TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Administrative and Procurement Review Guide

CE ID

School Year 2023-2024

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(Click on the page number to directly link to associated page)

Note to Contracting Entities

This Guide will be utilized for information sharing between the Texas Department of Agriculture (TDA) and Contracting Entities (CE) having an Administrative Review (AR) and Procurement Review (PR) (collectively know as the AR/PR) during School Year (SY) 2023-2024. This includes due dates for the CE during the AR/PR, required dietary and financial information, and additional instructions for the CE.

Please contact your assigned Administrative Review Specialist (ARS) if you have any questions.

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Dear Program Partner:

Thank you for your commitment to administering federal nutrition programs. The complexities of managing these programs and the process of participating in administrative and procurement reviews require dedication and perseverance. You and your team are demonstrating exemplary leadership in service to your community.

The Texas Department of Agriculture (TDA) is required to conduct administrative and procurement reviews to ensure that program operators comply with federal regulations. TDA is always looking for methods to improve the review processes and would appreciate your insight. Please help us improve the review experience by completing the customer service survey that is emailed during the entrance and exit conferences. This is an opportunity to communicate directly with TDA.

The review process often reveals new avenues for achieving excellence in all aspects of program operations. The results will help serve the Texans who depend on federal programs for access to good nutrition and who value the healthy lifestyles that they promote. I encourage you to use the reviews and the survey to strengthen our collaboration as we work together to build a healthier future in the Lone Star State.

Sincerely,

Lena Wilson
Assistant Commissioner
Food and Nutrition Division

Welcome to the Administrative Review Process

Thank you for partnering with the Texas Department of Agriculture (TDA) in ensuring Texas children have access to healthy meals!

Please use the links below to navigate to the resources page(s) on SquareMeals.org for the program(s) you operate. Review the updated policy documents and additional TDA resources to support your operations.

CHECK POLICY DOCUMENTS OFTEN, AS UPDATES ARE MADE CONTINUOUSLY.

Child and Adult Care Food Program: www.SquareMeals.org/CACFPResources
National School Lunch Program: www.SquareMeals.org/NSLPResources
Seamless Summer Option: www.SquareMeals.org/SummerResources
Summer Food Service Program: www.SquareMeals.org/SummerResources

For additional information contact your Education Service Center:
www.SquareMeals.org/ESC

Food and Nutrition Division
Nutrition Assistance Programs

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER
This product was funded by USDA.
This institution is an equal opportunity provider.

Updated 10/29/2020
www.SquareMeals.org

Bienvenidos al Proceso de Revisión Administrativa

¡Gracias por asociarse con el Departamento de Agricultura de Texas (TDA) para asegurar que los niños de Texas mantengan acceso a comidas saludables!

Por favor, use los enlaces ubicados más abajo para navegar la(s) página(s) de recursos en SquareMeals.org para el(los) programa(s) que operan. Revise los documentos actualizados sobre las políticas, y los recursos adicionales del TDA para apoyar sus operaciones.

REVISE A MENUDO LOS DOCUMENTOS SOBRE LAS POLÍTICAS, YA QUE SE HACEN ACTUALIZACIONES CONTINUAMENTE.

Child and Adult Care Food Program (Programa de Comidas para Niños y Adultos):
www.SquareMeals.org/CACFPResources
National School Lunch Program (Programa Nacional de Almuerzos Escolares):
www.SquareMeals.org/NSLPResources
Seamless Summer Option (Opción de Verano Constante):
www.SquareMeals.org/SummerResources
Summer Food Service Program (Programa de Servicio de Alimentos de Verano):
www.SquareMeals.org/SummerResources

Para obtener más información, comuníquese con su Centro de Servicios Educativos (ESC):
www.SquareMeals.org/ESC

Food and Nutrition Division
Nutrition Assistance Programs

DEPARTEMENTO DE AGRICULTURA DE TEXAS
COMISIONADO SID MILLER
Este producto fue financiado por USDA.
Esta institución es un proveedor que ofrece igualdad de oportunidades.

Actualizado 10/29/2020
www.SquareMeals.org

GET READY TO
Rate Your Review

Use this card to take notes for a survey you can complete after your review. We will use your feedback as we endeavor to attain the highest levels of customer service excellence.

You are a valued Texas Department of Agriculture partner and your feedback is vital to ensuring we use the highest professional standards and offer our partners excellent customer service throughout the review process.

After your administrative and procurement review concludes you will receive an email linking you to an online customer satisfaction survey. To ensure successful delivery, please confirm that the main contact email listed in TX-UNPS is correct.

WE WANT TO HEAR FROM YOU!

YOUR INPUT MATTERS

If you have any questions about the survey, please call (877) TEX-MEAL or email SquareMeals@TexasAgriculture.gov.

square meals

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Food and Nutrition Division
Nutrition Assistance Programs

This product was funded by USDA.
This institution is an equal opportunity provider.

Updated 7/19/2021
www.SquareMeals.org

Make your survey a success with
Review Reminders

TDA's on-line survey lets you share your perspective of the entire administrative and procurement review process. Make your notes for the three main survey areas below.

TIMELINESS

REVIEWER

REVIEW PROCESS

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)

Administrative Review Site Selection

	School Breakfast Program (SBP)	
	National School Lunch Program (NSLP)	
	After School Care Program (ASCP)	
	Fresh Fruit and Vegetable Program (FFVP)	
	CACFP At-Risk (Snack/Supper)	

Upload the following into Procurement Review Attachments

Procurement Review (completed off-site)		Reference Page(s)	Due Date
Previous Fiscal School Year: 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	

Upload the following into **Administrative Review** Attachments		
Section 700: Resource Management (completed off-site)	**Reference Page(s)**	**Due Date**
<u>**Previous Fiscal School Year:**</u> Resource Management Summary Form and Required Supporting Documentation	17	
Section 100: Certification and Benefit Issuance:	**Reference Page(s)**	**Due Date**
CE-Wide Student Master Roster for Free and Reduced **AND/OR** Reduced Residential Child Care Institution (RCCI) Master List	18	
CE-Wide Student Master Roster for Denied/Paid	18	
Free/Reduced Supporting Documentation from Selected Sample (RCCI Day Students, if applicable)	18	
Denied Supporting Documentation from Selected Sample (RCCI Day Students, if applicable)	18	
Section 200: Verification	**Reference Page(s)**	**Due Date**
Previous SY **Current SY** List of Verified Applications	19	
Verification Sample Supporting Documentation	19	
Section 300: Meal Counting and Claiming *See Selected Sites and Programs on Page 1 of CE Checklist*	**Reference Page(s)**	**Due Date**
Roster (Manual system or Breakfast in Classroom), Detailed Transaction Report, Edit Check **Selected Date:**	19	
Month of Review Accuclaim(s) for all sites and CE-wide	19	
Section 1700: After School Care Program *See Selected Sites and Programs on Page 1 of CE Checklist*	**Reference Page(s)**	**Due Date**
Roster (Manual or Tally Sheets), Detail Trans**.** Report, Edit Check **Selected Dates:**	22	
Month of Review Accuclaim(s) for all sites and CE-wide	22	
Section 400: Meal Components and Quantities *See Selected Sites and Programs on Page 1 of CE Checklist*	**Reference Page(s)**	**Due Date**
Completed Food Production Records for each site and program selected for review **Selected Week of FPRs:** **(**NSLP,SBP, ASCP)	20	
Dietary Specs Form for Targeted Menu Site:	20	
Planned FPR for each site and program selected for review (NSLP, SBP) **DOR:**	20	
Upload the following into **At-Risk Review** Attachments		
At-Risk Supper Program	**Reference Page(s)**	**Due Date**
Roster (Manual system), Detail Trans Report, Edit Check **Selected Date(s):**	23	
MOR **ALL** CACFP Claim(s) for all sites and CE-wide	23	
Selected 5 days of Completed FPRs: and Planned DOR FPRS	23	

On-site Review Documentation

* All available on-site documentation can be uploaded to Administrative Review Attachments prior to DOR

Section 100: Certification and Benefits Issuance
- Predetermined Notification Letter Template

Section 200: Verification
- Verification Notification-Selection Letter for Households Template
- Verification Notification-Continuation of Benefits Letter Template
- Verification Notification-Verification Results/Adverse Action Letter Template
- Verification Information Request: Statement of Earnings/Social Security Income Template

Section 300: Meal Counting and Claiming
- DOR Roster (Manual system or BIC), Detailed Transaction Report, Edit Check
- CE Claim(s) filed prior to DOR

