



F&N Monthly School Call

2/22/2023

School Operations

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TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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Food and Nutrition Division
Nutrition Assistance Programs



Updated 2/27/2023
www.SquareMeals.org

01

Community Eligibility Program Report



Community Eligibility Provision (CEP)

What is it?

Section 104(a) of the Healthy, Hunger Free Kids Act of 2010 amended the Richard B. Russell National School Lunch Act to provide an alternative to household eligibility applications for free and reduced-price meals in high poverty CEs or schools

- ❑ Nationwide availability to offer CEP to CEs operating the National School Lunch (NSLP) and/or School Breakfast Program (SBP) began in SY 2014-15.
- ❑ A CE may participate in CEP **for some or all schools** in the Contracting Entity (CE) depending on the eligibility of individual schools and financial considerations based on the anticipated level of Federal reimbursement and other non-Federal support that may be available to cover any meal costs in excess of the Federal reimbursement.

CEP Report – General Information

Why is this report required?

Federal Regulations

- Publication and Notification Requirements
 - USDA Required Reporting
- Annually, CEs must provide current year school-level eligibility data to TDA, unless exempt
 - Annually, TDA must notify SFAs of their eligibility for CEP and provide procedures for election
 - Annually, TDA must post eligible and potentially eligible sites on the SquareMeals website
 - Annually, TDA must report statewide direct certification data to USDA
 - Annually, TDA uses CEP data to determine Summer Food Service Program (SFSP) Eligibility

CEP Report – General Information

Who must report and when is it due?

Required report for all School Food Authorities (SFAs) operating the National School Lunch Program and/or the School Breakfast Program. This includes CEs operating CEP, Provision 2 and standard counting and claiming sites.

RCCIs are exempt from reporting.

- Annually, between March 1 and March 20
- CEs must report eligibility and enrollment that is reflective of April 1
- The report is due in TX-UNPS annually by March 20

CEP Report - General Information

What must be reported?

- ★ Number of enrolled Identified Students (IS) **per site**
- ★ Enrollment confirmed on the day that the number of identified students is determined **per site**

Definitions

- Identified Students* – Children who are certified for **free** school meals without the use of a household application
- Enrollment* – Number of students who are enrolled in and attending schools who have access to at least one meal service daily

Identified Student Data

Two sources of Identified Student Data

There are two ways a student may be classified as categorically eligible for meal benefits:

- ❑ Through participation in Assistance Programs SNAP, TANF, Medicaid, FDPIR
 - Matched at the state level

- ❑ Through *Other Source Categorically Eligible* status
 - Identified on lists provided by local authorized individuals/liaisons

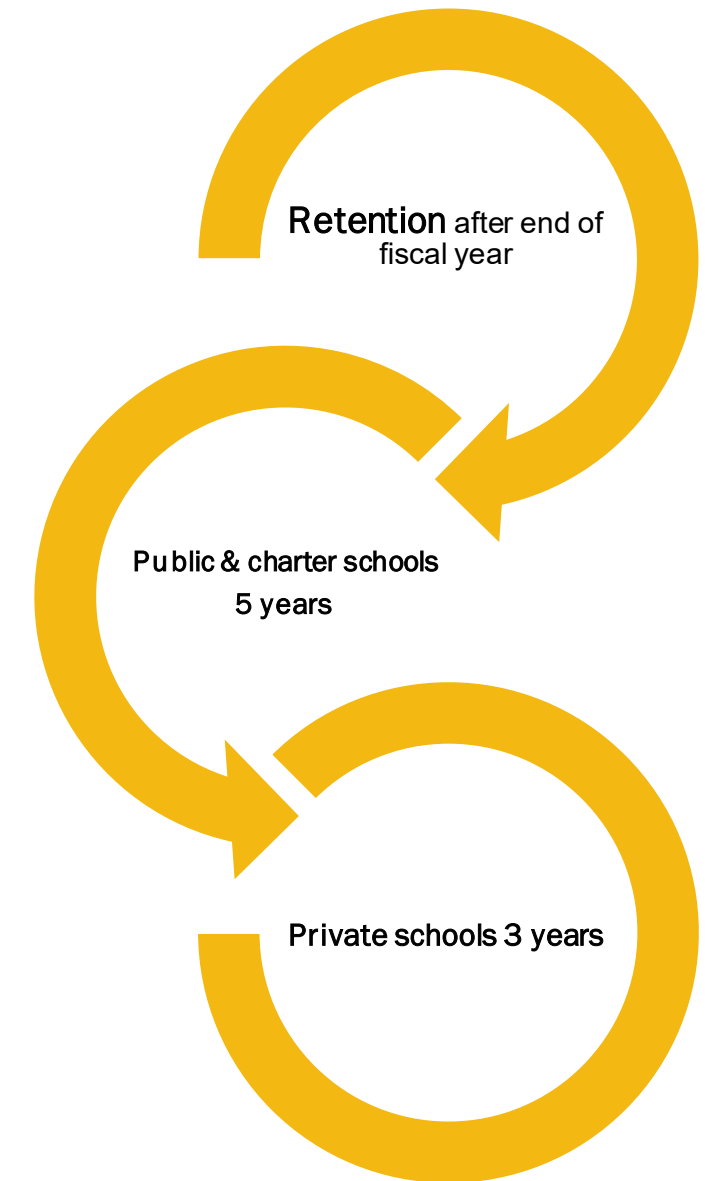
Timeline for Data Gathering and CEP Reporting

