

# School Operations Updates

*Troy Warden, Assistant Director  
for School Operations*



TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

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[www.SquareMeals.org](http://www.SquareMeals.org)



Food and Nutrition Division  
Nutrition Assistance Programs



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# 01 Attachment B Uploads

# Attachment B Uploads

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

**NOTE:** CEs operating CEP or Provision 2 (not in the base year) do not complete the Attachment B Upload.

**827 Approved**

## 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

Item	Description
Contracting Entity Manager	SNP Contracting Entity's Profile, Site and Hold Information
Application Portal	Access to all program applications
Application Packet	Applications Forms (Contracting Entity and Site)
Attachment B	Policy Statement for Free and Reduced-Price Meals, Attachment B: Meal Count/Collection Procedure(s)
Attachment B Summary	Attachment B summary of submissions.
Attachment B: Upload Attachments	Manage the upload of attachments for the Attachment B form
Attachment B: Upload Attachments Summary	Attachment B: Upload Attachments Summary
Second Review of Applications	FNS-874 report for Contracting Entities selected to conduct a second review of applications.
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
Annual Audits	Annual Audits
FFVP Summary	Fresh Fruit and Vegetable Program Invitations and Approvals
Financial Report	School Food Annual Revenues and Expenditures Report
Financial Report Summary	School Food Annual Revenues and Expenditures Report Summary
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
FFVP Grants	Fresh Fruit and Vegetable Program Grant Information for a specific CE
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
Summer Nutrition Program Costs	Total Costs Associated with Operating a Summer Nutrition Program
Capital Expenditure Request	Request for funds to purchase capital items >= \$5,000
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Texas Summer Mandate	Summer Nutrition Programs Intent Declaration
Texas Summer Mandate Summary	Summer Nutrition Programs Intent Summary
Direct Certification / Direct Verification	Direct Certification / Direct Verification screens
MENU Module	Menu Planning and Analysis module
Download Forms	Forms Available for Downloading

Download Forms			
Form ID	Description	Last Modified	New Contracting Entity?
SNP-000	Request for Exemptions/Waivers for Program Operation	01/11/2022	Y
SNP-001	Direct Deposit Authorization (74-176)	08/12/2014	Y
SNP-002	Application for Texas Identification Number (AP-152)	11/15/2013	Y
SNP-003	Pre-Award Civil Rights Compliance Review Form	04/30/2021	Y
SNP-004	FND Permanent Agreement	03/16/2011	Y
SNP-005	Permanent Agreement Contracting Entity Specific Amendment	06/17/2014	N
SNP-006	FNS Instructions 113-1 (Excerpt)	03/05/2011	Y
SNP-007	Severe Need Approval Request Form	08/05/2019	N
SNP-008	Attachment B: Milk Count & Collection Procedures	03/05/2011	Y
SNP-011	Hazard Analysis Critical Control Points (HACCP) Checklist (FND-104)	12/09/2013	Y
SNP-014	Commodity Agreement	01/11/2017	Y
SNP-015	Certificate of Authority for External Users (FND-101)	12/08/2020	Y
SNP-017	Payee Change Request (74-157)	01/04/2021	N
SNP-018	Permanent Agreement Amendment for Name Change	03/19/2012	N
SNP-102	2021-2022 School Data	03/02/2022	N
SNP-117	Financial Report Process	01/04/2021	N
SNP-123	Resources for Direct Certification and Verification	11/01/2021	N
SNP-124	Civil Rights CE Assessment Answers and Certificate-Spanish	10/20/2015	N
SNP-125	And Justice for All Poster Order Form for NSLP CE	02/25/2020	N
SNP-129	NSLP Program Year Calendar	10/28/2021	N
SNP-131	Attachment B, Web-based Directions	10/21/2016	N
SNP-132	Independent Review Directions	12/13/2016	N
SNP-134	Attachment B: Upload Attachments, Directions for Uploading Certification and Benefit Issuance Documentation	10/14/2020	N



# **Verification Timeline and Resources**

# Verification Timeline and Resources

<b>October 1, 2023</b>	<ul style="list-style-type: none"> <li>• Count of approved meal applications on file as of 10/1/2023</li> <li>• Direct Verification module in Texas ELMs opens</li> </ul>
<b>October 31, 2023</b>	Count of students for annual Verification Report
<b>November 1, 2023</b>	<ul style="list-style-type: none"> <li>• Verification Report opens: <a href="https://form.jotform.com/230295403774154">https://form.jotform.com/230295403774154</a></li> <li>• CEs with no applications can begin submitting the Verification Report</li> </ul>
<b>November 15, 2023</b>	<ul style="list-style-type: none"> <li>• Federal deadline - Verification process must be completed</li> <li>• CEs with applications can begin submitting the Verification Report</li> </ul>
<b>November 28, 2023</b>	CE submission of Verification Report is due to TDA in JotForm
<b>December 1, 2023</b>	TDA Submission of FNS-824 is due to USDA