Section 400: Meal Components and Quantities
- Completed DOR FPR(s) (all selected programs)
- Supporting Documentation for FPR(s) for the meals served during the MOR and DOR

Section 800: Civil Rights
- CN Staff Civil Rights Training – Sign in Sheets and/or Certificates
- Complaint Procedures and Complaint Form
- Copy of Media Release, including required documentation to be published
- Documentation showing the Media Release was sent to appropriate media outlets for publication

Section 900: On-site Monitoring	Previous SY 22-23	Current SY 23-24

- Breakfast and Lunch Completed On-site Monitoring Forms for all sites within the CE
- ASCP On-site Monitoring Forms, if applicable
- CACFP At-Risk On-site Monitoring Forms, if applicable

Section 1000: Local School Wellness Policy (LSWP)
- Board Approved LSWP and LSWP Triennial Assessment

Section 1100: Smart Snacks
- A list of a la carte food and beverages sold on school campus during the school day for all sites
- Smart Snack approval documentation and/or calculations

Section 1200: Professional Standards
- List of all personnel who have child nutrition program duties. Include the name, job position, date of hire, and working status (full time, part time, temp., etc.)
- Training logs, planned trainings, and supporting documentation for selected sample of employees for program year 23-24, including CACFP At-Risk, if applicable

Section 1400: Food Safety
- Two most recent health inspections for the selected site(s) including CACFP At-Risk, if applicable
- CE-wide and site level HACCP Plan(s), food safety procedures and temperature logs
- Buy American documentation to support exemptions

Section 1900: Fresh Fruit and Vegetable Program (FFVP), if applicable
- All invoices pertaining to the FFVP for the MOR
- FFVP Month of Review claim must be submitted prior to DOR

Additional: Equipment Grant, if applicable
- Invoices and purchase orders supporting the equipment purchased using the Equipment Grant
- All sites within a CE that were awarded equipment grant funds will be reviewed on-site

Supply Chain Assistance (SCA) Grant, if applicable
- General Ledger indicating SCA Grant funds deposited to the nonprofit school food service account.
- Invoices and purchase orders to support minimally processed food purchases made with SCA Grant funds.

Administrative Review Specialist (ARS):	
Email:	Contact Number:

FSMC 21-day Menu Site Selection and Notes (if applicable):

FSMC: Base Year: Due Date:

Please provide the first 21 days of LUNCH ONLY Food Production Records and corresponding Counting and Claiming Edit Checks for the sites selected below.

Comments to CE:

AR/PR Notes:

Administrative, Financial and Procurement Review Areas

The Administrative Review (AR) portion of the review assesses the operation of the National School Lunch Program (NSLP), School Breakfast Program (SBP), and/or Seamless Summer Option (SSO) to ensure compliance with program regulations (7 CFR 210, 220, and 245). The AR is divided into two parts: Critical Areas of Review and General Areas of Review. The Critical Areas of the AR is divided into two parts: Performance Standard One and Performance Standard Two. In addition, the AR also contains the Resource Management (RM) review, also called the Financial Review and Procurement Review.

Critical Areas of Review

Performance Standard One (PS-1)

Areas that are reviewed to determine that each child was provided with the proper meal benefits and that meals are properly counted and claimed for reimbursement, including any applicable Special Provision Options (SPO).

Certification and Benefit Issuance and Verification:

- Applications
- Rosters
- Categorical Eligibility (Direct Certification, Homeless, Migrant, Foster,
- Head Start, Early Head Start, Runaway)
- Verification documentation

Meal Counting and Claiming:

- The review focuses on the Point-of-Service System, Daily Record/Accuclaim Edit Check, and Reimbursement Claims.
- Meals claimed for reimbursement are served only to children eligible for free, Reduced-price, and paid lunches, breakfasts, and afterschool snacks.
- Meals are counted, recorded, consolidated, and reported through a system which consistently yields correct claims.

Performance Standard Two (PS-2)

Areas that are reviewed to determine that meals served to students are prepared, offered, and served according to the daily and weekly meal pattern requirements for the appropriate age/grade groups.

Meal Components and Quantities:

- Lunches claimed for reimbursement by the CE contain food items/components as required by program regulations.
- Completed and accurate Food Production Records (FPRs), Child Nutrition (CN) Labels/Product Formulation Statement/Manufacturer's Specifications.

- Age/grade groups, meal pattern requirements, meeting minimum daily and weekly portions.
- Offer versus Serve.

Dietary Specifications:

Meeting minimum requirements for:
- Calories
- Saturated fat
- Trans fat
- Sodium

Note: A Nutrient Analysis may be conducted, if necessary.

General Areas of Review

- Implementation of Free and Reduced-Price Policy Statement
- Public Announcement/Media Release
- Overt Identification
- Onsite Monitoring Responsibilities
- Proper Postings and Non-Discrimination Statements of Program Materials
- Complaint Policy
- Reporting and Record Keeping
- Local School Wellness Policy
- Food Safety/Health Inspections
- Civil Rights
- Equipment Grants
- Competitive Food (Smart Snacks)
- Professional Standards
- Water availability
- Buy American Provision
- School Breakfast Program (SBP) and Summer Food Service Program (SFSP) Outreach
- Supply Chain Assistance (SCA) Grant

Other Federal Programs (Critical and General Areas)

- Fresh Fruit and Vegetable Program (FFVP)
- After School Care Program (ASCP)
- Seamless Summer Option (SSO)
- Special Milk Program (SMP)
- Child and Adult Care Food Program (CACFP) At-Risk

Note: Not all areas will apply to all Contracting Entities

Resource Management (Financial Review)

The Resource Management (RM) review is also called the Financial Review. The *Resource Management Summary (RMS)* assesses potential risks for the RM portion of the AR. The *RMS* must be completed and submitted at least 4 weeks prior to the on-site review. If a risk is identified or if the

RMS is not submitted by the due date, a Comprehensive Resource Management Review (CRMR) will be conducted. The Comprehensive Resource Management review may include one or more of the following areas:

- Maintenance of the Nonprofit School Food Service Account
- Paid Equity Lunch (PLE)
- Revenue from Nonprogram Foods
- Indirect Costs (IDC)

Procurement Review

The Procurement Review (PR) portion of the review will determine how a CE complies with the United States Department of Agriculture's (USDA) Food and Nutrition Service program procurement standards as outlined in 2 CFR 200 (OMB Uniform Guidance) as well as state and local procurement regulations.

The PR assesses the CE's procurement procedures, solicitations, contracts and supporting documentation to ensure compliance with USDA procurement regulations and guidance. The PR may focus on the following areas, if applicable:

- General Procurement Procedures and Code of Conduct
- Micro-Purchases
- Small Purchases
- Formal Contracts
- Non-competitive and sole source procurement
- Food Service Management Companies (FSMC)
- USDA Foods Reconciliation
- USDA Foods Processing Contracts
- Cooperatives

The Procurement Review

Below is a list of initial PR documents that will be requested during the PR. Your reviewer will outline the needed items with due dates throughout the course of the PR. Additional documents may be requested.

Initial PR Documents (from previous fiscal school year)

Due Date

- Written Code of Conduct
- Documented Procurement Procedures
- Detailed General Ledger
- FSMC documentation, if applicable
- Processing contract documentation, if applicable
- Vendor Paid List (VPL)

Note: The Vendor Paid List should only include those vendors paid with child nutrition funds for the full previous fiscal year.

The purpose of the VPL is for the CE to provide the TDA with a list of all vendors paid by the CE during the previous fiscal school year. The list below provides some general examples of common goods and services purchased with child nutrition (CN) funds and should not be considered exhaustive. If the CE has purchased an item not shown below, then the CE must also include the vendor's name and the total amount paid to the vendor for the previous fiscal school year in the VPL provided to TDA.