- March 5 Upload CE district-wide roster into Texas ELMS for matching
- March 5-20 Identify additional students in the same household and extend state match eligibility
- Request updated local liaison lists to identify directly certified students based on categorical eligibility (direct certification does not extend to other students in the same household)
- Identify non-applicant students approved by local education officials, such as a principal, based on available information
- Confirm site enrollment for date the identified student data is compiled per site
- Prepare and save site rosters that match the number of identified students reported
- March 20 Last day to submit report in TX-UNPS

Required Documentation

- ❑ Identified student rosters per site
 - Matches CEP Report data

- ❑ PEIMS enrollment confirmation per site
 - Matches date identified student rosters are created



Accessing the CEP Report

- Log in to TX-UNPS
- Select School Nutrition Programs
- Select Applications
- Select Community Eligibility Provision

School Nutrition Programs TX-UNPS

Applications | Claims | Compliance | Reports | Security | Search Programs | Year | Help | Log Out

Applications > School Year: 2022 - 2023

Item	Description
Contracting Entity Manager	SNP Contracting Entity's Profile, Site and Hold Information
Application Packet	Applications Forms (Contracting Entity and Site)
Attachment B	Policy Statement for Free and Reduced-Price Meals, Attachment B: Meal Count/Collection Procedure(s)
Attachment B: Upload Attachments	Manage the upload of attachments for the Attachment B form
Second Review of Applications	FNS-874 report for Contracting Entitys selected to conduct a second review of applications.
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
Annual Audits	Annual Audits
FFVP Summary	Fresh Fruit and Vegetable Program Invitations and Approvals
Financial Report	School Food Annual Revenues and Expenditures Report
Financial Report Summary	School Food Annual Revenues and Expenditures Report Summary
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
FFVP Grants	Fresh Fruit and Vegetable Program Grant Information for a specific CE
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
Summer Nutrition Program Costs	Total Costs Associated with Operating a Summer Nutrition Program
Capital Expenditure Request	Request for funds to purchase capital items >= \$5,000
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Texas Summer Mandate	Summer Nutrition Programs Intent Declaration
Texas Summer Mandate Summary	Summer Nutrition Programs Intent Summary
Direct Certification / Direct Verification	Direct Certification / Direct Verification screens
MENU Module	Menu Planning and Analysis module
Download Forms	Forms Available for Downloading



Submission

Due March 20

- TX-UNPS > Applications > Community Eligibility Provision
- Enrollment and Eligibility for Community Eligibility Provision
- Number of Identified Students and Enrollment by site
- Identified Student Percentage and Eligible or Potentially Eligible calculated once data is entered

School Nutrition Programs

TX-UNPS

Applications | Claims | Compliance | Reports | Security | Search
Programs | Year | Help | Log Out

