

# School Operations Updates

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TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

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Food and Nutrition Division  
Nutrition Assistance Programs

# Agenda

Other CADs

FSMC Due Date Reminders

Financial Report

Excess Net Cash Resources

Contract Management





# 01 Other CADs

# Other Corrective Action Documents (CADs)

## Verification

- Late or unsubmitted Verification Report
- Incorrect Sample Size
- Not completing Verification by November 15<sup>th</sup> deadline

## Attachment B Upload

- CEs that have not started Attachment B Upload
- CEs that have not submitted Attachment B Upload
- 8 outstanding

# 02

## **FSMC Timeline**

# FSMC Timeline

<b>February 1, 2024</b>	All renewals must be submitted to TDA for approval
<b>February 15, 2024</b>	TDA approves all new contracts to publish
<b>April 1, 2024</b>	New contracts are submitted for TDA review of the evaluation/award
<b>May 1, 2024</b>	TDA approves all new contracts and renewals
<b>June 21, 2024</b>	New contracts and renewals signed/executed submitted to TDA

## FSMC Resources

<https://squaremeals.org/Programs/National-School-Lunch-Program/Food-Service-Management-Companies>



# 03 **Financial Report**

# NSLP Financial Report

**Opening Date: January 1, 2024**

**Deadline: March 31, 2024**

**Submission Method: *Jotform***

**All Contracting Entities (CEs) must ensure that the reported data accurately reflects the CE's financial operations for the 2022-2023 fiscal period reported.**



# NSLP Financial Report

[squaremeals.org/Programs/National-School-Lunch-Program/Compliance/Financial-Report](https://squaremeals.org/Programs/National-School-Lunch-Program/Compliance/Financial-Report)



- **Link to Financial Report**
- **Blank Financial Report**
- **Preparing for the Financial Report Worksheet**
- **Webinar Recording**
- **Webinar Slide Deck**
- **E-mail School Operations Mailbox with Questions**

TEXAS DEPARTMENT OF AGRICULTURE

## NATIONAL SCHOOL LUNCH PROGRAM

3E'S OF HEALTHY LIVING  
EDUCATION, EXERCISE AND EATING RIGHT

*Lunch Program*

<b>Compliance Main Page</b>	<b>Administrative Review</b>	<b>Financial Report</b>	<b>Procurement Review</b>	<b>Program Integrity</b>
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Programs > National School Lunch Program > Compliance > Financial Report

### Financial Report

**2024 Annual NSLP Financial Report (FY2023 Data)**  
This report must be completed by Contracting Entities (CEs) who participate in the NSLP, School Breakfast Programs (SBP), School Milk Program (SMP) or At-Risk CACFP programs and 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.

**General Information**

- The Annual NSLP Financial Report will remain in JotForm.
- CEs will receive an email notification indicating the JotForm is available.
- Data used for the 2024 SY will be the prior fiscal year (2022-2023) 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 2024 NSLP Financial Report submittal due date deadline is **March 31, 2024**.

**JotForm Access**  
The 2024 Financial Report will be completed via the following link: <https://form.jotform.com/233525922882159>

- 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](#) 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 previous years and used with an updated slide deck named [NSLP Financial Report 2023](#).
- Please submit questions regarding the Financial Report to your ESC Specialist or email [school\\_operations@texasagriculture.gov](mailto:school_operations@texasagriculture.gov).

Assistance available in English and Spanish. Please call [877-TEX-MEAL \(877-839-6325\)](tel:877-TEX-MEAL) for help. Additional translation services available as well.

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, audiotape, 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-CRDC%20-%20Complaint%20Form-2018-2022-05-11-20-17%20Final.pdf>, from any USDA office, by calling (866) 632-6992, or by sending 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:

# 04

## **Excess Net Cash Resources**

## Excess Net Cash Resources (ENCR)

Compare your current operating balance against prior year 3 month's average expenses on a regular basis (full calculation is in Section 16 of the Administrator's Reference Manual (ARM))

Plans will be submitted to: [school.operations@TexasAgriculture.gov](mailto:school.operations@TexasAgriculture.gov) on the Excess Net Cash Resources Plan form available on TDA's SquareMeals website

### ENCR Form

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

**Form Name:** Excess Net Cash Resources Plan

# Excess Net Cash Resources Plan Form

[squaremeals.org/Programs/National-School-Lunch-Program/Administration-Forms](https://squaremeals.org/Programs/National-School-Lunch-Program/Administration-Forms)

**Contracting Entity (CE):** \_\_\_\_\_

**Date:** \_\_\_\_\_ **School Year:** \_\_\_\_\_

**Completion Date:** \_\_\_\_\_

Net Cash Resources Current Assets (Excluding Inventories) - Current Liabilities	\$ _____
Three-Month Average Expenditures (Total Expenditures / operating months) x 3 months	-\$ _____
<b>Excess Net Cash Resources</b> (Excess Fund Balance)	<b>\$ 0.00</b>

**Description of allowable expenditure(s) proposed to decrease excess net cash resources:**

Description of activity	Unit(s)	Estimated Cost	Time frame
<b>TOTAL</b> Must be greater than or equal to the Excess Net Cash Resources amount		<b>\$ 0.00</b>	

# Excess Net Cash Resources Additional Information

- Section 16 of the Administrator's Reference Manual (ARM)
- [squaremeals.org/FandN-Resources/Events/MegaCon](https://squaremeals.org/FandN-Resources/Events/MegaCon)

[ExcessNetCash-HowtoSpendDownPlan.pdf](#)

- Federal Regulation (7 CFR 210.19(a)(1))

# Contract Management

05

# Contract Management

**CE must comply with a procurement standards and thresholds as outlined in 2 CFR 200.318 and 2 CFR 200.320.**

To include management of any contract on behalf of services rendered to the entity

**Findings include:**

- Procurement Procedures – ARM Section 17a
- Purchasing thresholds and open and competitive procurement – ARM Sections 17, 17a, 17b, and 17c
- Oversight of cooperative and GPO management and compliance – ARM Sections 17c and 18
- FSMC contract oversight and non-delegable authority ARM Section 18

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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](mailto:program.intake@usda.gov)

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