Typical Costs to Include in the VPL (May include but not limited to the items below)

- Equipment as defined in Title 2 *CFR,* Section 200.33
  - Computer, Kitchen, Office, Technology Systems
- Materials and Supplies
  - Repairs, Rent or Leasing, Food, Processing, Cleaning supplies, Paper Goods, Disposables, Other Supplies as defined in 2 *CFR*, 200.94
- Vehicle
  - Repairs—if not performed by CE staff
- Rentals
  - Computer software and hardware
- Nutrition education supplies
- Training (if not included in FSMC contract)
- Capital Improvements
- Building leases
- Co-op/group purchasing organizations /group buying organizations dues memberships
- Credit Cards (List by individual vendors)
- Utilities (electricity, water, waste disposal)

Typical Costs to Exclude from the VPL

- In-house print shop
- Interagency agreements (e.g., agreement between two government agencies, I.E. Education Service Center and TDA Warehouses)
- Parent/student refunds
- State and local government costs such as health inspection fee
- Mileage reimbursement
- Vehicle gas
- Travel and conferences
- Travel and conference reimbursements
- Petty cash payments
- Postage

Procurement Table

- Complete the Procurement Table based on the VPL/summary of total expenditures by vendor (**nonprofit food service account only**).
- CE will complete the PR table based on the procurement method, and not by procurement thresholds.
    - o The Child Nutrition Director (CND) and Business Manager can work together to determine correct placement of vendors based on the method in which the procurement occurred.
    - o Additional information on how to complete the Procurement Table can be found on page 21.

Procurement Supporting Documentation

Due Date

Some documents have previously been requested from the CN cooperatives (Co-Op) and FSMCs (if applicable) and will not need to be uploaded. However, the CE will still be expected to discuss all PR areas and additional CE-specific items will be requested, such as cost analysis, invoices, Interlocal agreements, and/or other supporting documentation. More specific information will be provided in a Vendor Sample request email prior to the PR supporting documentation due date.

Micro-purchases *(Vendor transactions selected for review)*
- Purchase orders issued
- Receipts/Invoices

Small Purchase Procurements *(Vendor transactions selected for review)*
- Solicitation documents (specifications, technical requirements, contract (if applicable))
- Bid Quotes/Responses
- Evaluation of Responses for Award
- Purchase orders
- Receipts/Invoices

Formal Procurements *(Documents for vendor contracts selected)*
- Solicitation documents (advertisement, specifications, evaluations (with supporting documentation), contracts, rejected bids (if applicable))
- Bidder/Offeror responses
- Evaluation of responses for contract award
- Executed contracts
- Contract renewal/addendum/amendments, if applicable (since original contract was awarded)
- Cost/price analysis documentation
- Non-competitive proposal authorization, if applicable
- Invoices (3 vendor invoices identifying goods/services procured and amount paid)

FSMC – Base Year *(For State agencies reviewing the CE-FSMC base year. The Solicitation and evaluation for FSMC(s) selected. The executed contract is on file at State agency)*
- Solicitation documents (advertisement, specifications, evaluations, (with supporting documentation), rejected bids)
- Solicitation contract terms and conditions
- Bidder/Offeror responses
- Evaluation Documents/Scoring Sheets
- Notification to vendors of rejected bids/offers, if applicable

- FSMC Invoices (minimum of 3 with supporting documentation to include POS reports, credits from USDA foods(current year), and documents detailing invoice changes)
- USDA Foods Reconciliation (total for prior year)
- Advisory Board documentation (includes agenda and sign in sheets)
- Previous year reconciliation of discounts, rebates, credits (cost reimbursable contracts only)
- Any completed FSMC Contract Management Form(s) (required quarterly)

FSMC – Renewal Year *(Reviews in renewal years, review executed renewal/amendments)*

- FSMC invoices(minimum of 3 with supporting documentation to include POS reports, credits from USDA foods(current and previous year), and documents detailing invoice changes)
- Reconciliation for USDA Foods (both fixed-price & cost-reimbursable contracts)
- Reconciliation of discounts, rebates, and credits (cost-reimbursable contracts only)
- Last two (2) completed FSMC Contract Management Form(s) (required quarterly)

Processing *(When CEs include the procurement of processed end-products through a commercial food distributor directly).*

- Agreement/contract for processors
- SFA planned assistance level (from prior school year)
- SFA solicitation documents, vendor bids/responses, evaluations, and contracts
- Evaluation Documents/Scoring Sheets
- Contract renewals/addenda/amendments, if applicable
- Reconciliation of USDA Foods received
- K12 and/or Processor Link monthly reports, if applicable
- WBSCM processing reporting, if applicable

Supplemental Information *(Additional information related to procurement processes)*

- TX-UNPS application status (CE and site)
- Self-certification approval for micro purchase thresholds, if applicable
- C0-Op memberships and Interlocal agreement, if applicable
- Documentation of any returned Co-op fees, if applicable
- Does the CE purchase USDA processed commodities through a co-op procured contract
- Reimbursed Co=op fees, if applicable
- CE method of USDA Foods reconciliation
- Financial changes from the previous school year (i.e., fund type, financial system)
- How does the CE categorize purchases
- Sole-Source vendors and supporting documentation
- FSMC contract manager name and contact information
- If FSMC purchases on behalf of the CE, what invoice method is utilized

Section 700: Resource Management

Resource Management (RM) is part of the Administrative Review (AR) and evaluates the overall financial health of an SFA's nonprofit school food service account. There are four areas of focus including: maintenance of the non-profit school food service account, paid lunch equity, revenue from non-program foods, and indirect costs.

Please find the attached *Resource Management Summary (RMS)* form. This form is completed based on the previous fiscal school year. Some of the required supporting documents have been requested previously for the PR portion of the review and will not need to be uploaded. Once the form has been submitted, your reviewer will perform a risk analysis to determine if a comprehensive review is required for any or all of the four areas of focus for Resource Management.

Required RMS Supporting Documents

Due Date

- Chart of Accounts for Child Nutrition (CN) Fund Child Nutrition Program
- Detailed General Ledger for all CN Funds (PREVIOUS FISCAL YEAR)- Formatted in PDF and Excel
- Information to be included: Account Fund Code/Number, Account Description/Name, Transaction Description, Vendor Name, Vendor Number, Purchase Order Number, Invoice Date, Invoice Number, Amount, Check Number, Payment Date with Account Balances
- Statement of Net Assets or Statement of Net Position (Balance Sheet)
- Statement of Activity or Revenues/Expenditures
- Vendor Paid List with Total Expenses per Vendor for fiscal year
- Completed current and previous year Paid Lunch Equity Tool (PLE) and the Adult Meal Calculator

Administrative Review Instructions by Section

Answer all questions in the AR review form set of TX-UNPS. If a question is not applicable, briefly explain why the question does not apply. Do NOT attach documentation to the paperclip function at each question.

Using the instructions outlined in the TX-UNPS AR User Guide, upload the documents listed in the CE Checklist into the Review Attachments section of TX-UNPS.

SNP Review
Review Forms

00000   Status: Active
SAMPLE CE ISD
DBA:
STREET ADDRESS
CITY, TX ZIP County District
Code: ESC:
TDA Region:

	Action	Form	Status
⊟		Off-site Assessment (10)	
⊟		SFA Forms (10)	
	View	100 - Certification and Benefit Issuance	
	View	200 - Verification	
	View	300 - Meal Counting and Claiming	
	View	800 - Civil Rights	
	View	900 - SFA On Site Monitoring	
	View	1000 - Local School Wellness Policy	
	View	1100 - Smart Snacks	
	View	1200 - Professional Standards	
	View	1600 - School Breakfast and SFSP Outreach	
	View	2100 - Special Provision Options	

100   Certification and Benefit Issuance (CBI)

Offsite Questions

Due Date

- Standard Counting and Claiming (Free/Reduced/Paid) and Provision 2- Base Year
  - Answer questions based on current internal processes and procedures. Please provide specific details including job titles of responsible parties and dates/timelines for certification and benefits issuance processes.
- Community Eligibility Provision CE-Wide, Provision 2- Non-base year, RCCI without day students
  - This form will be set to Not Applicable

Required Uploads-Initial CBI Documentation

Due Date

- For Standard Counting and Claiming (Free/Reduced/Paid) or Provision 2- Base Year
  - Master roster for the entire district (not just for the sites selected) from the **first operating day of the month of review (MOR)**
    - Please use attached *Application Format in Excel* workbook
      - There is a tab for free and reduced students
      - There is a second tab for denied/paid students
- For RCCIs
  - Upload a Master List documenting eligibility for students residing in the RCCI showing:
    - Child's name, date of birth, personal income and frequency, child's entrance and exit date and approving official's signature.

Required Uploads-Student Sample Documentation

Due Date

- The reviewer will request a sample of free and reduced-price students as well as denied students by uploading a list in the Administrative Review Attachments. Please upload supporting documentation for all students selected in sample.
  - o Household Application(s) (front and back)
  - o Verification of applications for any student(s) in the sample that were verified
  - o Categorically Eligible Lists (Direct Certification, Homeless, Migrant, Head Start/ Early Head Start, Foster)
  - o Denied applications
  - o Copies of notification letter notifying household of denied benefits
  - o Copies of template notification letters notifying the households of their free and reduced-price eligibility status.