Applications > CEP Year List >
School Year: 2022 - 2023

Community Eligibility Provision (CEP) Site List

Action	School Year	Reporting Date	Open Date	Close Date	Status
	2022 - 2023	April 1, 2023	March 1, 2023	May 1, 2023	Not Started
View	2021 - 2022	April 1, 2022	March 1, 2022	May 1, 2022	Submitted
View	2020 - 2021	April 1, 2021	March 1, 2021	July 31, 2021	Submitted

Sites which have an Identified Student Percentage (ISP) of 40% or greater are eligible for this option.
 Sites which have an Identified Student Percentage (ISP) between 30.00% - 39.99% are **potentially eligible**.

Enter each Site's Number of Identified Students and Enrollment as of the Reporting Date.

Select sites are eligible for CEP						
Site ID	Site Name	Nbr of Identified Students	Enrollment	ISP	Eligible?	Potentially Eligible?

TX-UNPS Application Packet Actions



Resources

- ❑ Administrator's Reference Manual (ARM)
<https://squaremeals.org/Programs/National-School-Lunch-Program/Policy-ARM>
 - ❖ Section 4: Eligibility Determination
 - ❖ Section 5: Special Provision Options

- ❑ NSLP Training <https://squaremeals.org/FandN-Resources/Training/Online-Education-and-Self-Study>

- ❑ USDA Community Eligibility Provision Resource Center
<https://www.fns.usda.gov/cn/community-eligibility-provision-resource-center>

02


Food Service Management Companies



Food Service Management Companies

[Programs](#) > [National School Lunch Program](#) > [Food Service Management Companies](#)

School Food Authority Timelines:

- 
- December 31 - New Contracts must be submitted to TDA for approval to publish.
 - March 1 - Renewals must be submitted to TDA for approval.
 - April 17 - New Contract selections must be submitted to TDA for approval to award/execute.
 - June 21 - New Contracts and Renewals must be signed/executed and provided to TDA.

Food Service Management Company Renewals

- TDA expects about 140 renewals.
- TDA has received 47 renewals.

93 outstanding

- **March 1, due date.**
- Five working days.
- Must meet deadline.

Common Errors of Renewal Submission

- Missing documentation
 - Refer to the checklist
- Not providing methodology for fee increase and/or not calculating it properly

Food Service Management Companies

[Programs](#) > [National School Lunch Program](#) > [Food Service Management Companies](#)

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New Contracts

- TDA expects about 41 new contracts.
- April 17, due date.
- Encouraged to submit as soon as the process is complete.

Food Service Management Companies

Common Errors of Award/Evaluation

- Missing documentation or forms
- Not using forms provided on the FSMC page of squaremeals
- Inconsistent scoring
- Missing signatures
- Illegible documentation

Food Service Management Companies

[Programs](#) > [National School Lunch Program](#) > [Food Service Management Companies](#)

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Food Service Management Companies

- TDA expects about 180 new contract and renewals.
- June 21, new contracts and renewals must be signed/executed and submitted to TDA.

Food Service Management Companies

[Programs](#) > [National School Lunch Program](#) > [Food Service Management Companies](#)

TDA Timelines:

- October 15 - Contract Documents available.
- February 15 - New Contracts must be approved to publish.
- May 1 - TDA to approve all FSMC New Contract and Renewal submissions.



