



**CHILD NUTRITION**

NATIONAL SCHOOL LUNCH PROGRAM



# School Operations Update



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  
National School Lunch Program

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Updated 7/27/2023  
[www.SquareMeals.org](http://www.SquareMeals.org)



## Attachment B Uploads

- Opens July 1, 2023
- Closes October 31, 2023
- Submit:
  - *School Meal Application*
  - *Application Instructions*
  - *Eligibility template letters used*
- CEs operating CEP or Provision 2 (not in the base year) do not need to complete the Attachment B Upload.

# Attachment B: Uploads Attachments Summary for School Year 2023-2024

Contracting Entities that have been approved:

**580**

Contracting Entities that have NOT started:

**526**

# “Attachment B”

## Policy Statement for Free and Reduced-Price Meals, Attachment B: Meal Count/Collection Procedure(s) (Attachment B)

- The CE must include an Attachment B when initially submitting its program application and must review its Attachment B each year. If changes are made to the CE’s counting and claiming processes, an updated Attachment B must be submitted for approval immediately.

# Excess Net Cash Resources

- Financial Report Project
- MegaCon Training Sessions - <https://squaremeals.org/FandN-Resources/Events/MegaCon>

[ExcessNetCash-HowtoSpendDownPlan.pdf](#)

# Independent Review of Applications

- Applies only to CEs that received an eligibility error rate of 9% or greater in their previous Administrative Review.
- The CE reviews school meal applications submitted during the current school year and report on those applications that were reviewed October 31, 2023, and earlier.
- The CE must ensure the eligibility determination is correct by having someone other than the determining official review the school meal applications.
- CEs must submit a report of the results to TDA no later than January 15, 2024.



# Non-Congregate Feeding

- CE and site applications must be approved prior to summer feeding operations, including non-congregate feeding.
- Site application must reflect normal congregate operations.
- If there are other CEs in the area operating non-congregate, your application may be delayed.
- Meal service dates, days and times must match the site application in TX-UNPS. Changes to dates and/or times can be made in TX-UNPS and on the NC application. CEs are not required to resubmit a new NC application.



## 23-24 Administrative Review (AR) Schedule

- Announcement Letters to be released soon.
- The list of CEs that will receive an AR in school year 2023-2024 and the focus areas is located here:

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

★ Please ensure that all information in TX-UNPS, including contact information is correct.



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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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