Optional Uploads- may upload prior to DOR or available for review on-site

- Predetermined Notification Letter Template

200   Verification

Offsite Questions

Due Date

- Standard Counting and Claiming (Free/Reduced-price/Paid) and Provision 2- Base Year
  - o Answer questions based on current internal processes and procedures. Please provide specific details including job titles of responsible parties and dates/timelines for verification processes.
- Community Eligibility Provision CE-Wide, Provision 2- Non-base year, RCCI without day students
  - o This form will be set to Not Applicable

Required Uploads-Initial Verification Documentation

Due Date

- List of verified applications

Required Uploads-Verification Sample Documentation

Due Date

- Verification Individual Household Report form(s) from verification sample
- Actual verification letter(s) sent to the household(s) in the verification sample

Optional Uploads- may upload prior to DOR or available for review on-site

- Template letters:
  - o Verification Notification-Selection Letter for Households
  - o Verification Notification-Continuation of Benefits Letter
  - o Verification Notification-Verification Results/Adverse Action Letter
  - o Verification Information Request: Statement of Earnings/Social Security Income

300   Counting and Claiming

Offsite Questions

Due Date

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- For question 300, if CE utilizes an electronic system and a paper system, indicate "combination system" in drop-down selection.
- For questions 305a – 305m; describe process, responses cannot be N/A, briefly explain why the question does not apply.

Required Uploads- MOR Meal Counting and Claiming Sample Documentation

Due Date

Counting and Claiming Day

- Detailed transaction meal count report(s) AND/OR Roster(s) (manual system, BIC)
- Corresponding Edit Check(s) for reimbursable meals that include the following for each program (NSLP, SBP), for the date(s) and site(s) selected for review:
  - o Date of Meal Service
  - o Type of Meal Service
  - o Student Name
  - o Student Eligibility

Required Uploads- MOR Claim and Supporting Documentation

Due Date

- CE must submit month of review (MOR) claim for reimbursement prior to the day of review (DOR)
- Reports that support the MOR TX-UNPS Claim(s) for CE-wide (total) and all CE sites.

400   Meal Components and Quantities

- There are no off-site questions to be answered.

Required Uploads- MOR Food Production Record(s) (FPRs) Sample Week

Due Date

Targeted Menu Site

- Completed Dietary Specifications Summary Form for the Targeted Menu School Site(s) for both breakfast and lunch for the dates selected for the completed MOR FPR.

FPR Week

- Menus and completed FPR(s) for the dates selected for breakfast and lunch for each site(s) selected for review.

DOR

- Menus and planned DOR FPR(s) for breakfast and lunch for site(s) selected for review.

Optional Uploads- may upload prior to DOR or available for review on-site

- Supporting Documentation for FPR(s) for the meals served during the MOR and DOR
  - o CN Labels, Product Formulation statements, Nutrition Fact labels, Manufacturer's Specification Statements, recipes, and any other documentation to support crediting the FPR for the meals served during the Month of Review and Day of Review

800   Civil Rights

Offsite Questions

Due Date

- Provide current non-discrimination statement used for appropriate Program materials at question 800.

Required Uploads- Civil Rights

Due Date

- Copy of Media Release, including required documentation to be published
- Documentation showing the Media Release was sent to appropriate media outlets for publication

Optional Uploads- may upload prior to DOR or available for review on-site

- CN Staff Civil Rights Training – Sign in Sheets and/or Certificates
- Complaint Procedures and Complaint Form

900   On-site Monitoring

Offsite Questions

Due Date

- For CEs with only has 1 claiming site, On-site Monitoring is not required. This form will be set to Not Applicable in that instance.

Optional Uploads- may upload prior to DOR or available for review on-site

- Breakfast and Lunch Completed On-site Monitoring Forms for all sites
- ASCP On-site Monitoring Forms, if applicable
- CACFP At-Risk On-site Monitoring Forms, if applicable

1000 Local School Wellness Policy (LSWP)

Offsite Questions

Due Date

- CE can provide a link in the comment box of question **OR** upload the LSWP, Triennial Assessment, and documentation of public notification to review attachments.
- May be reviewed on-site

1100 Smart Snacks

Offsite Questions

Due Date

- CE can list a la carte food and beverages sold at all sites during the school day in the comment box of question **OR** upload a list in review attachments.

Optional Uploads- may upload prior to DOR or available for review on-site

- Smart Snack approval documentation and/or calculations

1200 Professional Standards

Offsite Questions

Due Date

- Several questions will request a list (for Program Year starting July 1st, 2023) of personnel by position who have child nutrition program (NSLP/SBP, CACFP) duties. Include:

- Name, job position, date of hire, and working status (full time, part time, temp., etc.)
- The reviewer will select a sample and request documentation of completed and planned training for school nutrition staff. The CE may provide documentation in an upload, listed in review questions or provide on-site.
  - o Completed and planned training logs with supporting documentation for selected sample of employees including CACFP At-Risk, if applicable

1600 School Breakfast & SFSP Outreach

Offsite Questions

Due Date

- Responses cannot be N/A, briefly explain why question(s) do not apply.

1700 After School Snack Program

- There are no offsite questions to be answered.

Required Uploads- MOR ASCP Documentation

Due Date

ASCP Counting and Claiming Day

- Detailed transaction meal count report(s) and corresponding Edit Check(s) for reimbursable meals that include the following for the date(s) and site(s) selected for review:
  - o Date of Meal Service
  - o Student Name
- Reports that support the MOR TX-UNPS Claim(s) for ASCP
- Menus and completed FPR for the dates selected for each site(s) selected for review.

FPR Week

Due Date

1900 Fresh Fruit and Vegetable Program (if applicable)

- There are no offsite questions to be answered.

Optional Uploads- may upload prior to DOR or available for review on-site

- All invoices pertaining to the FFVP for the MOR
- FFVP Month of Review claim must be submitted prior to DOR

2100 Special Provision Options (if applicable)

Offsite Questions

Due Date

- Answer questions 2100 – 2111 (not all questions are applicable).

Supply Chain Assistance Grant (if applicable)

- There are no off-site questions to be answered.

Optional Uploads- may upload prior to DOR or available for review on-site

- General Ledger indicating SCA Grant funds deposited to the nonprofit school food service account.
- Invoices and purchase orders to support minimally processed food purchases made with SCA Grant funds.
- Note: FSMC invoices will be assessed to determine if SCA funds were used appropriately. For fixed meal rate contracts, CEs must not pay an additional charge for food purchases.

Equipment Grant (if applicable)

- There are no offsite questions to be answered.
- Invoices and purchase orders supporting the equipment purchased using the Equipment Grant
- All sites within a CE that were awarded equipment grant funds will be reviewed on-site

CACFP At Risk (Snack/Supper) (if applicable)

- There are no offsite questions to be answered.

Required Uploads- MOR

Due Date

- MOR reports that support **ALL** CACFP Claim(s) for all sites and CE-wide

MOR

Optional Uploads- may upload prior to DOR or available for review on-site

- Completed FPR(s) for the dates selected

CACFP FPR Week
- Supporting Documentation for FPR(s) for the meals served during the MOR and DOR
  - CN Labels, Product Formulation statements, Nutrition Fact labels, Manufacturer's Specification Statements, recipes, and any other documentation to support the FPR for the meals served during the Month of Review (MOR) and Day of Review (DOR).

TX-UNPS Procurement Review Users Guide

Choose School Nutrition Programs

Getting Started

Before you can begin using TX-UNPS, you must be assigned a user ID and password that provides the required security rights.

You must fill out User Access Manager (UAM) form FND - 135. Only one UAM will be established at a time within each CE.

The designated User Access Manager (UAM) is a person at your entity who is responsible for security management of users within your entity. The UAM has the ability to add, modify, and deactivate users, ensures users have the correct security permissions and help users with their password resets directly in Texas Unified Nutrition Program System (TX-UNPS).

https://txunps1.texasagriculture.gov/TXUNPS/Splash.aspx

Tip: Save the link to your favorites list or create a shortcut to your desktop for quicker access.
Tip: Access Procurement Table Training on Squaremeals.org
https://squaremeals.org/Programs/National-School-Lunch-Program/ Compliance/Procurement-Review

Select the Compliance Menu

School Nutrition Programs
TX-UNPS

Applications | Claims | Compliance | Reports | Security | Search   Programs | Year | Help | Log Out

___

Welcome to the Texas Unified Nutrition Programs System

Texas Comptroller Year-End: TDA Claim Processing Interruption
The Texas Comptroller's office will shut down for end-of-year processing at the end of August. This will affect TDA's payment processing schedule for August. TDA will suspend processing claims for payment after 12:00 p.m. on Tuesday, August 16, 2022, and will resume on Tuesday, September 6, 2022.

