

TEXAS DEPARTMENT OF AGRICULTURE



SUMMER MEALS PROGRAM

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

In the Loop

February 14, 2020

CE Edition

Embedded attachments with this issue

More Exciting Reasons to Attend MegaCon 2020!



MegaCon 2020 will feature two special events that shouldn't be missed! These expo events will be offered on Tuesday morning and Thursday afternoon. Check the agenda for times and locations.

The first ever **TDA Processors Expo** will facilitate interaction with representatives from companies that create appealing food items using USDA Foods. There will be opportunities to learn about new food items, recipes that incorporate USDA foods, and much more!

At the **TDA Expo** you can meet staff from your Education Service Center and TDA to learn about tools and resources that are available for enhancing and streamlining your operations.

MegaCon 2020 is set for May 11-15, 2020, at the AT&T Hotel and Conference Center in Austin. Please join TDA, the Education Service Centers and your peers for this exciting new conference.

[Subscribe](#) to our email list.

For more information, visit SquareMeals.org/MegaCon. A tentative agenda can be found [here](#).

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 16, 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.

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 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

Summer Requirement for All Schools

Federal regulations require School Food Authorities (SFA) who participate in NSLP to notify families about the availability of SFSP meals **even if the SFA does not serve meals**. For more information [click here to read the Summer Requirement Handout](#).



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All Child Nutrition Directors (CNDs) will receive a shipment or shipments 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 March. The shipment(s) will include Summer Meals Program Posters (3 per school) and Summer Parent Information Cards (1 card for each student). The estimated arrival date will vary among districts. CEs operating SSO should provide notification as described in *Administrator's Reference Manual (ARM), Section 12, Seamless Summer Operation (SSO)*.

Once the shipment(s) arrive, please open all boxes and distribute the materials to schools to ensure distribution to students before school is out for the summer break. It will be the CND's responsibility to distribute the correct number of cards and posters to each campus.

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

Summer 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 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.

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

Federal Register Postings

[Attached](#) is the Federal Register *Notice of Summer Food Service Program 2020 Reimbursement Rates*. The SFSP rates of reimbursement located on SquareMeals have been updated and can be found here.

[Attached](#) is a Federal Register for *Agency Information Collection Activities: Turnip the Beet! High Quality Summer Meals Award Program*. Note that comments are due on or before April 7, 2020. The document provides instructions on submitting comments, which are due by March 24, 2020.

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 Squaremals.org.

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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.

Texas Agriculture Newsletter

[Subscribe](#) to TDA's Ag Matters Newsletter! The *Texas Agriculture Matters* newsletter provides insight into TDA's programs, initiatives and outreach that support Texans and Texas agriculture.

Compliance



Determining Allowable Costs – Cost Principals

Allow able costs must be:

1. Necessary/Reasonable

- * SFSP reimbursements must be used only for those costs that are necessary and reasonable for accomplishing the objectives of the SFSP program.
- * A cost is considered necessary if the SFSP could not operate properly or efficiently with the item or service.
- * A cost is considered reasonable if it does not exceed that which would be incurred by a prudent person under the circumstances that existed when the decision was made to incur the cost. In determining if a cost is necessary and reasonable, CEs must consider sound business practices and regulations, established market prices and whether the cost is necessary and prudent.

2. Allocable

- * A cost is allocable to SFSP if the goods or services involved are chargeable or assignable to SFSP in accordance with the relative benefits received.

3. Consistent

- * A cost must be consistent with the policies and procedures that apply uniformly to both federally financed and other activities of the CE.

All costs must be budgeted in an approved SFSP application and costs must be allow able expenditures under the SFSP program and any other applicable Federal, State, or local law and regulations or guidance.

Detailed guidance on determining allow able costs may be found in *Chapter 9- Program Costs and Reimbursement* of [TDA's SFSP Supplemental Handbook](#).

Opportunities

The following positions have been posted to the TDA Jobs website. You can find more detailed information about these opportunities [here](#).

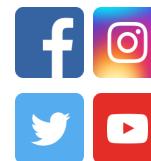
20-603-1R Administrative Assistant

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20-551-2R Food Distribution Specialist



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COMMISSIONER SID MILLER
This product was funded by USDA.
This institution is an equal opportunity provider.



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