## Verification Resources

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



# **Administrative Review Schedule**



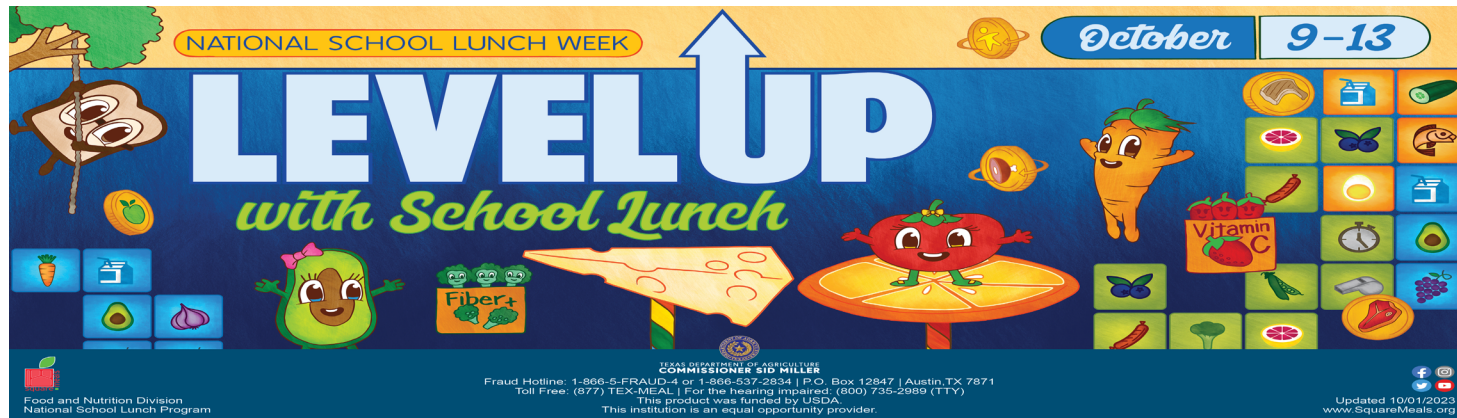
# Administrative Review Schedule

- SY 2023-2024 AR schedule is posted in Squaremeals.

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

- SY 2024-2025 will be posted in Squaremeals soon.
- National School Lunch Week is October 9-13, 2023.

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



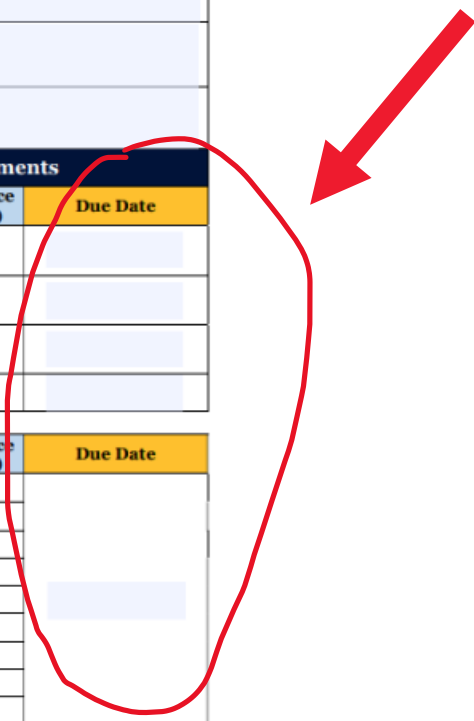
# AR Checklist Due Dates

04

# Administrative Review Checklist

\*Missed due dates may result in findings.

2023-2024 School Year Administrative and Procurement Review CE Checklist			
CE Name		CE ID	
CE Access to TXUNPS	On-site Day of Review Date(s) (DOR)	Month of Review (MOR) (Review Period)	
<b>Administrative Review Site Selection</b>			
<input type="checkbox"/>	School Breakfast Program (SBP)		
<input type="checkbox"/>	National School Lunch Program (NSLP)		
<input type="checkbox"/>	After School Care Program (ASCP)		
<input type="checkbox"/>	Fresh Fruit and Vegetable Program (FFVP)		
<input type="checkbox"/>	CACFP At-Risk (Snack/Supper)		
<b>Upload the following into Procurement Review Attachments</b>			
Procurement Review (completed off-site)		Reference Page(s)	Due Date
<b>Previous Fiscal School Year:</b> Complete Procurement Table, Upload Initial PR Documentation		14	
PR Selected Samples: Supporting documentation of history of Micro, Small, and/or Formal Purchase Method Vendor Sample		15	
Food Service Management Company (FSMC) Base Year and Renewal Documentation, if applicable		16	
Processing Contracts Documentation, if applicable		16	
Section	Off-site Administrative Review Form Questions:	Reference Page(s)	Due Date
100	Certification and Benefit Issuance	18	
200	Verification	19	
300	Meal Counting and Claiming	19	
800	Civil Rights	20	
900	On-site Monitoring	21	
1000	Local School Wellness Policy	21	
1100	Smart Snacks	21	
1200	Professional Standards	21	
1600	SBP and Summer Food Service Program (SFSP) Outreach	22	
2100	Special Provision Options	22	



# FSMC Timeline



# FSMC Timeline

<b>September 1, 2023</b>	New contracts (coming soon) and renewals documents are open and posted on Squaremeals.org
<b>December 1, 2023</b>	All new contracts must be submitted to TDA for approval to publish
<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
<b>August 1, 2024</b>	TDA files contracts and renewals into DSS

## FSMC Resources

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

## FSMC Webinars

- **September 28, 2023**; 1:00 p.m. to 2:30 p.m.: Step-by-step guide and instructions for renewal document
- **January 17, 2024**; 10:00 a.m. to 11:30 a.m.: Step-by-step guide for evaluation and renewal process



# 006

## **Excess Net Cash Resources**

## 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 must 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>



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

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