School Nutrition Programs
TX-UNPS

Applications | Claims | Compliance | Reports | Security | Search   Programs | Year | Help | Log Out

Compliance >

Select Procurement Review Tracking

Item	Description
Review Tracking	Functions for tracking reviews.
Bulk Review Scheduling	Functions for scheduling reviews in bulk.
Bulk Review Assignments	Functions for bulk assignments to reviews.
Bulk Cycle Assignments	Functions for bulk cycle assignments to reviews.
Historical Reviews	Functions for tracking historical CRE Reviews.
Procurement Review Tracking	Functions for tracking procurement reviews.
Procurement Review Bulk Scheduling	Functions for scheduling procurement reviews in bulk.
Procurement Bulk Cycle Assignments	Functions for bulk cycle assignments to procurement reviews

Applications | Claims | Compliance | Reports | Security | Search   Programs | Year | Help | Log Out

Procurement Review List >   School Year: 2021 - 2022

SNP Procurement Reviews

Click Details

Expand

Actions	Review ID	Review Year	Review Type	Lead Reviewer	Scheduled Date	Closed Date	Nbr of Vendors	Status
Details	47503	2021 - 2022	Procurement		7/26/2021		5	Open

Add New Procurement Review

< Back

Click Detail for CE Procurement Table

Review Tools

Action	Description
View | Modify	Review Information
View | Modify	Contracting Entity Contact Information
Detail	Contracting Entity Procurement Table Staff: (3) Vendors: (19)
Detail	Review Forms Vendors Selected for Review: (5)
View | Modify	Corrective Action Documents (5)
View | Modify	Recommendations (0)
View | Modify	Commendations (0)
View | Modify	Technical Assistance (5)
View | Modify	Notes to Contracting Entity (0)
View | Modify	State Agency Notes (0)
Detail	Review Attachments (47)
Detail	State Agency Attachments (0)

< Back

Procurement Authority Staff				⌃
Add Staff				Count: 3
Action	Name	Position/Title	Responsibilities	Contact Information

Procurement Table Summary Screen

Note: All vendors should be placed on the procurement table by method, not by threshold.

			compulan...	Indi...
Modify	.	Director of Finance		

Small Purchase Threshold Information	Edit
What is the small purchase threshold for the LEA/SFA?	50000.00
What is the small purchase threshold for the State, if applicable?	50000.00

Group Purchasing Organizations, Group Buying Organizations and Third Party Entities	Edit ⌃

Did the SFA pay a membership fee, join at no cost, or otherwise enter into an agreement with a Group Purchasing Organization (GPO), Group Buying Organization (GBO) or third party entity?

If Yes, Provide Organization Name/Type

Add		Count: 0
Action	Organization Name	Organization Type
No Organizations Entered		

Vendors		
Type	Vendor Count	# Selected for Review
Micro Purchases	16	2
Small Purchases	2	2
Formal Contracts	0	0
FSMC Contracts	1	1
Processing Contracts	0	0

TX-UNPS Helper for the Procurement Table

Procurement Authority

Allows the CE to enter times that they will be unavailable.

Procurement Authority Staff

CE will enter their staff that handle procurement. This should always at least include the CND and Business Manager/financial person.

Required sections include:
1. Name
2. Position/Title
3. Responsibilities
4. Contact Information

Small Purchase Threshold Information

CE should update the small purchase threshold for the LEA/SFA.

GPO, GBO or third-party entity

CE should respond either yes or no and include the name of the organization and the type.

Required sections include:
1. Organization Name
2. Organization Type

Procurement Authority			Edit
Does your business office close for summer or another extended period time not associated with a holiday?			
If yes, what date range is your business office personnel not available?	From:	To:	

Procurement Authority Staff				
Add Staff				Count: 0
Action	**Name**	**Position/Title**	**Responsibilities**	**Contact Information**
		No Staff Entered		

Small Purchase Threshold Information		Edit
What is the small purchase threshold for the LEA/SFA?		50000.00
What is the small purchase threshold for the State, if applicable?		50000.00

Group Purchasing Organizations, Group Buying Organizations and Third Party Entities		Edit
Did the SFA pay a membership fee, join at no cost, or otherwise enter into an agreement with a Group Purchasing Organization (GPO), Group Buying Organization (GBO) or third party entity?		
If Yes, Provide Organization Name/Type		
Add		Count: 0
Action	**Organization Name**	**Organization Type**
	No Organizations Entered	

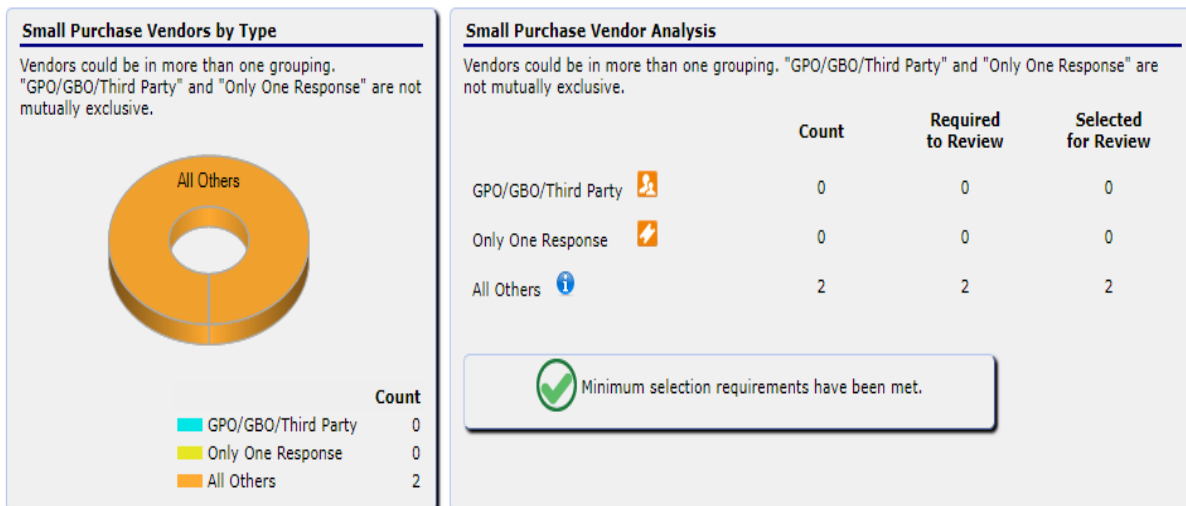| Vendors		
Type	**Vendor Count**	**# Selected for Review**
Micro Purchases	0	0
Small Purchases	0	0
Formal Contracts	0	0
FSMC Contracts	0	0
Processing Contracts	0	0

Vendors by Type

Micro Purchases

1. Required sections include:
   a. Vendor Name
   b. Vendor ID (CE can use the same number referenced in accounting documents)
   c. Goods/services provided
   d. Total amount paid to vendor
   e. Goods/services purchased (drop down)
   f. How many purchases per vendor and comments if they choose other in the drop down box.

Note: CE should <u>NOT</u> check the box, "selected for review". Reviewer will be responsible for determining vendors for review.