Food Service Management Company Resources

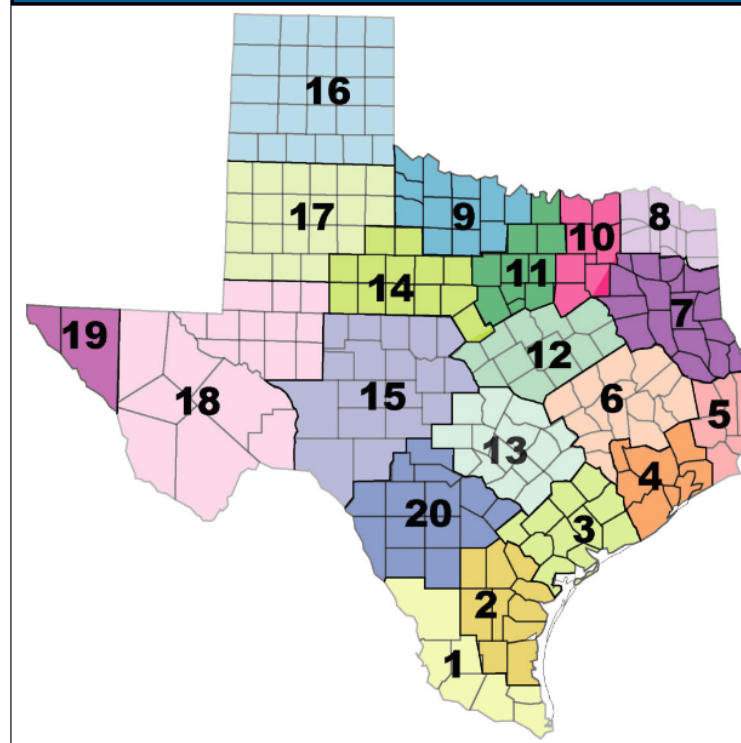
Technical Assistance and Support

The Texas Legislature created Education Service Centers to help schools in each of their 20 regions improve student performance, operate efficiently and comply with government regulations. Through a partnership with the 20 ESCs, the Texas Department of Agriculture (TDA) provides **regional training and support for contracting entities** (CEs). The Texas Education Agency oversees ESC operations.

ESC specialists support TDA CEs' efforts to serve healthy and appealing meals in federal nutrition programs while adhering to state and federal regulations. As regional representatives for TDA Food and Nutrition, ESCs can **respond quickly to questions** and **provide technical assistance** locally. ESCs maintain **training facilities in each region** that can accommodate **CE training workshops** while limiting travel time for TDA partners. There are **no fees and no contracts** for TDA partners accessing ESC services.

[For more information about the Education Service Centers, click here.](#)

LOOKING TO CONTACT YOUR LOCAL ESC?
Click the map for each region's contact information.



Programs > National School Lunch Program > Food Service Management Companies

Food Service Management Companies

FOR SFAs

IMPORTANT RESOURCES

- **[Frequently Asked Questions about FSMCs](#)**
- **[USDA Guidance on Contracting with FSMCs](#)**
- **[FSMC Contract Review Form \(UPDATED 08/26/22. Please replace if uploaded previously.\)](#)**
- **[FSMC Quick Reference Guide](#)**

03

Financial Report



Financial Report

- Yearly requirement
- Currently open
- TDA has received approximately 110 submissions out of 1215 Contracting Entities

1105 outstanding

- Closes March 31, 2023
- Corrective Action Plans

NSLP- Compliance- Financial Report

Financial Report

General Information

- The Annual NSLP Financial Report will return to JotForm.
- CEs will receive a email notification indicating the JotForm is available.
- Data used for the 2023 SY will be the prior fiscal year (2021-2022) from audited financial reports. For public school districts and charter schools, this is the same data submitted to TEA.
- The Financial Report must be completed by an authorized representative. The CE must ensure that the reported data is accurate and reflects the CE's financial operations for the fiscal period reported.
- If data is determined to be invalid corrective action will be required.

Required Due Date

- The 2023 NSLP Financial Report submittal due date deadline is **March 31, 2023**.

JotForm Access

The 2023 Financial Report will be completed via the following link: <https://form.jotform.com/223415824724152>

- Use this [Blank NSLP Annual Financial Report](#) for advance preparation before completing and submitting the NSLP Financial Report.

Preparation Tool

The Preparing for the Financial Report form has been provided to prepare the CE in completion of the NSLP Financial Report. It contains a list of documents, terminology, object codes, and additional pertinent information related to the NSLP Financial Report.

A copy of [Preparing for the Financial Report 22-23](#) may be found here.

Resources

- TDA hosted a webinar explaining the financial report that is very useful and may be [viewed at this link](#). The webinar and slide deck are from the previous year and used with the current year's slide deck named [NSLP Financial Report 2.2022](#).
- Please submit questions regarding the Financial Report to your ESC Specialist or email school.operations@texasagriculture.gov.

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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

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