



School Call

September 25, 2024

Alex Molina
Director for School Operations



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)

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



Food and Nutrition Division
Nutrition Assistance Programs



Updated 9/26/2024
www.SquareMeals.org

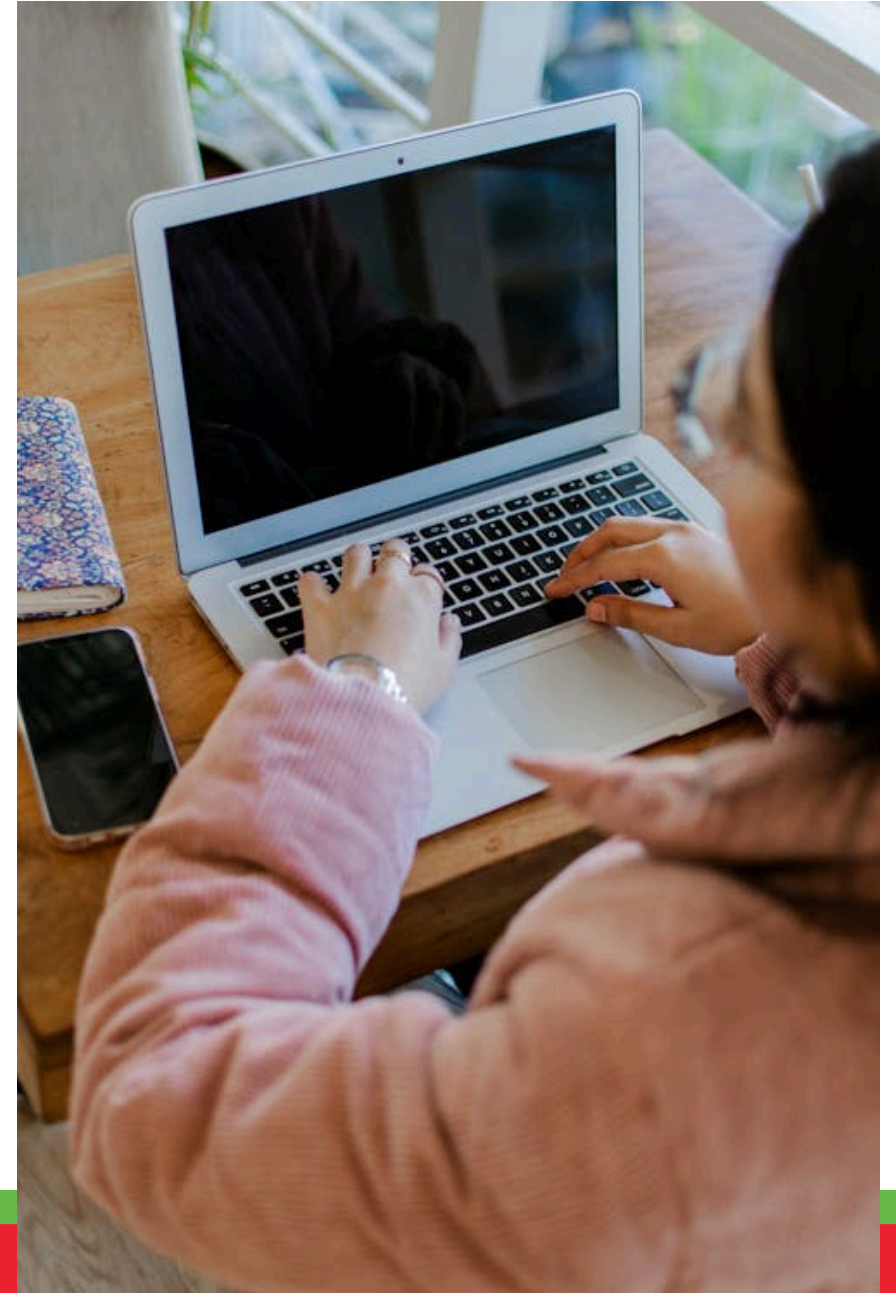
School Operations Agenda

01 Attachment B Upload

02 Summer Cost Report

03 Verification Report

Attachment B Upload



Attachment B Upload

Opens: July 1, 2024

Closes: October 31, 2024

Submit:

- *School Meal Application*
 - *Application Instructions*
 - *Eligibility template letters*
-
- SFAs operating CEP, Provision 2, and/or Universal Free at some schools, but not all schools must complete the Attachment B Upload.
 - SFAs operating Provision 2 in the base year must complete the Attachment B Upload.
 - SFAs operating 100% CEP district-wide or Provision 2 (not in the base year) district-wide do not need to complete the Attachment B Upload.
 - RCCIs without day students do not need to complete the Attachment B Upload.

328 Outstanding

Summer Cost Report



Summer Cost Report Requirement

If your school district received a mandate to participate in a summer nutrition program in Summer 2024 and did not receive a waiver, then you are required to submit a summer cost report to TDA.

The summer cost report must be submitted through TX-UNPS no later than October 9, 2024.



Operating Costs to Report on Summer Cost Report

Administrative	Facilities	Meal Service
Payroll & accounting	Cost of opening the building	Food purchased
Management & oversight	Renting space	Value of USDA foods used
Utilities	Equipment	
Outreach materials, printing & postage	Commodity processing & storage	
Mileage & transportation	Non-food items	
Training	Paper & cleaning products	
Public Service Announcements (PSAs)	Custodial Services	

Verification Report



2024-2025 Verification Reporting Dates

October 1, 2024	Count of approved meal applications on file. Direct Verification (DV) module in TX-Elms opens.
October 31, 2024	Count of students for the annual Verification Report
November 1, 2024	Verification Report opens – https://form.jotform.com/241276986330159 CEs with no applications can begin submitting the Verification Report
November 15, 2024	Federal Deadline – Verification process completed CEs with applications can begin submission of Verification Report
November 26, 2024	CE Submission of the Verification Report is due in JotForm
November 29, 2024	TDA Submission of FNS-834 is due to USDA

**Link to SY 2024-2025 Verification Report JotForm will be in TX-UNPS
Applications>Download Forms>SNP 123**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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

This institution is an equal opportunity provider.



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)

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



Food and Nutrition Division
Nutrition Assistance Programs



Updated 9/26/2024
www.SquareMeals.org