			Micro Purchase Vendors				
			(Purchases from vendors valued at $10,000 or below.)				
Add Vendor							Count: 16
Action	**Vendor Name**	**Vendor ID**	**Goods/Services**	**Total Paid**	**# Purchases**	**Comments**	**Selected**
Modify		287369	KITCHEN REPAIRS	$3,660.06	6	KITCHEN REPAIRS	✓
Modify		767358	APPLE DEVICE CHARGER	$62.00	1	APPLE DEVICE CHARGER	✗
Modify		586651	WATER	$1,703.33	12	WATER FOR DRINK DISPENSERS	✗
Modify		693856	CAFETERIA SUPPLIES	$1,266.51	10	CAFETERIA SUPPLIES AND SMALL WARES	✗
Modify		421986	KEYS MADE	$27.80	1	KEYS MADE FOR REPLACEMENT KEY	✗
Modify		292155	COMPUTERS	$1,820.92	1	COMPUTERS FOR CAFETERIA	✗
Modify		159369	PERMITS FOR KITCHEN	$2,000.00	5	HEALTH PERMITS FOR KITCHENS	✗
Modify		266267	DATA INTERFACE FOR POS	$2,350.00	1	DATA INTERFACE FOR POS FOR SYSTEMS DESIGN	✗
Modify		685614	FACE MASKS FOR STAFF	$1,500.00	1	FACE MASKS FOR CAFETERIA STAFF	✗
Modify		665732	STAMP	$11.98	1	STAMP FOR RECEIVING	✗
Modify		179845	PROPANE FOR FOOD TRUCK	$64.00	1	PROPANE FOR FOOD TRUCK	✗
Modify		872699	REPAIRS	$999.00	3	ICE MACHINE AND COOLER/FREEZER REPAIRS	✗
Modify		523245	CAFETERIA SUPPLIES	$134.67	1	CAFETERIA SUPPLIES	✗
Modify		677111	GROCERY PRODUCT	$3,218.82	11	GROCERY PRODUCT FOR CATERING AND MISC ITEMS	✗
Modify		767361	CLEANING PRODUCT	$1,058.53	4	CLEANING PRODUCT	✗
Modify		796687	KITCHEN EXHAUST HOOD CLEANING	$7,450.00	6	VENT/EXHAUST HOOD CLEANING	✓

Micro Purchase Vendor Analysis

	Count	Required to Review	Selected for Review
All Micro Purchase Vendors	16	2	2

✓ Minimum selection requirements have been met.

Vendors by Type

Small Purchases

1. Required sections include:
   a. Vendor Name
   b. Vendor ID (CE can use the same number referenced in accounting documents)
   c. Goods/services provided
   d. Total amount paid to vendor
   e. Goods/services purchased (drop down)
   f. One time or multiple purchases (drop down).
   g. More than one response?
   h. Contract obtained through GPO/GBO/Non-SFA only Co-Op?
   i. Comment - Include RFP #, if applicable

Note: CE should <u>NOT</u> check the box, "selected for review". Reviewer will be responsible for determining vendors for review.

	Small Purchase Vendors						
	(Purchases from vendors valued at $250,000 or below, or most restrictive threshold)						
Add Vendor		LEA/SFA Threshold: 50000.00		State Threshold: 50000.00			Count: 2
Action	**Vendor Name**	**Vendor ID**	**Goods/Services**	**Total Paid**	**Type**	**Comments**	**Selected**
View | Modify	Systems Design	426953	POS System for Cafeterias	$13,414.04			✓
View | Modify	TD INDUSTRIES	514188	KITCHEN EQUIPMENT REPAIRS, SUPPLIES, AND INSTALLATION OF KITCHEN EQUIPMENT	$15,164.52		KITCHEN EQUIPMENT REPAIRS, SUPPLIES, AND INSTALLATION OF KITCHEN EQUIPMENT	✓

Small Purchase Vendors by Type

Vendors could be in more than one grouping. "GPO/GBO/Third Party" and "Only One Response" are not mutually exclusive.

All Others

	Count
GPO/GBO/Third Party	0
Only One Response	0
All Others	2

Small Purchase Vendor Analysis

Vendors could be in more than one grouping. "GPO/GBO/Third Party" and "Only One Response" are not mutually exclusive.

	Count	Required to Review	Selected for Review
GPO/GBO/Third Party	0	0	0
Only One Response	0	0	0
All Others	2	2	2

✓ Minimum selection requirements have been met.
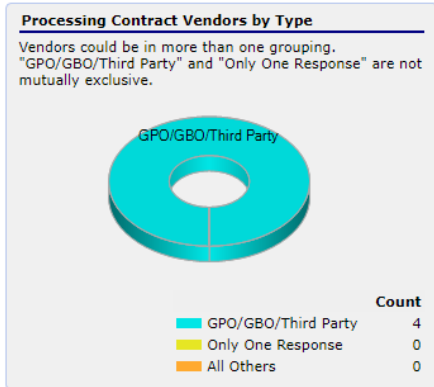
Vendors by Type

Formal Contracts

1. Required sections include:
   a. Vendor Name
   b. Vendor ID (CE can use the same number referenced in accounting documents)
   c. Goods/services provided
   d. Contract Value (total value of the contract)
   e. Comments indicating dollar amount expended
   f. Solicitation Type
   g. Contract Type
   h. Contract Duration
   i. More than one response?
   j. Contract obtained through GPO/GBO/Non-SFA only Co-Op?
   k. Amendments?
   l. Comment - Include RFP #, if applicable

Note: CE should <u>NOT</u> check the box, "selected for review". Reviewer will be responsible for determining vendors for review.

Formal Contract Vendors

Sealed Bids/Competitive Proposals (vendor contracts valued above $250,000 or at or above the State's/LEA's small purchas threshold)

Add Vendor   LEA/SFA Threshold: $ 10,000.00   State Threshold: $ 50,000.00   Count: 4

Action	Vendor Name	Vendor ID	Goods/Services	Contract Value	Type	Comments	Selected
View | Modify			COPIER SERVICES	$1,061.06			✓
View | Modify			CUSTOM DESIGNS	$7,160.00		YARD SIGNS FOR BOX DELIVERY DURING COVID-19. THIS VENDOR IS ON OUR BOARD APPROVE...	✓
View | Modify			CONTRACTED SERVICES	$12,637.50		REFRIGERATION SERVICES/THIS VENDOR IS ON OUR BOARD APPROVED LIST.	✓
View | Modify			PRINTER SERVICES	$550.00			✓

Formal Contract Vendors by Type

Vendors could be in more than one grouping. "GPO/GBO/Third Party" and "Only One Response" are not mutually exclusive.

All Others

	Count
GPO/GBO/Third Party	0
Only One Response	0
All Others	4

Formal Contract Vendor Analysis

Vendors could be in more than one grouping. "GPO/GBO/Third Party" and "Only One Response" are not mutually exclusive.

	Count	Required to Review	Selected for Review
GPO/GBO/Third Party	0	0	0
Only One Response	0	0	0
All Others	4	4	4

Minimum selection requirements have been met.

Vendors by Type

FSMC Contracts

1. Required sections include:
   a. Vendor Name
   b. Vendor ID (CE can use the same number referenced in accounting documents)
   c. Goods/services provided
   d. Contract Value
   e. Solicitation Type
   f. Contract Type
   g. Contract Year
   h. More than one response?
   i. Contract obtained through GPO/GBO/Non-SFA only Co-Op?
   j. Amendments?
   k. Comment - Include RFP #, if applicable

Note: CE should <u>NOT</u> check the box , "selected for review". Reviewer will be responsible for determining vendors for review.

FSMC Contracts

Food Service Management Company Contracts

Add Vendor | Count: 1

Action	Vendor Name	Vendor ID	Goods/Services	Contract Value	Type	Comments	Selected
View | Modify			MANAGEMENT OF FOODSERVICE FOR DISTRICT	$2,093,993.72			✓

FSMC Contract Vendors by Type

Vendors could be in more than one grouping. "GPO/GBO/Third Party" and "Only One Response" are not mutually exclusive.

All Others

	Count
GPO/GBO/Third Party	0
Only One Response	0
All Others	1

FSMC Contract Vendor Analysis

Vendors could be in more than one grouping. "GPO/GBO/Third Party" and "Only One Response" are not mutually exclusive.

	Count	Required to Review	Selected for Review
All FSMC Contract Vendors	1	1	1

✓ Minimum selection requirements have been met.

Vendors by Type

Processing Contracts

1. Required sections include:
   a. Vendor Name
   b. Vendor ID (CE can use the same number referenced in accounting documents)
   c. Goods/services provided
   d. Contract Value
   e. Procurement Type (drop down)
   f. Contract Duration (drop down)
   g. More than one response?
   h. Contract obtained through GPO/GBO/Non-SFA only Co-Op?
   i. Amendments?
   j. Comment - Include RFP #, if applicable

Note: CE should <u>NOT</u> check the box, "selected for review". Reviewer will be responsible for determining vendors for review.

