

# SUMMER MEALS PROGRAM

3E'S OF HEALTHY LIVING  
EDUCATION, EXERCISE AND EATING RIGHT

*In the Loop*

This information is to keep you informed of any changes in policies and procedures and of new communication originating from the State Office this month.

**January 10, 2020**  
**CE Edition**

**Embedded attachments with this issue**



## Save the Date for MegaCon 2020!

At this exciting new conference, you and your peers will learn and collaborate as you explore what it takes to make child nutrition programs successful in Texas. TDA will provide updates on new regulations and procedures, outline best practices, and celebrate the importance of meal programs for the following federal nutrition programs:

- National School Lunch and School Breakfast Programs
- Child and Adult Care Food Program
- Summer Meal Programs
- CFSP and TEFAP

Check the [SquareMeals](http://www.SquareMeals.org) website for updates!

## TX-UNPS Updates



### Application Due Dates

**Applications open January 15, 2020.** It is in your best interest to submit the SFSP application packet prior to the due date to allow you to make any needed corrections prior to, or by, the due date. Application packets **MUST BE** complete by the designated due date to be eligible for approval.

**March 15, 2020** is the last day to submit a complete SFSP application packet to TDA if applicant is requesting advance payments. Application packets submitted after this date **will not** be eligible to receive advance payments for Summer 2020.

**April 15, 2020** is the last day to submit a complete SFSP application packet to TDA for all new SFSP applicants and all renewing SFSP CEs that are *Not in Good Standing* (including CEs with a temporary deferred Serious Deficiency (SD) for SFSP 2019, CACFP 2019 and/or CACFP 2020).

**May 1, 2020** is the last day to submit complete SFSP application packets for all other renewing CEs.

### Budget Submittal and Review

CEs must submit budget information when applying to participate in the SFSP. The submitted budget is reviewed and approved, modified, or denied as part of the TDA review process. The CE submits its budget information via TX-UNPS, including its projected operating and administrative costs. This budget information is reviewed by TDA to ensure the costs funded from SFSP reimbursements are necessary, reasonable, and allowable. Also, CEs must submit to TDA for approval any updates, amendments, or changes to its budget via TX-UNPS. When submitting budget information with an application to participate in the SFSP, CEs must apply the cost principles outlined in Chapter 9 – Program Costs and Reimbursement of TDA's SFSP Supplemental Handbook.

### Procurement

#### Procurement Methods

CEs must use the appropriate procurement method depending on the cost of the item(s) or service(s) they need to procure. The types of procurement methods a CE must use when purchasing goods and services include:

- Informal Procurement Methods
  - Micro-purchase.
  - Small Purchase
- Formal Procurement Methods
  - Competitive sealed bids (Invitation for Bid (IFB)).
  - Competitive proposals (Request for Proposal (RFP))

The aggregate amount of the goods/services will determine which procurement method will be used. The simplified acquisition purchase threshold (also referred to as the small purchase threshold) is set at \$50,000. Informal procurement methods may be used when the total cost is equal to or less than \$50,000. Formal methods must be used when the estimated cost of the good and services exceeds the \$50,000 simplified acquisition threshold.

#### The Procurement Process

CEs must follow the procurement process in order to ensure that all procurement requirements are met. The process may take many months to complete; therefore, advanced planning and execution is strongly recommended. CEs are required to develop written procurement procedures. A CE's written procurement procedures will address how the CE will carry out each step of the procurement process. An overview of the procurement process is as follows:

- Writing procurement procedures.
- Forecasting quantities needed/Scheduling when quantities are needed.
- Selecting the proper procurement method.
- Developing a solicitation.
- Advertising the solicitation.
- Evaluating proposals and offers.
- Awarding the contract.
- Managing the contract.

Detailed guidance on the different procurement methods and the procurement process may be found in Chapter 6 – *Procurement and Bid Procedures*, of [TDA's SFSP Supplemental Handbook](#)

### Helpful Resources for Summer Feeding Programs

- USDA provides several [SFSP Handbooks](#) on its website, including the Administrative Guide for Sponsors (AGS).
- USDA provides additional guidance that clarifies and/or supplements policy provided by USDA in the AGS and USDA policy memos in the [TDA SFSP Supplemental Handbook](#).
- Information on the Seamless Summer Option may be found in Section 12 of the [NSLP Handbook: Administrator's Reference Manual \(ARM\)](#).

Be sure to visit us at <http://www.squaremeals.org/Programs/SummerFeedingPrograms.aspx> during the application process and throughout operation of the SFSP for the latest updates and information.

## Policy

### Update to Food Buying Guide App!



The latest update has been released to the Food Buying Guide (FBG) Mobile App. Now registered users with an eAuthentication account are able to access any saved information in the FBG Web Tool, such as a completed Recipe Analysis Workbook (RAW) or Product Formulation Statement (PFS) on the Mobile App. Registered users can also create and save a "Favorite Foods List," a "Shopping List," and analyze a grain item on the Exhibit A Grains Tool on the Mobile App, and then access these items on other mobile devices as well as the FBG Web Tool.

The FBG Mobile App is available on the Apple App Store and the Google Play Store. Check to ensure you have the most current version of the app on your mobile devices.

### Updated Forms

The following revised general forms and documents have been released and posted to update fax number contact information:

- [Child Nutrition Programs Waiver Request](#)
- [Food and Nutrition Annual Audit](#)

You can find these forms on SquareMeals [here](#).

Please replace any previous versions of the above documents and forms that you may have saved.

### Revised Forms

The following revised documents have been released and posted to update fax number contact information:

- [SFSP and At-Risk Invitation for Bid \(IFB\) and Contract for Purchased Meals](#)
- [SFSP Invitation for Bid \(IFB\) and Contract for Purchased Meals](#)

You can find these documents on SquareMeals [here](#).

Please replace any previous versions of the above documents and forms that you may have saved.

## Tools and Resources



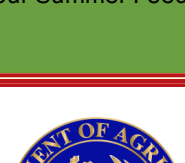
### Mandatory Training

Training is a mandatory requirement for all new contracting entities prior to participation in providing summer meals. Individuals or institutions applying to participate in the Summer Food Service Program (SFSP) for the first time must complete the mandatory training before their application to participate can be approved. Please contact your local Education Service Center for their schedule of trainings available or complete the [mandatory online training](#) on Squaremeals.org.

If you are a contracting entity that is returning to the Summer Food Service Program (SFSP), this training has been updated with new regulations and is a great resource for you and your staff to assure you are aware of the regulations required to operate the program. It is suggested that you also take the training annually to assure you remain in compliance with program regulation.

### Food Safety Tips

Food safety is vital in any Child Nutrition Program. Click [here](#) for the first of many tip sheets with information that you can incorporate into your Summer Feeding Program.

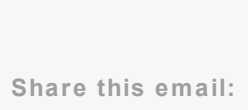


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