

# SFSP and SSO Sponsors: Required Recording Keeping in TX-UNPS

## Required Sponsor Action

### SFSP and SSO Sponsors: Manage All Non-CV Sites in TX-UNPS

1. All SFSP and SSO sponsors that expect to operate non-CV sites this summer (meaning the site will operate without any USDA CV flexibilities) must email [SFSP.Bop@TexasAgriculture.gov](mailto:SFSP.Bop@TexasAgriculture.gov) with the site name and ID to attest that the site will operate this summer.

All non-CV sites in TX-UNPS that have not been received by TDA by **May 22, 2019** will be **CLOSED** in TX-UNPS by TDA.

This process will ensure that TX-UNPS records are accurate and all operating summer sites can be identified.

### SFSP and SSO Sponsors: Update Meal Sites to Confirm Serving Dates

2. All CEs should review the site operation dates in TX-UNPS and ensure they are accurate. Sponsors may operate summer sites through the date school is expected to return this Fall. Failure to update site operation dates may affect claiming.

### SFSP Sponsors: Update Budget

3. All CEs should review, and as applicable, revise their CE budget to ensure it is accurate and reflects planned operations. Failure to update the budget may result in Administrative Review findings.



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)



Food and Nutrition Division  
COVID-19

This product was funded by USDA.  
This institution is an equal opportunity provider.



Updated 06/2020  
[www.SquareMeals.org](http://www.SquareMeals.org)

# Frequently Asked Questions

## SFSP Sponsors: Complete the Required Health Department Letter

4. All CEs should ensure they notify their local Health Department of planned summer meal operations and submit applicable documentation to TDA.

### 1. I want to continue to operate sites using CV flexibilities. What should I do?

a) Review the CV sites currently in TX-UNPS and ensure the site operation dates are accurate.

### 2. I am currently operating SSO but want to switch to SFSP. What steps do I need to take?

a) Begin completing the SFSP CE site application. Once your SFSP application is approved you may operate via SFSP. Once approved for SFSP, close SSO sites in TX-UNPS.

### 3. I operate a summer meals site that wants to use CV flexibilities to serve grab-n-go meals to the general public but serve congregate meals to a subset of the population. Is that allowed?

a) This is possible, but you must ensure that the same population is not served twice. TDA will ask you for additional support documentation to ensure a process is in place to ensure that duplicate meals are not served. To enter the site in TX-UNPS, you will enter two sites: one with the CVGG designation, the other without a CV designation.

### 4. I plan to operate summer sites without any CV Flexibilities (meaning congregate meals will be served, the complete meal pattern will be provided, and meal times will occur within standard times). How do I do that?

a) You may enter sites in TX-UNPS without the CV designation to operate a 'traditional' summer site.

### 5. I forgot to email TDA to let them know I am operating a non-CV site by the deadline and now the site has been closed in TX-UNPS. What do I do?

a) Email [SFSP.Bops@TexasAgriculture.gov](mailto:SFSP.Bops@TexasAgriculture.gov) and request the site be reopened. Please note, this may take a few business days to complete and may result in delayed claim processing.