



# Policy Update

**School Call: June 28, 2023**

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TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

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# New Releases

## 2023-2024 Application for Free and Reduced-Price School Meals

Complete one application per household. Please use a pen (not a pencil).

Return to:  Contracting Entity (CE) Name  
 or Apply Online:  CE Mailing Address  
 CE Website

**STEP 1** List ALL Household Members who are infants, children, and students up to and including grade 12  
*If more spaces are needed, use the Additional Names section on the back.*

Definition of **Household Member**: "Anyone who is living with you and shares income and expenses, even if not related."  
 Children in **Foster Care, Head Start**, and children who meet the definition of **Homeless, Migrant, or Runaway** are eligible for free meals. Read the directions for more information.

Child's First Name	MI	Child's Last Name	Student?		Grade	Check any that apply		
			Yes	No		Head Start	Foster Child	Homeless, Migrant, Runaway
			<input type="radio"/>	<input type="radio"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="radio"/>	<input type="radio"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="radio"/>	<input type="radio"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="radio"/>	<input type="radio"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**STEP 2** Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDIPIR  
 If NO → Go to STEP 3    If YES → Write the Eligibility Determination Group (EDG, n/a for FDIPIR) number here, then go to STEP 4 (do not complete STEP 3).    EDG Number

**STEP 3** Report Income for ALL Household Members (Skip this step if you answered 'YES' to STEP 2)

A. Last four digits of Social Security Number (SSN) of an Adult Household Member    XXX- XX-     Check if no SSN   
 B. Income for Adult Household Members (including yourself)

List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. Report the frequency by income type: W=Weekly, E=Every 2 Weeks, T=Twice per Month, M=Monthly, A=Annually. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report. *If more spaces are needed, use the Additional Names section on the back.*

Name of Adult Household Members (First & Last)	Work Earnings	Frequency					Public Assistance/ Child Support/Alimony	Frequency					Pensions/Retirement/ Social Security/SSI/ VA Benefits/All Other	Frequency				
		W	E	T	M	A		W	E	T	M	A		W	E	T	M	A
	\$ <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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C. Income for Children in the Household  
 Sometimes children in the household earn or receive income. Please include the TOTAL income received by all Child Household Members listed in STEP 1 here. *If applicable, include income from additional children listed on back. Income frequency conversion key provided on back.*  
 Total Child Income    W    E    T    M    A        D. Total Household Members (Children & Adults)

**STEP 4** Contact information and adult signature.

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Street address (if available)    Apt #    City    State    Zip code    Daytime phone and email (optional)

Printed name of adult signing the form    Signature of adult    Today's date    June 12, 2023

- 2023-2024 Applications for Free and Reduced-Price School Meals
- 2023-2024 Application Letter to Household
- 2023-2024 Application Directions



# New Releases

Programs > National School Lunch Program > Administration/Forms

## Administration and Forms for NSLP

Administration/Forms

Back to Student Meal Rates

CFDA/FAIN Numbers

Compliance
 

- Financial Report

Disaster Resources

Eligibility and Verification

Equipment Grant
 

- Application

Food Service Management Companies

Food Waste

Funding Opportunities

Latest News

Local Wellness Policy Requirements

### TX-UNPS


NSLP participants submit applications and file claims through the Texas Unified Nutrition Programs System: [TX-UNPS](#). If you are unable to use an Internet-based application such as TX-UNPS, please contact TDA.

[School Meal Applications for NSLP Operators in 2022-2023](#)

[Administrator's Reference Manual \(ARM\) Update](#)

### School Nutrition Program Forms

Application  [Search](#) [Reset Search](#)

Form Name	Form Number	Form Download	Form Download (Alternative Format)	Instructions Download	Program Name
2023-2024 Application Letter to Household for Free and Reduced-Price School Meals					School Nutrition Program Forms

Coming soon!

- Eligibility Letters
- Media Releases

<https://squaremeals.org/Programs/National-School-Lunch-Program/Eligibility-and-Verification/Household-Applications>



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Programs > National School Lunch Program > Policy/ARM

## Policy and ARM for NSLP

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Latest News

Local Wellness Policy Requirements

Meal Appeal

Meal Pattern Support

MENU Module

National School Lunch Week

New Applicants

Newsletter

Policy/ARM

Program Year Calendar

**Policy Updates and News**

**Administrator's Reference Manual (ARM) Update**

NSLP Handbook: Administrator's Reference Manual

Search

Publication Name	Download	About	Program Name
Complete ARM			NSLP Handbook: Administrator's Reference Manual
Section 01. Program Overview			NSLP Handbook: Administrator's Reference Manual
Section 02. Program Application & Agreement			NSLP Handbook: Administrator's Reference Manual
Section 02a. Meal Pattern Certification			NSLP Handbook: Administrator's Reference Manual
Section 03. Civil Rights & Confidentiality			NSLP Handbook: Administrator's Reference Manual
Section 04. Eligibility Determination			NSLP Handbook: Administrator's Reference Manual
Section 05. Special Provision Options			NSLP Handbook: Administrator's Reference Manual
Section 06. Verification of Eligibility			NSLP Handbook: Administrator's Reference Manual
Section 07. Breakfast Meals			NSLP Handbook: Administrator's Reference Manual

## Administrator's Reference Manual (ARM)

May 19, 2023

- Update Guides in each section.
- New guidance highlighted yellow.
- **NEW!** Definitions Section
- **NEW!** Contact Information

<https://squaremeals.org/Programs/National-School-Lunch-Program/Policy-ARM>



# Reminders

## **Paid Lunch Equity (PLE)**

- Required for CEs with negative fund balance on June 30, 2022
- USDA released PLE Tool for SY 23-24
- ARM Section 19, Meal Pricing

## **Local Wellness Policy (LWP) Triennial Assessment**

- Complete by June 30
- No USDA extension this SY
- ARM Section 29, Local Wellness Policy





# Reminders

## Universal Free Lunch

- Must use nonfederal funds
- Cannot use revenue from nonprogram foods
- ARM Section 19, Meal Pricing and Section 20, Counting and Claiming

### ARM Section 19, page 31:

#### Unallowable Funding

The following cannot be counted as nonfederal contributions:

- Any federally sourced payment, including additional per-meal reimbursements,<sup>36</sup> providing specifically to support free and reduced-price meals.
- Any revenue from concession stands or other onsite income generating activities if the revenue or income flows through the nonprofit school food service account even if the SNP only gets a portion of the revenue or income<sup>37</sup>
- Revenue from foods sold in competition with reimbursable meals—i.e., competitive foods.
- Any in-kind contributions which includes the following:
  - Janitorial services that were previously provided at no cost to the SNP
  - Prorated share for the salaries of teacher or office staff that serve as cafeteria monitors
  - Supplies, such as office equipment, that were previously provided at no cost to the SNP
  - Prorated share for utilities that were previously paid by the SNP



# End of COVID-19 Flexibilities

Ending June 30:

- Offsite monitoring
- Fiscal action flexibility for supply chain disruptions
- Keep Kids Fed Act (KKFA) higher reimbursements
- Non-congregate waivers in the event of a COVID outbreak.

<https://squaremeals.org/Programs/National-School-Lunch-Program/Policy-ARM>



CHILD NUTRITION

NATIONAL SCHOOL LUNCH PROGRAM

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

**1. mail:**

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

**2. fax:**

(833) 256-1665 or (202) 690-7442; or

**3. email:**

[program.intake@usda.gov](mailto:program.intake@usda.gov)

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Food and Nutrition Division  
National School Lunch Program



Updated 7/3/2023  
[www.SquareMeals.org](http://www.SquareMeals.org)