

TEXAS DEPARTMENT OF AGRICULTURE



SUMMER MEALS PROGRAM

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

In the Loop

January 31, 2020

CE Edition

Embedded attachments with this issue



Invitations to the upcoming MegaCon 2020

were emailed last week. As a reminder, the Texas Department of Agriculture's MegaCon 2020 is set for May 11-15, 2020 at the AT&T Hotel and Conference Center in Austin. 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 Food Service Program
- Commodity Supplemental Food Program
- The Emergency Food Assistance Program

[More Info](#)

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TX-UNPS Updates

Application Due Dates

Applications opened 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.

Initial Application Submittal

It is in the CE's best interest to submit all Site Applications for which they intend to service during the entire SFSP program year upon initial submittal of the Application Packet for the program year. If every Site Application is submitted for approval upon the initial submittal of the Application Packet, this will expedite processing and allow as much time as possible for all necessary reviews to be completed prior to the desired start dates for each site.

Maximum Approvable Average Daily Participation (ADP)

Returning Summer Food Service Program (SFSP) Contracting Entities (CEs) have been notified by email of the maximum approvable Average Daily Participation (ADP) by site and meal type that TDA can approve for SFSP 2020.

This will be the maximum approvable ADP for the site by meal type for SFSP 2020. This does not mean that a CE must utilize the number; however, Site Applications submitted with an ADP greater than the maximum approvable ADP will be returned. TDA may not approve ADPs greater than the ADP listed. Returned Application Packets may be resubmitted and will start over in the queue for processing.

CEs must review all Site Applications prior to initial submission in TX-UNPS to ensure that each Site Application and meal type is no greater than the maximum approvable ADP determined by TDA.

If a CE begins operations and notices a sustained level of participation that is greater than their historical highest monthly ADP, an increase in ADP may be requested by amending and submitting the Site Application for approval. Requests to increase the ADP should be made only after meal service has begun by entering the requested amount in the Site Application and submitting it for approval. In order to ensure timely processing of the request to increase ADP, adequate justification and/or additional information for the increase in ADP should be provided in question 36 of the Site Application. All ADP increase requests over 20% of the approved ADP will require a compliance site review as part of the approval process. The request to increase ADP will not be

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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:

1. Informal Procurement Methods

- Micro-purchase
- Small Purchase

2. 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 goods 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 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).
- TDA provides additional guidance that clarifies and/or supplements policy provided by USDA in the AGS

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- 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



Federal Register Posting

The Federal Register Notice of *Summer Food Service Program 2020 Reimbursement Rates* can be found [here](#), as well as on [SquareMeals](#).

New Child Nutrition Sharing Site!

Child Nutrition Program operators, State Agencies, allied organizations, and industry partners can now submit their free Child Nutrition Program resources and training materials for inclusion on the Institute of Child Nutrition's (ICN) Child Nutrition Sharing Site (CNSS)! Resource guides, tools, tip sheets, posters, training manuals, presentation slides, webinars, and videos are among the countless resources that can be submitted to the CNSS site using the Child Nutrition Program Resource Submission Form. Just fill out the required information on the form, upload your resource or training materials, and then click the "Submit Resource" button at the bottom of the form. ICN will then review submitted resources to ensure quality and appropriateness of all resources housed in the CNSS.

Please visit the [Child Nutrition Sharing Site](#) for more information.

Proposed Rule

On January 23, 2020, USDA published the Proposed Rule - [Streamlining Program Requirements and Improving Integrity in the Summer Food Service Program \(SFSP\)](#). TDA is analyzing the proposed changes. USDA invites interested persons to submit written comments on this proposed rule. Written comments are due to USDA on or before March 23, 2020.

SUMMARY: This rulemaking proposes to amend the Summer Food Service Program (SFSP) regulations to strengthen program integrity by codifying in regulations changes that have been tested through policy guidance and by streamlining requirements among Child Nutrition Programs. These changes update important definitions, simplify the application process, enhance monitoring requirements, and provide more discretion at the State agency level to manage program operations. The intended effect of this rulemaking is to clarify, simplify, and streamline program administration in order to facilitate compliance with program requirements.



Mandatory Training

Tools and Resources

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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 [Squaremals.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.

Summer Meals Program Notification

Federal regulations require School Food Authorities (SFA) to notify families about the availability of the Summer Meals Program even if the SFA does not serve meals.

All Child Nutrition Directors (CNDs) will receive a shipment of materials in both English and Spanish that TDA is providing to assist CEs with achieving compliance for the federal School Nutrition Program requirement. Shipments will begin in February or March. The shipment(s) will include Summer Meals Program Posters (3 per school) and Summer Meals Parent Information Cards (1 card for each student). The estimated arrival date will vary among districts. **Please note this is an automatic shipment and no materials need to be ordered by schools at this time.**

CEs operating SSO must provide notification as described in Administrator's Reference Manual (ARM), Section 12, Seamless Summer Operation (SSO).

Once the shipment arrives, please open* all boxes and distribute the materials to schools so they can be distributed to students before school is out for the summer break. It will be the CND's job to distribute the correct number of cards and posters to each campus. *Please remove all materials from all boxes and count them before calling your ESC or TDA. If you need assistance after those steps, please call.

TDA is providing the following materials as a service to SFAs and asks that CNDs take the steps necessary to ensure successful receipt and utilization district-wide before the summer break.

Summer Meals Program Posters - Three Posters for Each School

- Purpose: Inform students and families about how to find summer meal sites.
- School Action: Display immediately upon receipt throughout school campus.
- For Example: If a CE has 20 schools, the shipment will contain 60 posters.

Summer Meals Parent Information Cards - One Card for Each Student

- Purpose: Provide take-home information about how to find summer meal sites.
- School Action: Distribute to students immediately with instructions to deliver to parents.

Please Note: Before the bulk shipment is sent to your campus, a sample packet of the above materials (1 of each), including an instructional letter, will be sent to all CNDs, Principals and Superintendents. This is just to inform everyone that may be involved in the distribution know what is going on. After you receive this sample packet, you can expect your bulk shipment shortly after.

For more information and resources, please contact your [Education Service Center](#) or visit [SummerFood.org](#)

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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.

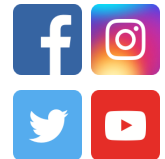
Opportunities

See below for current job postings at Texas Department of Agriculture. More details can be found on the [TDA website](#).

- 20-561-1R Coordinator for F&N Quality Assurance Quality Control (QA/QC) Statewide
- 20-88-2R Food & Nutrition Financial Analyst Austin TX
- 20-234-3R Food & Nutrition Senior Administrative Review Specialist Houston, Pharr, San Juan or Fort Worth TX
- 20-614-2R Food & Nutrition Training Development Specialist Austin TX
- 20-93-4R Outreach Specialist Austin TX
- 20-1043-1R Food & Nutrition Talent Acquisition Specialist Austin TX
- 20-1010-2R Procedure Development Specialist Austin TX



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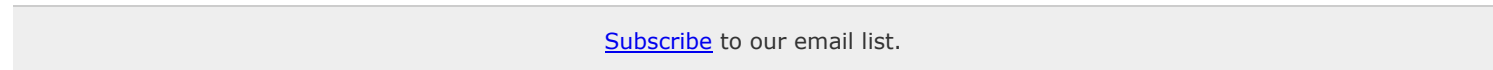
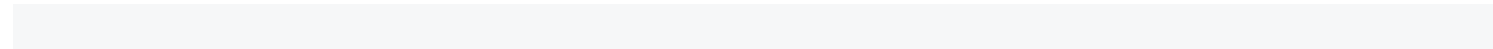
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