



SY 2020-2021



Food and Nutrition Division
National School Lunch Program



TEXAS DEPARTMENT OF AGRICULTURE
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www.SquareMeals.org

| Abbreviation | Name | Abbreviation | Name |
|--------------|---|-------------------|---|
| ASCP | After School Care Program | RFP | Request for Proposal |
| CACFP | Child and Adult Care Food Program | SBP | School Breakfast Program |
| CE | Contracting Entity (School Food Authority) | SFA | School Food Authority |
| CEP | Community Eligibility Provision | SFSP | Summer Food Service Program |
| DC | Direct Certification | SNP | School Nutrition Program |
| DV | Direct Verification | SNAP | Supplemental Nutrition Assistance Program |
| ESC | Education Service Center | Special Provision | P2 and CEP |
| FDP | Food Distribution Program | SSO | Seamless Summer Option |
| FND-101 | Certificate of Authority for TX-UNPS | TDA | Texas Department of Agriculture |
| FSMC | Food Service Management Company | TEA | Texas Education Agency |
| LEA | Local Education Agency | TLS | Total Lunches Served |
| NSLP | National School Lunch Program | Texas ELMS | Texas Eligibility List Management System |
| NSLW | National School Lunch Week | TX-UNPS | Texas Unified Nutrition Program System |
| P2 | Provision 2 | USDA | United State Department of Agriculture |
| PEIMS | Public Education Information Management System (TEA database) | YTD | Year-to-date |

JULY

To Do

- Upload enrollment roster in Texas ELMS to check for direct certification matches
- Determine method to distribute upcoming year's school lunch applications
- Conduct Seamless Summer Option (SSO) on-site monitoring during program operation and retain on file (TDA prototype)
- Complete PLE tool to calculate any necessary increase in paid lunch prices for SY2021-22
- Review adult meal prices and adjust for SY2021-22

Ongoing

- Prepare for distribution:
 - ✓ Media Release
 - ✓ Free and Reduced-Price Meal Applications
 - ✓ Letter for Directly Certified Eligibility
 - ✓ Letter to Households of Approval/Denial of Benefits
- Receive USDA Foods for SFSP & SSO.
- Document staff training for 2020-21
- Reconcile USDA Foods entitlement (TDA).
- Review/update FND-101, if necessary
- Review/update Attachment B, if necessary.
- Update USDA Foods entitlement for NSLP
- Review financial policies and procedures, update if needed
- Check commodity bulletin every Tuesday and Thursday

ESC Child Nutrition Summer Workshops

2020

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|---------|--|-------------------------------------|--------|
| | | 1 CACFP Application opens Submit SNP Application Renewals in TX-UNPS | 2 | 3 |
| DC Database closed for annual maintenance | | | | |
| 6 Check Texas ELMS for new DC data | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 Summer Nutrition Cost Report Available in TX-UNPS | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 Last day to submit May claims | 31 |

AUGUST

To Do

Early August

- Upload enrollment roster in Texas ELMS to check for direct certification matches
- Prepare master eligibility roster of students, including carryover eligibility
- Prepare for distribution:
 - ✓ Media Release
 - ✓ Free and Reduced-Price Meal Applications
 - ✓ Letter for Directly Certified Eligibility
 - ✓ Letter to Households of Approval/Denial of Benefits
- Prepare for new USDA Foods Allocation
- Complete 3rd Round USDA Foods survey.
- Complete USDA Foods Inventory Form (non-profit SFSPs)

August 31

- SSO Age/Grade Waiver deadline

Ongoing

- Check commodity bulletin every Tuesday and Thursday
- Review/update Attachment B, if necessary.
- Review/update FND-101, if necessary
- Update SNP Application Packet in TX-UNPS

Upcoming

- Summer Nutrition Program costs report deadline in TX-UNPS

Plan National School Lunch Week campaign

2020

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|---------|---------------------------------------|----------|--------|
| 3  | 4 | 5 Check Texas ELMS for new DC data | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 SSO Age/Grade Group Meal Pattern Portion Size waiver deadline Last day to submit June claims | | | | |

SEPTEMBER

To Do

Early September

- Upload enrollment roster in Texas ELMS to check for direct certification matches
- Prepare master eligibility roster of students, including carryover eligibility
- Conduct 1st ASCP on site monitoring
- Order NSLW resources on SquareMeals