			Processing Contracts				
Add Vendor							Count: 4
Action	**Vendor Name**	**Vendor ID**	**Goods/Services**	**Contract Value**	**Type**	**Comments**	**Selected**
View | Modify			PIZZA, CHEESE, 16"	$12,000,000.00	👥		✗
View | Modify			TURKEY ROASTED BREAST SLICED 12/1#; TURKEY HAM SLICED 12/1#; TURKEY HAM, DICED 4...	$12,000,000.00	👥		✗
View | Modify			BEEF, CHARBROILED STEAK BURGER 6/5LB	$10,000,000.00	👥		✗
View | Modify			CHICKEN, BREADED BREAST WM 78CT 4/5#; CHICKEN, BREADED POPPERS 4/5#CS; CHICKEN, ...	$12,000,000.00	👥		✓

Processing Contract Vendors by Type

Vendors could be in more than one grouping. "GPO/GBO/Third Party" and "Only One Response" are not mutually exclusive.

GPO/GBO/Third Party

	Count
GPO/GBO/Third Party	4
Only One Response	0
All Others	0

Processing Contract Vendor Analysis

Vendors could be in more than one grouping. "GPO/GBO/Third Party" and "Only One Response" are not mutually exclusive.

	Count	Required to Review	Selected for Review
GPO/GBO/Third Party 👥	4	1	1
Only One Response 📝	0	0	0
All Others	0	0	0

✓ Minimum selection requirements have been met.

Sample Selection
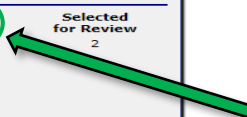
- The required number of vendors to sample is automatically generated in TX-UNPS.
- This number is the minimum, so more vendors can be reviewed if necessary.

Micro Purchase Vendors
(Purchases from vendors valued at $10,000 or below.)

Add Vendor — Count: 16

Action	Vendor Name	Vendor ID	Goods/Services	Total Paid	# Purchases	Comments	Selected
Modify			KITCHEN REPAIRS	$3,660.06	6	KITCHEN REPAIRS	✅
Modify			APPLE DEVICE CHARGER	$62.00	1	APPLE DEVICE CHARGER	❌
Modify			WATER	$1,703.33	12	WATER FOR DRINK DISPENSERS	❌
Modify			CAFETERIA SUPPLIES	$1,266.51	10	CAFETERIA SUPPLIES AND SMALL WARES	❌
Modify			KEYS MADE	$27.80	1	KEYS MADE FOR REPLACEMENT KEY	❌
Modify			COMPUTERS	$1,820.92	1	COMPUTERS FOR CAFETERIA	❌
Modify			PERMITS FOR KITCHEN	$2,000.00	5	HEALTH PERMITS FOR KITCHENS	❌
Modify			DATA INTERFACE FOR POS	$2,350.00	1	DATA INTERFACE FOR POS FOR SYSTEMS DESIGN	❌
Modify			FACE MASKS FOR STAFF	$1,500.00	1	FACE MASKS FOR CAFETERIA STAFF	❌
Modify			STAMP	$11.98	1	STAMP FOR RECEIVING	❌
Modify			PROPANE FOR FOOD TRUCK	$64.00	1	PROPANE FOR FOOD TRUCK	❌
Modify			REPAIRS	$999.00	3	ICE MACHINE AND COOLER/FREEZER REPAIRS	❌
Modify			CAFETERIA SUPPLIES	$134.67	1	CAFETERIA SUPPLIES	❌
Modify			GROCERY PRODUCT	$3,218.82	11	GROCERY PRODUCT FOR CATERING AND MISC ITEMS	❌
Modify			CLEANING PRODUCT	$1,058.53	4	CLEANING PRODUCT	❌
Modify			KITCHEN EXHAUST HOOD CLEANING	$7,450.00	6	VENT/EXHAUST HOOD CLEANING	✅

Micro Purchase Vendor Analysis

	Count	Required to Review	Selected for Review
All Micro Purchase Vendors	16	2	2

✅ Minimum selection requirements have been met.

TX-UNPS Administrative Review User Guide

Getting Started

Before you can begin using TX-UNPS, you must be assigned a user ID and password that provides the required security rights.

You must fill out User Access Manager (UAM) form FND - 135. Only one UAM will be established at a time within each CE.

The designated User Access Manager (UAM) is a person at your entity who is responsible for security management of users within your entity. The UAM has the ability to add, modify, and deactivate users, ensures users have the correct security permissions and help users with their password resets directly in Texas Unified Nutrition Program System (TX-UNPS).

https://txunps1.texasagriculture.gov/TXUNPS/Splash.aspx

Tip: Save the link to your favorites list or create a shortcut to your desktop for quicker access.

> **TIP:** You can add this URL to your browser's Favorites list or create a shortcut to the web site on your desktop for quicker access to the site. Refer to your browser or operating system help files for further information.

Logging On

To log on

Access TX-UNPS by typing the URL into the address line of your web browser.

Enter your assigned **User ID**.

Enter your **Password**.

Select **Log On**.

> **Note:** If you do not have a User ID and Password, contact the Texas Department of Agriculture at (877) TEX-MEAL.

> **TIP:** The Password is case-sensitive, so be sure to use upper- and lower-case letters, if necessary.

Off-site Review Forms

Before you can access the Off-site review forms, your Contracting Entity must have an approved 2022-2023

Annual Application on file in TX-UNPS.

To access the Review Forms

1. Select the **Compliance** Menu.
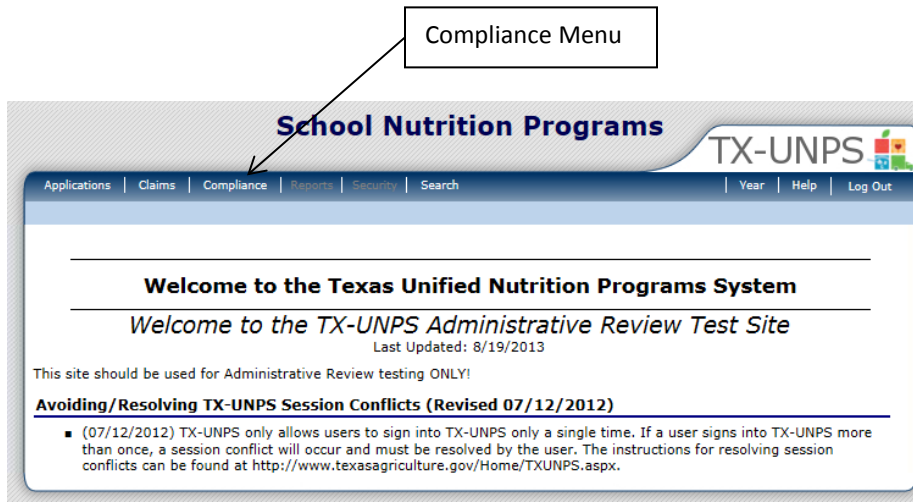
Compliance Menu

2. Select **Review Tracking** from the Compliance menu**.**

Review Tracking

Select the **Details** link for the desired review. The Review Dashboard displays.

Details

Expand

Actions	Review ID	Review Year	Review Type	Lead Reviewer	Scheduled Date	Closed Date	Nbr of Sites	Status
Details	93	2013 - 2014	Administrative		8/06/2013		4	Open

Select **Detail** next to the Review Forms option for the current school year.

Details →

The Off-site Review Forms screen displays.

Note: The system groups the forms by type. You can expand or collapse the forms by form group by selecting the ⊞ or ⊟ icons for easier viewing.

Figure 1: Review Forms screen (partial)

SFA Forms

The Off-site SFA Forms are groups of forms provided by the USDA to be completed prior to the On-site form groups.

To complete the SFA Off-site Assessment forms

1. Select **Modify** for the desired Off-site Assessment form.

	Off-site Assessment (12)	
	SFA Forms (11)	
View | Modify	100 - Certification and Benefit Issuance	
View | Modify	200 - Verification	
View | Modify	300 - Meal Counting and Claiming	
View | Modify	600 - Dietary Specifications and Nutrition Analysis	
View | Modify	700 - Resource Management	
View | Modify	800 - Civil Rights	
View | Modify	900 - SFA On Site Monitoring	
View | Modify	1000 - Local School Wellness Policy	
View | Modify	1600 - School Breakfast and SFSP Outreach	
View | Modify	2100 - Special Provision Options	
View | Modify	Resource Management Comprehensive Review Form	
	Sites (1)	
Detail	Site 1	

Modify

2. Complete all review questions.

    o If additional information from the USDA Guidiance is available, select 	 to view the tool tip.

    o You will see 	 icon to the right of most questions in the Off-site Assessments to upload attachments. ==**PLEASE DO NOT UPLOAD ATTACHMENTS HERE.**==

- **Note:** Documents requested by TDA for the Offsite review will be uploaded in the Review Attachments section of the Review Dashboard. Please reference page 7 of this document to locate the Review Attachments section.

