

# TX-UNPS Guidance

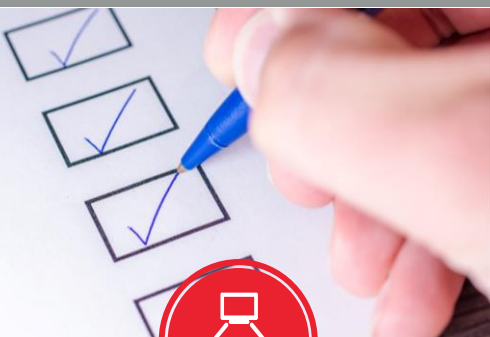
## SFSP and SSO

### SITE APPLICATIONS

## BACKGROUND

To ensure that parents and children can find information about nearby SFSP and SSO meal sites and to safeguard the accuracy of records used for federal reporting and compliance reviews, it is critical that all Contracting Entities (CEs) review site applications in TX-UNPS to ensure they accurately reflect how children and parents can access meals.

Reminder! This document does not negate federal meal program requirements in effect. CEs that wish to utilize regulatory flexibility issued by USDA must complete all applicable intake forms listed on [Squaremeals.org](https://www.squaremeals.org).



**Review all site applications in TX-UNPS for accuracy**



### Common site information that should be double checked includes:

- **closed enrolled** vs **open sites**
- properly identifying any **new** sites using the **CVGG** or **CVHD** naming convention.

## DEFINITIONS

### Open and Closed Sites

Generally, **closed enrolled** locations are those that target and enroll a specific population of low-income children and provide those children meals.

**Open sites** are those sites that are open to any child in the community to receive a meal.

## SITE NAMING CONVENTIONS

**All sites serving during COVID-19 should list the site name as CVHD or CVGG.**

**CVHD** (COVID household delivery) are sites serving during COVID-19 that are delivering meals to **individual children household**.

**CVGG** (COVID Grab & Go) are sites serving during COVID-19 that are providing meals on a grab and go basis to individuals at a specific location.



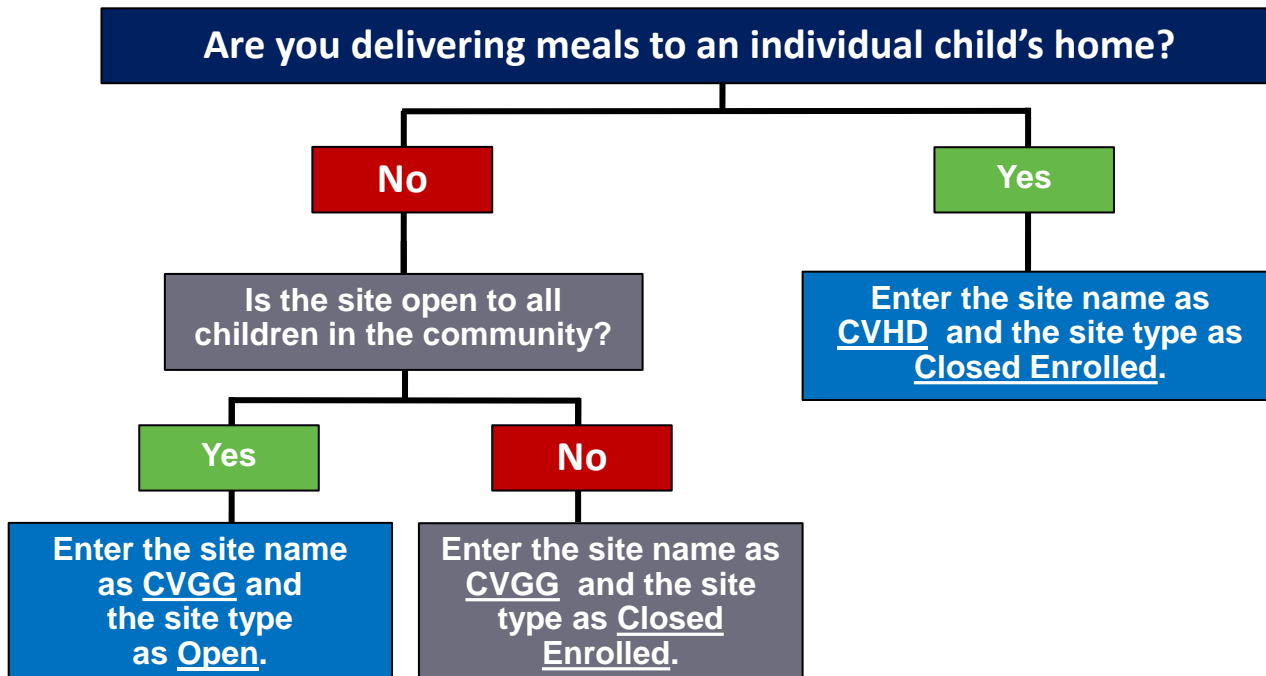


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## SFSP and SSO

### SITE APPLICATIONS

The flow chart below can help you identify how to enter sites correctly in TX-UNPS.



## TIPS

### Mobile Sites

Mobile routes allow CEs to make several stops along a predetermined route to allow children to pick up meals and return to their residence.

CEs can list mobile sites as one individual site by listing the first meal drop off address **OR** list each meal drop off location as a separate site in TX-UNPS.

### Meal Mapper

Many parents and student rely on the meal mapper to find nearby sites that are serving meals. The meal mapper will display any open site that is serving meals.

CEs should ensure site applications accurately list the site name and serving times.

### Household Delivery

Home delivered meals require written consent from the household allowing the meal delivery prior to meal service starting.

Sites using household delivery should list the meal preparation location as the site address in TX-UNPS.