September 30

- CACFP applications due

Ongoing

- Check commodity bulletin every Tuesday and Thursday
- Review/update Attachment B, if necessary
- Review/update FND-101, if necessary
- Update SNP Application Packet in TX-UNPS

Upcoming

- Verification process begins (10/1)
 - ✓ Count free and reduced-price meal applications (10/1)
 - ✓ Summer Nutrition Program cost report deadline in TX-UNPS (10/31)

2020

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|-------------------------------|---|----------------------------------|----------|--------|
| | 1 | 2 | 3 | 4 |
| 7 Labor Day-TDA closed | 8 Check Texas ELMS for new DC data (9/5) | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 DV Module Opens | 29 Last day to submit July claims | 30 CACFP applications due | | |

OCTOBER

To Do

October 1

- Verification process begins
 - ✓ Count number of approved applications to determine verification sample
 - ✓ Check Direct Verification in Texas ELMS before sending out verification notification letters
- Upload enrollment roster in Texas ELMS to check for direct certification matches

Early October

- Prior year approved application status expiration (to be calculated by CE)

October 30

- Conduct official count of number of students enrolled in school nutrition programs (SNP)
- Summer Nutrition Program cost report deadline in TX-UNPS

Ongoing

- Check commodity bulletin every Tuesday and Thursday
- TLS update from prior school year in TX-UNPS FDP Module
- Student and application count data for PVR

Upcoming

- Verification process completion deadline (11/16)

Farm to School Month

2020

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---------------------------------------|---------|---|--|---|
| | | | 1 Count # of applications on file to obtain verification sample Check DV module <i>before</i> sending verification letters | 2 |
| 5 Check Texas ELMS for new DC data | 6 | 7 | 8 | 9 Summer Cost Report due |
| 12 | 13 | 14 National Take Your Parents to Lunch Day | 15 | 16 |
| National School Lunch Week | | | | |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 Count data for Preliminary Verification Report (now open) Last day to submit August claims |

NOVEMBER

To Do

Early November

- Texas Summer Mandate notices sent
- Upload enrollment roster in Texas ELMS to check for direct certification matches

November 13

- Complete Preliminary Verification Report (JotForm) in TX-UNPS
- Preliminary Verification Report count
 - ✓ Enrolled Students
 - ✓ Students in CEP/P2 program
 - ✓ Students directly certified
 - ✓ Students eligible for free/reduced-price by application
 - ✓ Results of Direct Verification

Ongoing

- Check commodity bulletin every Tuesday and Thursday
- Conduct ASCP on-site monitoring review during first 4 calendar weeks of operation
- Update SNP application packet in TX-UNPS
- Update FDP contracts and information in TX-UNPS, as needed

Upcoming

- SFSP application opens in TX-UNPS (1/15)
- Commodity contract for processing deadline in TX-UNPS (1/31)
- Texas Summer Mandate deadline in TX-UNPS (1/15)
- SFA Verification Collection Report (FNS-742) deadline in TX-UNPS (2/1)

2020

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|---------|-------------------------------|---------------------------------------|---|
| 2 Summer Mandate waiver available in TX-UNPS | 3 | 4 | 5 Check Texas ELMS for new DC data | 6 |
| 9 | 10 | 11 Veterans Day-TDA closed | 12 | 13 Preliminary Verification Report count due |
| 16 Complete verification process | 17 | 18 | 19 | 20 NSLP Farm Fresh Challenge opens |
| 23 | 24 | 25 | 26 | 27 Thanksgiving-TDA Offices Closed |
| 30 FSMC packet available | | | | |
| Last day to submit September claims | | | | |

DECEMBER

To Do

Early December

- Upload enrollment roster in Texas ELMS to check for direct certification matches
- Request 4th round survey of USDA Foods
- Second Review of Applications report opens in TX-UNPS (for CEs required to conduct an Independent Review of Applications)

Ongoing

- Check commodity bulletin every Tuesday and Thursday
- Conduct ASCP on-site monitoring review during first 4 calendar weeks of operation.
- Update SNP application packet in TX-UNPS
- Update FDP contracts and information in TX-UNPS, as needed

Upcoming

- SFSP application opens in TX-UNPS (1/15).
- Commodity contract for processing deadline in TX-UNPS (1/31)
- Texas Summer Mandate deadline in TX-UNPS (1/31)
- SFA Verification Summary Report (FNS-742) deadline in TX-UNPS (2/1)
- On-site monitoring review deadline for breakfast and lunch (2/1)

