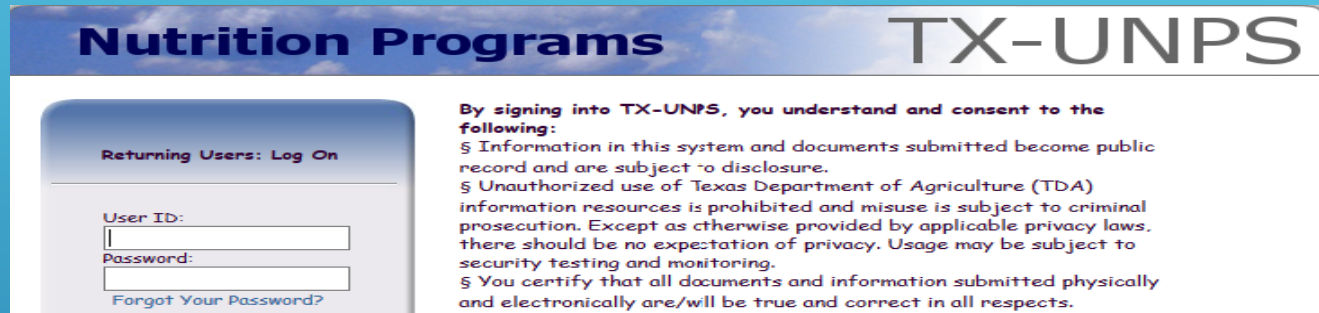


# HOW TO SUBMIT A UNIVERSAL BREAKFAST WAIVER REQUEST

WAIVER APPLICATIONS MUST BE SUBMITTED USING THE ELECTRONIC FORM BETWEEN  
**MARCH 15 AND JUNE 30, 2022.**

1. Log in to TXUNPS  
<http://tinyurl.com/TXUNPS>



**Nutrition Programs** **TX-UNPS**

**Returning Users: Log On**

User ID:

Password:

[Forgot Your Password?](#)

**By signing into TX-UNPS, you understand and consent to the following:**

- § Information in this system and documents submitted become public record and are subject to disclosure.
- § Unauthorized use of Texas Department of Agriculture (TDA) information resources is prohibited and misuse is subject to criminal prosecution. Except as otherwise provided by applicable privacy laws, there should be no expectation of privacy. Usage may be subject to security testing and monitoring.
- § You certify that all documents and information submitted physically and electronically are/will be true and correct in all respects.

2. Click on School Nutrition Programs Module



3. Click on Applications at the top of the screen

The screenshot shows the 'School Nutrition Programs TX-UNPS' interface. At the top, there is a navigation bar with 'Applications' highlighted by a red box and a red arrow pointing to it. Below the navigation bar is a table with two columns: 'Item' and 'Description'. The table lists various application items and their descriptions. At the bottom of the table, the 'Download Forms' item is highlighted with a red box and a red arrow pointing to it.

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 A	Policy Statement for Free and Reduced-Price Meals, Attachment A: Meal Count/Collection Procedure(s)
Attachment B Summary	Attachment B summary of submissions.
Second Review of Applications	FNS-074 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
Annual Audit Status Summary	Annual Single Audit Status Summary
Financial Report	School Food Annual Revenues and Expenditures Report
Financial Report Summary	School Food Annual Revenues and Expenditures Report Summary
FFVP Summary	Fresh Fruit and Vegetable Program Invitations and Approvals
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SEA 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
MENU Module	Menu Planning and Analysis module
Download Forms	Forms Available for Downloading

4. Click on Download Forms

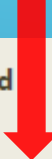
The screenshot shows the 'School Nutrition Programs TX-UNPS' interface. The navigation bar shows 'Applications' and 'Download Forms' selected. Below the navigation bar is a table with four columns: 'Form ID', 'Description', 'Last Modified', and 'New Contracting Entity?'. The first row of the table is highlighted with a red box and a red arrow pointing to it.

Form ID	Description	Last Modified	New Contracting Entity?
SNP-000	Request for Exemptions/Waivers for Program Operation	02/06/2019	Y

5. Select SNP-000

6. Click on the link under "Location of Web-Based Jotform"

Exemption/Waiver Topic and Purpose	Location of Web-Based Jotform	Explanation and Guidance in the <i>Administrator's Reference Manual (ARM)</i>
<b>Universal Breakfast</b>	Waive required breakfast service (Texas law)	<a href="https://form.jotform.com/60696374325159">https://form.jotform.com/60696374325159</a>



Complete Form and Submit