most Recent Site Application	Site ID	Site Group ID	Is Site Group ID Assignment Correct? (Y, N, or N/A)	Correct Site Group ID
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Correct Site Group ID:
If the Site Group ID is assigned correctly, do nothing.

If a site is NOT the same physical site as the Site ID listed in column G, type in the correct Site Group ID.

ALL ABOUT ME CHILD CARE CEN	ASO TX 79925	1004	1004	N/A	1004
BEEZY BEES DAYCARE AND LEAR	" EL PASO TX 79912	1009	1009	N/A	1009
EL PASO LITTLE SMILES DAY CAR	ASO TX 79915	1014	1014	N/A	1014
EL PASO SUPER KIDS LEARNING	D TX 79912	1015	1015	N/A	1015
GOLDEN CHILD DAYCARE AND LEARNING CTR	10005 ALAMEDA SUITE E SOCORRO TX 79927	1018	1018	N/A	1018
GRAMMIES DAYCARE AND LEARNING CENTER	8030 Artcraft Rd. El Paso TX 79932	1019	1019	N/A	1019
GRAMMIES DAYCARE LEARNING CENTER	634 SUNLAND PARK DR. EL PASO TX 79912	1020	1019	N	1019
CVHD Grammies Daycare and Learning Center West	634 Sunland Park Dr. El Paso TX 79912	2111	1019	N	1019
CVHD Grammies Daycare and Learning Center At- Risk West	634 Sunland Park Dr. El Paso TX 79912	2113	1019	N	1019
HOLY SPIRIT OF HOPE CHRISTIAN DAY CARE & PRESCHOOL	7728 Alameda Ave. El Paso TX 79915	1021			1021
KAILAHS RISING STARS DAY CARE & LEARNING CENTER	2520 FORT BLVD EL PASO TX 79930	1022			1022
LITTLE MONSTERS LEARNING CENTER	11245 Rojas Dr. El Paso TX 79935	1038			1038
CVGG Little Monsters Learning Center	11245 Rojas El Paso TX 79935	2088			1038
CVGG AR Little Monsters Learning Center	11245 Rojas Dr. El Paso TX 79935	2096			1038

Site ID 1019 is not the same physical site as Site IDs 1020, 2111, and 2113. Sites IDs 1020, 211, and 2113 are the same site.

Type "1020" in column K to correct the Site Group ID for sites 1020, 2111, and 2113 because Site ID 1020 is the nonCV version of sites 2111 and 2113.

3. Reassign incorrect site groups

4. Identify sites that may require an assurance statement

K	L	M	N	O
Correct Site Group ID if Needed Enter the correct Site Group ID in this column or leave as-is if correct. Site Group IDs that you indicated were NOT correct in column J should turn red.	Closed Sites Returning If the site is not currently operating , is it planning to reopen? If "Y" is entered, TDA will request an assurance statement.	Comments If there is anything you want TDA to know about this site as it relates to the Emergency Operational Costs reimbursement, please include it here.	Site Group ID Quality Check Did sites with "N" in column J get the Site Group ID corrected in column K?	
Correct Site Group ID	Closed Site Returning (Y, N, or blank if currently not closed)	Comments (Optional)	Original Group Site ID Assignment	Was the Site Group ID Corrected?
			1004	
			1009	
			1014	
			1015	
			1018	
			1019	
			1019	Corrected
			1019	Corrected
			1019	Corrected
			1021	
1022			1022	
1038			1038	
1038			1038	
1038			1038	

Column L is for sites that have not submitted claims for Program Year 2020-2021 and/or are currently closed.

Enter "Y" if the site plans to reopen later this program year or in Program Year 2021-2022 or "N" if they are permanently closed.

"Corrected" will appear if changes were made to Site Group ID.

You can use this to make sure you corrected all incorrect Site Group IDs.

5. Save a copy for your records – Submit to TDA

Save a copy of the completed spreadsheet for your records.

Email the completed spreadsheet to EOC@TexasAgriculture.gov **even if there are no corrections needed.**

If there are unaffiliated sites that you believe should be included for EOC reimbursement, let us know when you email your completed spreadsheet.

Questions can be directed to EOC@TexasAgriculture.gov

What happens next?

1. By Monday, May 24, you will receive an email with your organization's Site Group Confirmation spreadsheet.
 - *Subject line: Action Needed: CACFP Emergency Operational Costs Reimbursement Program*
2. Complete the spreadsheet and **email to TDA by Friday, June 4, 2021.**
3. Once received, TDA will review any corrections and adjust the calculations accordingly.

More information is at <http://squaremeals.org/eoc>

Questions?

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

fax: (202) 690-7442; or email: program.intake@usda.gov.

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