2020

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---------------------------------------|---|---|----------|--------|
| | 1 | 2 Verification Report opens in TX-UNPS | 3 | 4 |
| 7 Check Texas ELMS for new DC data | 8 | 9 | 10 | 11 |
| 14 | 15 Independent Review of Applications Report opens | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| | | TDA Offices Closed | | |
| 28 | 29 | 30 | 31 | |
| | | Last day to submit October claims | | |

JANUARY

To Do

Early January

- Upload enrollment roster in Texas ELMS to check for direct certification matches

January 31

- Submit FDP packet to participate in SFSP and SSO USDA Foods DoD FFVP

Ongoing

- Check commodity bulletin every Tuesday and Thursday
- Commodity contract and surveys open in TX-UNPS
- Conduct ASCP on-site monitoring review during first 4 calendar weeks of operation.
- Conduct 2nd ASCP on-site monitoring
- Update SNP application packet in TX-UNPS
- Update FDP contracts and information in TX-UNPS, as needed

Upcoming

- SFA Verification Summary Report (FNS-742) deadline in TX-UNPS (2/1)
- On-site monitoring review deadline for breakfast and lunch (2/1)
- Commodity Contract for Processing closes in early February (consult co-op for actual dates)

Watch for New School Year opening for Food Distribution Program

2021

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--|---|-----------|----------|--|
| Schedule 2 nd Health Inspection | | | | 1 TDA Offices closed |
| 4 | 5 Check Texas ELMS for new DC data | 6 | 7 | 8 |
| 11 | 12 Independent Review of Applications Report due | 13 | 14 | 15 SFSP and SSO applications open |
| 18 MLK Day-TDA closed | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 Last day to submit November claims |

FEBRUARY

To Do

February 1

- On-site monitoring review deadline for NSLP/SBP
- SFA Verification Summary Report (FNS-742) deadline in TX-UNPS

Early February

- Upload enrollment roster in Texas ELMS to check for direct certification matches

February 15

- Food Service Management Company RFP deadline
- Submit FDP contracts in TX-UNPS
- Submit FDP surveys in TX-UNPS

Ongoing

- Annual survey, Farm to School survey, and processing survey open in TX-UNPS
- Check commodity bulletin every Tuesday and Thursday
- Conduct 2nd ASCP on-site monitoring
- DoD Fresh and Farm to School allocations due in TX-UNPS
- Schedule 2nd health inspection
- Update SNP application packet in TX-UNPS
- Update FDP contracts and information in TX-UNPS, as needed

Upcoming

- SFSP application deadline for CEs requesting advance payment (3/15)
- CEP Report deadline in TX-UNPS (required by all CEs 3/19)

Promote Farm Fresh Challenge and Farm Fresh Fridays

2021

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|-------------------------------------|-----------|-----------|---|
| 1 Texas Summer Mandate intent due Verification Report due NSLP/SBP on-site monitoring reviews deadline | 2 | 3 | 4 | 5 Check Texas ELMS for new DC data |
| 8 | 9 | 10 | 11 | 12 Deadline to enroll in NSLP and CACFP Farm Fresh Challenge to receive toolkit |
| 15 Food Service Management Contract RFP due President's Day- TDA closed | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| | Plan School Breakfast Week Campaign | | | |

MARCH

To Do

March 1

- CEP Report opens in TX-UNPS

Early March

- Upload enrollment roster in Texas ELMS to check for direct certification matches

March 16

- Commodity surveys close in TX-UNPS
- SFSP application deadline for CEs requesting an advance

March 19

- CEP Report deadline in TX-UNPS (required by all CEs)

Ongoing

- Check commodity bulletin every Tuesday and Thursday
- Conduct 2nd ASCP on-site monitoring
- Schedule 2nd health inspection
- Update SNP application packet in TX-UNPS
- Update FDP contracts and information in TX-UNPS, as needed

Upcoming

- Review Local Wellness Plan activities and measurements for SY2020-21
- Prior Year Financial Report due (4/1)
- SFSP new contracting entity application deadline (4/15)

Promote the Farm Fresh Challenge!