Figure 2: Off-site Assessment Form – 200 – Verification (partial)

- Select **Validate** to save the form and check for errors**.**

- If the form contains errors (e.g., a required question was not answered), an error message displays and the form was saved with an Error status.

Figure 3: Validation Confirmation – Errors screen

- Select **<Edit** to return to the form. Questions with errors display with a red indicator (🔴) beside the question number.

805 How are students with special dietary needs accommodated?

Figure 4: 800 – Civil Rights – Question with Errors screen (partial)

- Correct any errors and select Validate. Once the form has been saved without errors, the status changes to "Pending Review."

Sites

The Sites section of the Off-site Assessment consists of the Meal Compliance Risk Assessment Tool. CEs will only complete the Meal Compliance Risk Assessment Tool, by site, if more than one site is being reviewed. If only one site is selected for review, this screen will not display the Meal Compliance Risk Assessment Tool.

To use the Meal Compliance Risk Assessment Tool by site

1. Select **Modify** for the desired Site.

		Off-site Assessment (12)	
⊟		SFA Forms (11)	
	View | Modify	100 - Certification and Benefit Issuance	
	View | Modify	200 - Verification	
	View | Modify	300 - Meal Counting and Claiming	
	View | Modify	600 - Dietary Specifications and Nutrition Analysis	
	View | Modify	700 - Resource Management	
	View | Modify	800 - Civil Rights	
	View | Modify	900 - SFA On Site Monitoring	
	View | Modify	1000 - Local School Wellness Policy	
	View | Modify	1600 - School Breakfast and SFSP Outreach	
	View | Modify	2100 - Special Provision Options	
	View | Modify	Resource Management Comprehensive Review Form	
⊟		Sites (1)	
	Detail	Site 1	

Details →

2. Select **Modify** for the Meal Compliance Risk Assessment Tool.

Action	Form	Status
⊟	Site Worksheets (1)	
View | Modify	Meal Compliance Risk Assessment Tool	

Modify

< Back

3. Complete questions. For each question answered, risk points display in yellow.
4. Select **Validate**. The total Risk Score displays at the top and bottom of the screen.

Figure 5: Meal Compliance Risk Assessment Tool screen (partial)

Per the USDA Guidance Manual, the Meal Compliance Risk Assessment Tool must be completed for each selected school. The Meal Compliance Risk Assessment evaluates error-prone areas and provides risk scores. The selected site with the highest Meal Compliance Risk Assessment score must undergo a more in-depth meal review (i.e., "Targeted Menu Review").

Form Statuses:

A status column is located to the right of each SFA level form and Site level Form. They may display the following statuses:

Incomplete – the form has been started, but has not been completed.

Completed – all questions have been answered in the form without errors.

Error – required questions in the form have not been answered correctly.

Not Applicable – the form set does not apply to the CE and does not need to be completed.

Accessing Review Attachments:

TDA reviewers will request CEs to provide specific documentation during the Off-site Assessment and CE's will attach the requested documents in this section of TX-UNPS.

1. CE must return to the SNP Reviews Review Dashboard. If you were currently working in the Off-site Assessment forms, click the "Back" button at the bottom of the screens until you reach this page.

Action	Form		Status
		Site Worksheets (5)	
View | Modify	Meal Compliance Risk Assessment Tool	Meal Compliance Risk Assessment Tool	Completed
View | Modify	Dietary Specifications Assessment Tool - Breakfast		Completed
View | Modify	Dietary Specifications Assessment Tool - Lunch		Completed
View | Modify	Meal Component and Quantities - Breakfast		
View | Modify	Meal Component and Quantities - Lunch		

Back → < Back

2. Click "Details" next to Review Attachments.

Review Progress

Scheduled — Off-site — On-site — CAD — Closed

Review Details

Review Type:	Administrative	**Lead Reviewer:**	Tester (John), IADE	**Review ID:**	100
Review Form Set:	Administrative Review v1			**Status:**	Open

Review Tools

Action	Description
View | Modify	Review Information
View | Modify	Organization Contact Information
Detail	Site Dashboard (1)
Detail	Review Forms
View | Modify	Corrective Action Documents (0)
View | Modify	Commendations (0)
View | Modify	Technical Assistance (0)
View | Modify	Notes to Organization (0)
View | Modify	State Agency Notes (0)
Detail	Review Attachments (0)

Details → (Detail / Review Attachments (0))

3. Click "Add Attachment."

Attachments

Action	File Name	Description	Date	User
		No data to display.		

Total Attachments: 0

< Back   Add Attachment ← **Add Attachment**

4. Click "Browse" to open a search window for your computer.

5. Once the browser window appears, search for the document on your computer you want to attach. Once you find your document, double click it to attach and upload into TX-UNPS. You will see the file name appear in the File To Attach cell. Please add a brief description of the file attached in the Description cell. Once you have completed attaching your document, click "Save."


*   **Note:** Please use the following naming convention for files attached:

    Offsite Form Series_Document Name (example 100_Student Roster), or

    Offsite Form Series_Document Name_Site (example 300_Meal Counts_ABC

    Please reference the CE Checklist for Form Series and Document Names.

6. If you accidentally attach the wrong file, click the "Browse" button again. Search for the desired file and attach it by double clicking on it. The new attachment will over-write the previous document you attached. Once you have completed the attachment and clicked save, click "Finish" to complete the action of attaching a document. Click "Edit" if you must go back to the previous attachment to make a change.

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Edit
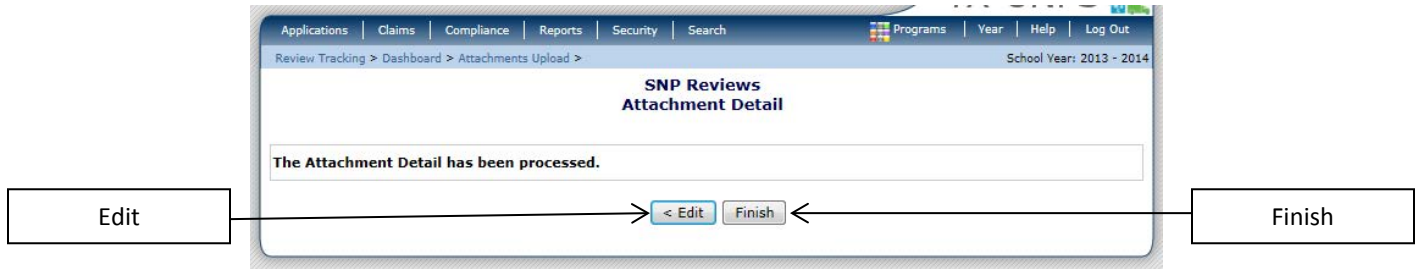
Finish

7. Once you have finished attaching a document, you will return to your Attachment List screen. You will see the document you have attached with the ability to View or Modify the attachment. You may also attach another document by clicking the "Add Attachment" button again.

View/Modify

Add Attachment
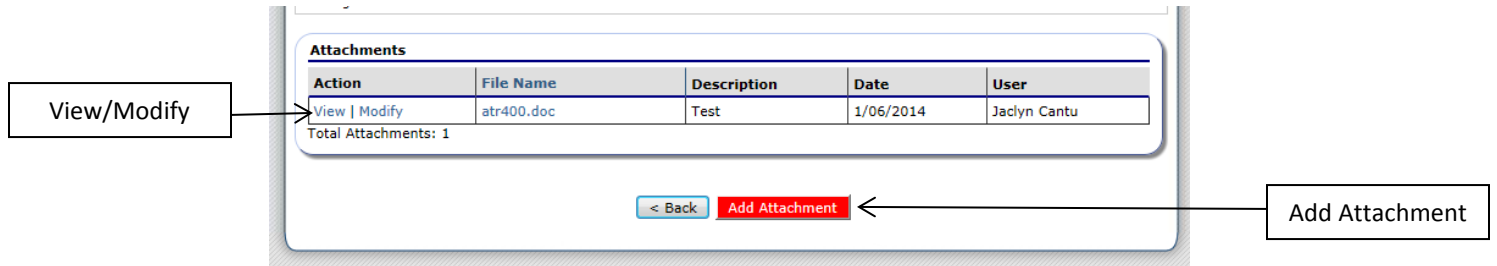
Once all applicable forms in the Off-site Administrative Review have a "Completed" status and all requested documents have been attached, you have finished the Off-site portion of the review. The ARS will contact you for any questions, corrections, or errors that may be addressed prior to the On-site review.

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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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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