

HOW TO SUBMIT A UNIVERSAL BREAKFAST WAIVER REQUEST

WAIVER APPLICATIONS MUST BE SUBMITTED USING THE ELECTRONIC FORM BETWEEN
MARCH 15 AND JUNE 30, 2023.

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. The top navigation bar includes 'Applications', 'Claims', 'Compliance', 'Reports', 'Security', and 'Search'. The 'Applications' menu is highlighted with a red box and a red arrow. Below the navigation bar, the 'Applications' dropdown menu is visible, listing various items such as 'Contracting Entity Manager', 'Application Portal', 'Application Packet', 'Attachment B', 'Attachment D Summary', 'Second Review of Applications', 'Verification Report', 'Verification Summary', 'Food Safety Inspections', 'Food Safety Inspections Summary', 'Annual Audits', 'Annual Audit Status Summary', 'Financial Report', 'Financial Report Summary', 'FFVP Summary', 'FFVP Application Packet', 'FFVP Grants', 'FFVP Grant Overview', 'Summer Nutrition Program Costs', 'Capital Expenditure Request', 'Community Eligibility Provision', 'Texas Summer Mandate', 'Texas Summer Mandate Summary', 'MENU Module', and 'Download Forms'. The 'Download Forms' item is highlighted with a red box and a red arrow.

4. Click on Download Forms

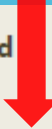
The screenshot shows the 'School Nutrition Programs TX-UNPS' interface with the 'Download Forms' page. The top navigation bar includes 'Applications', 'Claims', 'Compliance', 'Reports', 'Security', and 'Search'. The 'Applications' menu is highlighted with a red box and a red arrow. Below the navigation bar, the 'Download Forms' page is visible, showing a table of forms. The table has columns for 'Form ID', 'Description', 'Last Modified', and 'New Contracting Entity?'. The 'SNP-000' form is highlighted with a red box and a red arrow.

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>
Universal Breakfast	Waive required breakfast service (Texas law) https://form.jotform.com/60696374325159	Section 8, Breakfast



Complete Form and Submit