School Operations Updates

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www.SquareMeals.org

Agenda

Verification Report

TX ELMS

Attachment B Uploads

AR/PR Review Dates

FSMC Timeline

Financial Report

Excess Net Cash Resources

Common Findings

Verification Report

Verification Report

Submissions Due **November 28, 2023**

1,098 Submitted
98 Remaining

Congratulations to ESC Regions with 100% Submissions!

Region 3
Region 8
Region 9
Region 12
Region 15
Region 16
Region 18

02

TX ELMS

Direct Certification/Direct Verification

CEs are required to log into TX ELMS on a monthly basis.
New Direct Certification lists are available on the 5th of each month.

ARM, Section 4, Page 51

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

All CEs regardless of their size <u>are required</u> to use the direct certification component[86] in Texas-ELMS. In essence, direct certification is the identification of categorically eligible students through means <u>other than</u> getting information from the household.

When CEs use Texas-ELMS they must retain the results of those efforts to demonstrate the accuracy of eligibility determinations. These records may be printed copies of the matched list or electronic files.[87]

The Direct Certification component of Texas-ELMS provides (1) a state-level automated data matching list by CE and (2) a method for CEs to match student records that are not pre-matched.[88] CEs are expected to conduct DC matching

1. before school begins to identify households with students that are eligible for free meals without an application,
2. once a month when school is in session, and
3. with new student enrollment when appropriate.

https://squaremeals.org/Programs/National-School-Lunch-Program/Texas-ELMS

Attachment B Uploads

Attachment B Uploads

- Opened July 1, 2023
- Closes December 31, 2023
- Submit:
  - *School Meal Application*
  - *Application Instructions*
  - *Template eligibility notification letters*

NOTE: CEs operating CEP or Provision 2 (not in the base year) or RCCI without day students do not complete the Attachment B Upload.

1,155 Approved
44 Remaining

Attachment B: Upload Attachments

1. Does the Contracting Entity use the TDA and/or USDA prototype household application, instructions, and notification letter?

   ○ Yes   ○ No

2. Attach a blank copy of the following printed versions used by the Contracting Entity (select each item).

   Household Applications - Word or PDF version of the household application(s) distributed by the contracting entity (CE). Include the school year and type of household application in the file name, i.e., SY_Multiuse or SY_Multiuse_Spanish.

   Instructions - Word or PDF version of the instructions used for each household application distributed by the contracting entity (CE). Include the school year and type of household application instructions distributed in the file name, i.e., SY_Instructions_All or SY_Instructions_Multiuse.

   Notification Letter - Word or PDF version of the letter(s) distributed by the contracting entity (CE) with each version of the household application. Include the school year and type of household application letter distributed in the file name, i.e., SY_Letter_All or SY_Letter_Multiuse.

   NOTE: If using the electronic forms, print the form and upload the forms for each item. To modify or delete any uploaded attachments, you must click on the above Household Application, Instructions, or Notification Letter link.

Certification

☐ As an authorized representative of the contracting entity (CE), I certify (1) that the information submitted in this form is accurate; (2) that the CE will retain documentation that demonstrates the implementation of policies described in this form; and (3) that the CE will implement these policies in compliance with all applicable regulations.

Internal Use Only

Attachment B Uploads

Administrative Review/Procurement Review Dates

Administrative Review/Procurement Review Dates

- Update contact information in TX-UNPS

- Adhere to due dates

- Reach out to your ESC for technical assistance and training

- Webinars scheduled for FSMC CEs

Resources:

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

FSMC Timeline

FSMC Timeline

November 3, 2023	New contracts and renewals documents are open and posted on Squaremeals.org
December 1, 2023	All new contracts must be submitted to TDA for approval to publish
February 1, 2024	All renewals must be submitted to TDA for approval
February 15, 2024	TDA approves all new contracts to publish
April 1, 2024	New contracts are submitted for TDA review of the evaluation/award
May 1, 2024	TDA approves all new contracts and renewals
June 21, 2024	New contracts and renewals signed/executed submitted to TDA

FSMC Resources

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

Financial Report

NSLP Financial Report

Opening Date: January 1, 2024

Deadline: April 1, 2024

Submission Method: *Coming Soon*

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

Excess Net Cash Resources

07

Excess Net Cash Resources

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 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

Excess Net Cash Resources Additional Information

- **Section 16 of the Administrator's Reference Manual (ARM)**

- **https://squaremeals.org/FandN-Resources/Events/MegaCon**

   ExcessNetCash-HowtoSpendDownPlan.pdf

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

Common Findings

AR/PR Common Findings to Date

61 AR and PRs have been conducted:
- ✓ **199 AR Findings**
- ✓ **162 PR Findings**
  361 Total AR/PR findings

Top AR Findings include:
- o Certification and Benefit Issuance – ARM Section 4
- o Meal Components and Quantities – ARM Section 7, 8, 9, 10
- o Meal Counting and Claiming – ARM Section 18

Top PR Findings include:
- o FSMC Finding Question 8 (invoices) – ARM Section 20