



CHILD NUTRITION

NATIONAL SCHOOL LUNCH PROGRAM

*Sarah Carlson,
Assistant Director for School
Operations*



School Operations School Call Update



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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Food and Nutrition Division
National School Lunch Program

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www.SquareMeals.org



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School Operations is Growing!

Isabella Cannon

Assistant Director for School Operations

Fort Worth Regional Office



Attachment B

Meal Counting and Claiming Procedures

SFAs that select “Yes” to Question 24 on the Contracting Entity Application must complete an Attachment B, Meal Counting and Claiming Procedures.

Meal Count and Collection Procedures

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





Attachment B Uploads

- **Opens July 1, 2024**
- **Closes October 31, 2024**
- **Submit:**
 - *School Meal Application*
 - *Application Instructions*
 - *All eligibility template letters used.*
- **SFAs operating CEP or Provision 2 (not in the base year) do not need to complete the Attachment B Upload.**
- **RCCIs without day students do not need to complete the Attachment B Upload.**

2024-2025 AR/PR Schedule

The **2024-2025 Administrative Review/Procurement Review (AR/PR) Schedule** is available on www.squaremeals.org.

2024-2025 School Operations Plans

Administrative Review (AR) and Procurement Review (PR) Schedule

TDA conducts Administrative Reviews (ARs) on school food authorities (SFA) that self-operate their child nutrition programs on a five-year cycle. TDA conducts ARs/PRs on SFAs that utilize a Food Service Management Company (FSMC) to operate their child nutrition programs on a three-year cycle. The SFAs that are scheduled for an AR in the 2024-2025 program year are posted on this page in the When is My Review? Box. [For guidance, tutorials, forms, information, and more, visit the Administrative Review page.](#)

When is My Review?

- [2024-2025 Administrative Review/Procurement Review Dates](#)

Important Note: Administrative, Procurement and Financial Review schedules are subject to change.

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

(The AR/PR schedule is subject to change)

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TX-ELMS

ARM Section 4, page 51

Direct Certification for SNAP TANF, Medicaid Free, and Medicaid Reduced Eligibility

All CEs regardless of their size are required to use the direct certification component⁸⁶ in Texas-ELMS. In essence, direct certification is the identification of categorically eligible students through means other than getting information from the household.

ARM Section 5, page 7

Direct Certification Matching Requirement

All CEs are required to conduct Direct Certification matching each month. This includes Direct Certification matching for CEP and P2 schools. This information will assist the CE in preparing for the *Annual Verification Report, FNS-742 (USDA's School Food Authority [SFA] Verification Collection Report, FNS-742)* and the CEP yearly report.



Compensatory Education Funding for School Year 2024-2025

CEP and Provision 2 not in the base year, may not be involved in income determination with the exception of TX- ELMS and other categorically eligible students

Distribution and Collection of Household Applications for Purposes Other Than Benefit Issuance for NSLP or SBP

If a school is operating under a special provision option, the CE (or the school) must not collect or distribute free or reduced-price meal household applications or other types of household applications designed to collect student demographic or socioeconomic data unless the action is a requirement of the special option provision. For the two special provision options described in this section, the distribution and collection of free and reduced-price meal household

Confidential Information

School District/Charter School
Form for Compensatory Education Funding Qualification
School Year 2024-2025

Please fill out one form for each child attending school, sign each form, and return it to _____, Instructions for filling out the form are attached. If you need help, please call _____.

1. Child's name: _____
(Last Name) (First Name) (Middle Initial)
Child's grade: _____ School: _____ SSN or student ID: _____
(Optional)

2. Is the child a foster child? If this is a foster child, check here and list the child's monthly personal use income: \$ _____
SKIP sections #3 and #4 and GO TO section #5.

3. Are you receiving SNAP or TANF benefits for your child? If you are receiving SNAP or TANF benefits for this child, check here list the case number, and then SKIP section #4 and GO TO section #5.
SNAP case number: _____ TANF case number: _____

4. All other households. Complete this section if the child is not a foster child and you are not receiving SNAP or TANF benefits for the child (you did not complete sections #2 or #3). (If you have more than one child attending school and you are completing a separate form for each, you may complete this section only once.)

List all household members including the child listed above. Show all income. Then, GO TO section #5.

NAMES	CURRENT MONTHLY INCOME					
	Name of household members (Include the child listed above)	Check if \$0 income	Monthly earnings (before deductions) Job #1	Monthly welfare, child support, alimony	Monthly payments from pensions, retirement, social security	Monthly earnings from job #2 or any other monthly income
1.			\$	\$	\$	\$
2.			\$	\$	\$	\$
3.			\$	\$	\$	\$
4.			\$	\$	\$	\$
5.			\$	\$	\$	\$
6.			\$	\$	\$	\$
7.			\$	\$	\$	\$
8.			\$	\$	\$	\$
9.			\$	\$	\$	\$
10.			\$	\$	\$	\$

5. Signature and social security number. I certify that all the above information is true and correct and that the SNAP or TANF case number is current and correct or that all income is reported. I understand that this information is being given for the school to receive additional state funding and that school officials may verify the information.

Signature of adult: _____ Social security number ~~xxx-xx-~~ _____

Printed name _____ Date _____

Home phone _____ Work phone _____

Mailing address _____ City _____ State TX ZIP _____

CHILD NUTRITION



NATIONAL SCHOOL LUNCH PROGRAM

FSMC Training at ESCs

Date	ESC	Location	Contacts
September 26, 2024	17	Lubbock	Tricia Hays thays@esc17.net ; Kyle Wargo kwargo@esc17.net ; Wayne Blount wablount@esc17.net
October 2, 2024	10 & 11	Arlington	Sandra Pena spina@aisd.net (Arlington ISD); Jocelyn Karbo jkarbo@esc11.net ; Tomekia Holman tomekia.holman@region10.org ; Jon Hill jon.hill@region10.org Cc: Angela Lowe
October 3, 2024	4	Houston	Jack Mann jack.mann@esc4.net ; Rodney Watson rodney.watson@esc4.net ; Chris Knorr chris.knorr@esc4.net
October 10, 2024	20	San Antonio	Monica Ruiz-Morin Monica.RuizMorin@esc20.net ; Jaclyn B. Perez jaclyn.perez@esc20.net
October 11, 2024	13	Austin	Beverly Shaw beverly.shaw@esc13.txed.net ; Laura Varney Laura.Varney@esc13.txed.net ; Julia Lehle julia.lehle@esc13.txed.net ; Erin Midgley Erin.Midgley@esc13.txed.net
November 14, 2024	12	Waco	Jennifer Angell jangell@esc12.net



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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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