



CHILD NUTRITION

NATIONAL SCHOOL LUNCH PROGRAM

*Alexandra Molina,
Director for School Operations*



School Operations

School Call 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
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Food and Nutrition Division
National School Lunch Program

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NATIONAL SCHOOL LUNCH PROGRAM

01

Attachment

B



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NATIONAL SCHOOL LUNCH PROGRAM

Attachment B

School food authorities (SFAs) must complete the Attachment B in TX-UNPS when:

- The SFA selects “Yes” on Question 24 in the NSLP application indicating that their meal count and collection procedures have changed.

Meal Count and Collection Procedures

A24. Have your meal counting and claiming procedures at any of your sites been revised? Yes No

- The SFA’s meal counting and collection process changes at anytime throughout the year.

Reminder: If the SFA serves meals outside of the cafeteria (i.e., breakfast in the classroom or field trips), these meal services must be documented in the Attachment B.



02

Local Wellness Policy, Plan, & Triennial Assessment



Local Wellness Policy, Plan, and Triennial Assessment

We are seeing an increase in process findings in this General Area of the review.

Each SFA is required to develop, implement, and assess a Local Wellness Policy. The SFA must:

- Develop a formal Local Wellness Policy (LWP) to identify goals to achieve.
- Develop a Local Wellness Plan to implement the LWP and how the SFA will achieve the identified goals.
- Conduct a LWP Triennial Assessment to assess the implementation of the plan towards meeting the formal Local Wellness Policy.

Administrator's Reference Manual (ARM) Section 29

<https://squaremeals.org/Programs/National-School-Lunch-Program/Local-Wellness-Policy-Requirements>



Local Wellness Policy

The Local Wellness Policy (LWP) requires the SFA to develop a plan that addresses all local, state, and federal requirements and identifies measurable goals the SFA wants to achieve to follow the Policy. The Policy requires measurable goals in the areas of:

- Nutrition education
- Physical activity
- School-based activities

The Policy must be approved and adopted by the board and the plan must be reviewed at a minimum every three years as part of a triennial assessment and updated for any changes.



Local Wellness Plan

The Local Wellness Plan describes how the SFA will implement the written Local Wellness Policy to achieve measurable goals outlined in the policy.

The Plan must be updated to meet needs and priorities of the community, as well as addressing any local, state, or federal requirements.

The Plan must be available for community review. Often a web link is provided. Prior to submittal, please ensure link is functional.



Local Wellness Triennial Assessment

Each SFA is required to establish a plan to assess the effectiveness of the implementation of the Local Wellness Policy. The Triennial Assessment must be conducted at a minimum every 3 years. The Triennial Assessment must address:

- SFA compliance with the implementation of their Local Wellness Plan.
- If the Local Wellness Plan aligns with model, evidence-based policies. USDA resources: <https://www.fns.usda.gov/tn/wellness-policy/implementation-tools>.
- Progress made toward meeting the measurable goals outlined in the SFA's Local Wellness Plan. During the assessment, the SFA must identify status of each goal and update the status and may also decide to update some of the goals if they are no longer relevant.
- SFAs may complete an assessment earlier than the 3 years but are required to do so every 3 years



03

**Other
CADs**

Other Corrective Action Documents (CADs)

SFAs may receive Other Corrective Action Documents (CADs) because of identified noncompliance outside of the Administrative Review (AR) and Procurement Review (PR). Responding to Other CADs and meeting the response deadline is important, and if not completed or completed timely, may result in fiscal action. Other CADs include, but are not limited to:

- Complaints
- Verification Report errors
- Not meeting required state and federal due dates on reports (Attachment B Upload, NSLP Financial Report, School Food Safety Inspection Report, CEP Report, etc.).

Other CADs are located in TX-UNPS in the “Contracting Entity Manager” link under the “Applications” tab.

Contracting Entity Manager



Item	Description
Contracting Entity Profile	Specific information for the Contracting Entity.
Site Manager	Site List and Site Options for the Contracting Entity.
Batch Holds	Batch Hold Options for Enrolled Programs.
Payment Holds	Payment Hold Options for Enrolled Programs.
Technical Assistance	Tracking of Technical Assistance provided to the Contracting Entity.
Corrective Action Document (CAD)	Functions for tracking Corrective Action Documents non-related to an Administrative Review



04

NSLP Financial Report



2025 NSLP Financial Report

All SFAs are required to complete the 2025 NSLP Financial Report.

- In Jotform, SFAs will receive email notification when the Jotform is available.
- Data used for the 2025 NSLP Financial Report will be from financial information for SY2024.
- Must be completed by an authorized representative.
- Any data determined to be invalid will require an Other CAD.

More to come!

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

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