



# School Call 10/26/2022

## School Operations

*Nicole Notarianni, Director for School Operations*



TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

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This product was funded by USDA.  
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Food and Nutrition Division  
Nutrition Assistance Programs



Updated 10/28/2022  
www.SquareMeals.org

# AR Schedule

- Last year of the four-year cycle
- Updated every two weeks. Last update 10/25/22
- Posted on square meals
  - <https://squaremeals.org/Programs/NationalSchoolLunchProgram/Compliance.aspx>
- Child Nutrition Resources (contractor)
- Survey cards



# AR Schedule/SquareMeals



Compliance in Page	Administrative Review	Financial Report	Procurement Review	Program Integrity
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> National School Lunch Program > Compliance

## Compliance for NSLP

Compliance/Forms
Student Meal
FIN Numbers
Finance
Resources
Account Verification
Grant
Service
Contract Companies

Use the menu above to find information regarding the administrative review, financial report or procurement review.

### 2022-2023 School Operations Plans

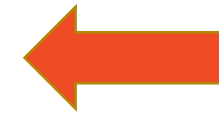
#### Administrative Review (AR) Schedule

TDA conducts Administrative Reviews (ARs) on contracting entities (CEs) that self-operate their child nutrition programs on a four-year cycle. TDA conducts ARs on CE's that utilize a Food Service Management Company (FSMC) to operate their child nutrition programs on a three-year cycle. The CE's that are

#### When is My Review?

- [2022-2023 List with Compliance Focus Areas](#)
- [Reminder Binder](#)

Using this tool to prepare for an Administrative Review is highly recommended.



# Tools on SquareMeals

<https://squaremeals.org/Programs/NationalSchoolLunchProgram/Compliance/AdministrativeReview.aspx>

## Administrative Review Reports

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### Forms and Information

**Administrative Review Areas:** An outline of the different areas of the School Nutrition Programs reviewed during an Administrative Review.

**Administrative Review Process Manual:** This manual will be utilized for information sharing between TDA and Contracting Entities (CE) having an Administrative Review (AR) during School Year (SY) 2022-2023. This includes due dates for the CE during the AR, required dietary and financial information, and additional instructions for the CE.

**Dietary Specifications Form:** CEs will complete the Dietary Specifications Form during the off-site review. The ARS will evaluate the responses to see if the CE is in compliance with meeting the minimum requirements for calories, saturated fat, trans fat and sodium.

**Resource Management Summary:** CEs will complete the Resource Management Summary during the Off-site review. AR Specialists will evaluate responses to determine risk factor levels. Risk factors include the size of the CE, previous audit and review results, the Non-Profit School Food Service Account, Paid Lunch Equity, Non-program Foods, and Indirect Costs.

**TX-UNPS Administrative Review User Guide:** A detailed step-by-step user guide to help CEs navigate the Compliance Module in TX-UNPS while completing the Off-site portion of the Administrative Review

# ESC Technical Assistance

Please contact the ESC for technical assistance concerning the Administrative Review.

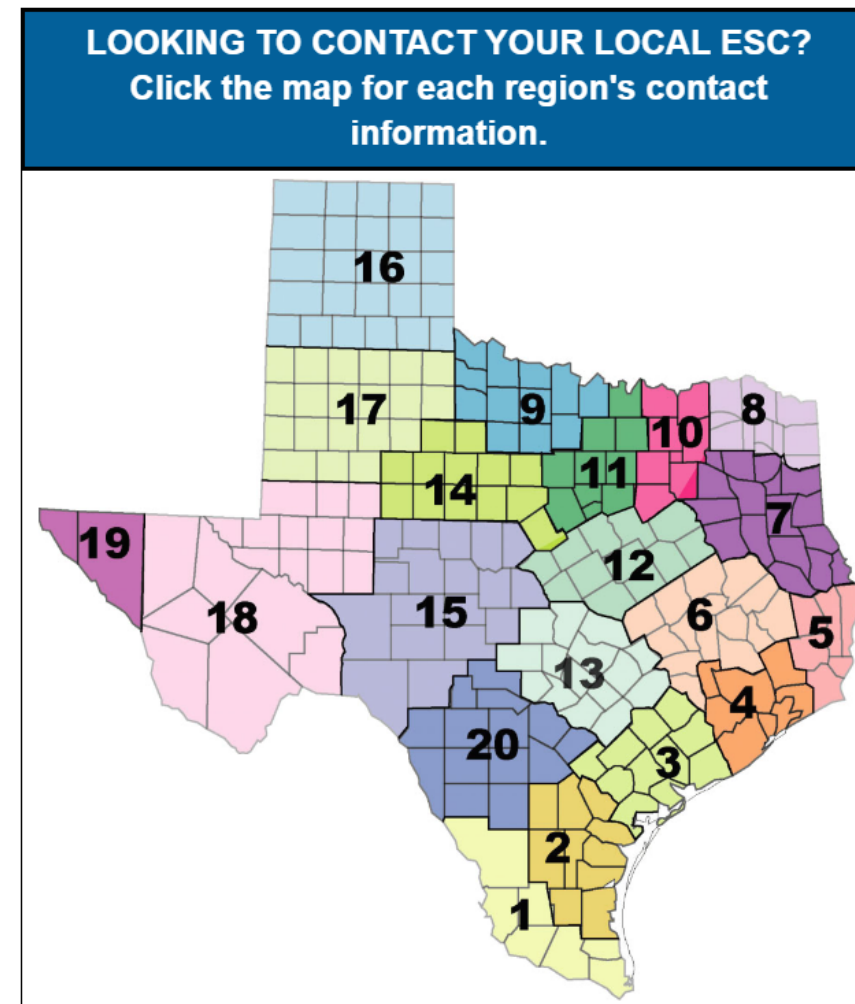
<https://squaremeals.org/About/EducationServiceCenters.aspx>