2021

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--|---|-----------|--------------------------|---------------------------------------|
| 1 CEP Report opens Prior Year Financial Report opens | 2 | 3 | 4 | 5 Check Texas ELMS for new DC data |
| Last day to submit December claims | National School Breakfast Week | | | |
| 8 | 9 | 10 | 11 | 12 |
| 15 Universal Breakfast waiver available in TX-UNPS | 16 1st due date for SFSP applications (if seeking advance) | 17 | 18 | 19 CEP Report due |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | National Nutrition Month | |

APRIL

To Do

April 1

- Complete and submit financial report for SY2019-20 in TX-UNPS
- SFSP/SSO Partnership agreement due

Early April

- Upload enrollment roster in Texas ELMS to check for direct certification matches

April 15

- NSLP Application opens in TX-UNPS
- SFSP Application deadline for new CEs or CEs with operational issues

April 30

- FSMC unsigned contracts due

Ongoing

- Register for ESC Child Nutrition Summer Workshop
- Check commodity bulletin every Tuesday and Thursday
- Conduct 2nd ASCP on-site monitoring
- Update SNP application packet in TX-UNPS
- Update FDP contracts and information in TX-UNPS, as needed
- SFSP/SSO Partnership documentation

Upcoming

- SFSP Renewing CE application deadline (5/7)
- CEP application deadline in TX-UNPS (6/30)

You Art What You Eat submissions due April 2nd

2021

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--|-----------|-----------|--|--|
| | | | 1 Prior Year Financial Report due SFSP/SSO Partnership agreement due Last day to submit January claims | 2 You Art What You Eat submissions due Good Friday-TDA closed |
| 5 Check Texas ELMS for new DC data | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 SFSP applications due for new CEs or CEs with operational issues NSLP Application opens | 16 |
| 19 | 20 | 21 | 22 | 23 NSLP and CACFP Farm Fresh Challenge documentation deadline |
| 26 | 27 | 28 | 29 Last day to submit February claims | 30 Unsigned FSMC contracts due |

MAY

To Do

May 1

- SFSP application or renewal due

Early May

- Upload enrollment roster in Texas ELMS to check for direct certification matches

May 30

- Provision 2 application deadline

May 31

- SSO Site application or renewal deadline

Ongoing

- Check commodity bulletin every Tuesday and Thursday
- Review Charge and Local Wellness Policies Request Summer Promotion materials
- Request 2nd round survey for USDA Foods
- Request USDA Foods for SFSP
- Enroll in Summer Farm Fresh Challenge to receive toolkit
- Complete PLE tool to calculate any necessary increase in paid lunch prices for SY2021-22
- Review adult meal prices and adjust for SY2021-22
- Settle outstanding unpaid meal charges and maintain documentation of payment from nonfederal sources for bad debt
- Conduct 2nd ASCP on-site monitoring
- Update FDP contracts and information in TX-UNPS, as needed

Upcoming

- SNP application for CEP CEs due in TX-UNPS (6/30)
- Mandatory Annual Food Safety Report deadline in TX-UNPS (6/30)

2021

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--|-------------------------------|--|-----------|---|
| 3 SSO Age/Grade Group Meal Pattern Portion Size waiver available SFSP renewals or application due (5/1) | 4 | 5 Check Texas ELMS for new DC data | 6 | 7 School Food Hero Day |
| 10 | 11 | 12 | 13 | 14 Deadline to enroll in Summer Farm Fresh challenge to receive toolkit items |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 P2 applications or renewals due |
| 31 SSO Applications due Memorial Day-TDA closed | Register for Summer Workshops | | | |

JUNE

To Do

Early June

- Upload enrollment roster in Texas ELMS to check for direct certification matches

June 30

- SNP applications due for CEP CEs
- Universal Breakfast waiver deadline

- Complete Professional Standards training

Ongoing

- Check commodity bulletin every Tuesday and Thursday
- Conduct SSO on-site review
- Complete PLE tool to calculate any necessary increase in paid lunch prices for SY2021-22
- Review adult meal prices and adjust for SY2021-22
- Settle outstanding unpaid meal charges and maintain documentation of payment from nonfederal sources for bad debt
- Assess revenue from program and non-program food
- Deplete DoD Fresh Entitlement balances
- Use current SY USDA Foods processing pounds before TDA sweep in July
- Review/update FND-101, if necessary
- Summer Nutrition Cost Report

ESC Child Nutrition Summer Workshops

2021

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|---------------------------------------|--|----------|--|
| | 1 Last day to submit March claims | 2 | 3 | 4 |
| 7 Summer Farm Fresh Challenge begins Check Texas ELMS for new DC data | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 19 Summer Farm Fresh Challenge ends |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 Last day to submit April claims | 30 Universal Breakfast waiver due SNP applications due for CEP CEs | | |
| DC Database closed for annual maintenance | | | | |