## Technical Assistance and Support

The Texas Legislature created Education Service Centers to help schools in each of their 20 regions improve student performance, operate efficiently and comply with government regulations. Through a partnership with the 20 ESCs, the Texas Department of Agriculture (TDA) provides **regional training and support for contracting entities** (CEs). The Texas Education Agency oversees ESC operations.


ESC specialists support TDA CEs' efforts to serve healthy and appealing meals in federal nutrition programs while adhering to state and federal regulations. As regional representatives for TDA Food and Nutrition, ESCs can **respond quickly to questions** and **provide technical assistance** locally. ESCs maintain **training facilities in each region** that can accommodate **CE training workshops** while limiting travel time for TDA partners. There are **no fees and no contracts** for TDA partners accessing ESC services.

**[For more information about the Education Service Centers, click here.](#)**



# Food Service Management Companies

- New information posted on square meals
- New bid/renewal submission is open
- December 31<sup>st</sup> new bid submission due to TDA. No exceptions
- February 15<sup>th</sup> new bids will be approved to publish
- March 1<sup>st</sup> renewal submission due to TDA. No exceptions
- April 17<sup>th</sup> new bid contract selection must be submitted to TDA for award and execution
- May 1<sup>st</sup> all new bid and renewal approvals completed
- July 1<sup>st</sup> all FSMC new contracts and renewals must be signed, executed and submitted to TDA.



## New Contracts

### Instructional Documents

- [Instructions for 23-24 RFP Template](#)
- [New Contract 23-24 Checklist](#)

### Contract Documents

- [FSMC 23-24 RFP Template](#)
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## Renewal Cost-Reimbursable

### Contract Documents

- [23-24 FSMC Renewal Amendment](#)
  - [23-24 FSMC Renewal Checklist](#)
  - [23-24 FSMC Cost-Reimbursable Budget](#)
  - [23-24 Anti-Collusion Affidavit](#)
  - [23-24 Lobby Certification](#)
  - [23-24 Debarment Certification](#)
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<https://squaremeals.org/Programs/NationalSchoolLunchProgram/FoodServiceManagementCompanies.aspx>



## Fixed Rate Renewal

### Contract Documents

- [23-24 FSMC Renewal Amendment](#)
- [23-24 FSMC Renewal Checklist](#)
- [23-24 FSMC Fixed Meal Rate Budget](#)
- [23-24 Anti-Collusion Affidavit](#)
- [23-24 Lobby Certification](#)
- [23-24 Debarment Certification](#)

# Smartsheet

- Will be using Smartsheet for submission
- Will be referring CE to ESC for technical assistance



# Financial Report

- Yearly requirement
- Opens January 1, 2023
- Closes March 31, 2023
- TDA training coming in December 2022
  - Information will be posted on squaremeals
  - Date will be given in the next school webinar

# Attachment B Uploads

## TX-UNPS:

### Applications - Attachment B: Upload Attachments Module

#### TX-UNPS: Applications - Download Forms – SNP 134

##### 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



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 Entitys 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



## Attachment B: Upload Attachments

## Attachment B Uploads

- Opened: July 1
- Closes: October 31
- Yearly requirement
- 1030 approved out of 1225
- CADs issued after the due date

00001 Status: Active  
**CAYUGA ISD**  
 DBA:  
 17750 N. US Highway 287  
 Tennessee Colony, TX 75861-3332  
 County District Code: 001-902  
 ESC: 7 TDA Region: 2

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

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- 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

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# 2022-2023 Verification Reporting Dates

Link to Verification  
report JotForm will be in  
TX-UNPS  
**Applications-  
Download Forms-SNP  
123**

<b>October 1, 2022</b>	Count of approved meal applications on file
<b>Last operating day in October</b>	Count of students for annual School Food Authority Verification Report
<b>November 1, 2022</b>	Verification Report opens – <JotForm Link to Form> CEs with no applications can begin submission of Verification Report
<b>November 15, 2022</b>	Federal Deadline - Verification Process Completed CEs with applications can begin submission of Verification Report
<b>November 23, 2022</b>	CE Submission of Verification Report is due in JotForm
<b>December 1, 2022</b>	TDA Submission of FNS-834 is due to USDA

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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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# CONTACT US



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