

TEXAS DEPARTMENT OF AGRICULTURE

SUMMER MEALS PROGRAM

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

In the Loop

March 13, 2020

CE Edition

Embedded attachments with this issue



MEGA CON 2020
May 11-15



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER
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05/2020
www.SquareMeals.org

912 Registered for MegaCon!

MegaCon is on! TDA is excited to offer exceptional educational opportunities, inspirational speakers and stirring experiences all in one conference. This year's conference will include a deep dive on SFSP Meal Patterns with the latest information, AND you'll find out who is winning a Farm Fresh Best of the Bunch award Tuesday night. If you have registered already, we appreciate you indicating which sessions interest you most. Don't forget you can attend any session you'd like once you are there, and indicating interest in a session doesn't reserve you a seat in that class.

[Register](#) now to join us in Austin!

Check the [SquareMeals](#) website for updates!

TX-UNPS Updates

Application Due Dates

Applications opened January 15, 2020. TDA recommends you 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.



[Subscribe](#) to our email list.

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.

SFSP Budget Detail

Please be aware the Budget Detail cost categories will be reviewed with an increased focus. CEs should be prepared to provide further cost details if requested.

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.

All Child Nutrition Directors (CNDs) will receive a shipment or shipments of materials from TDA in both English and Spanish 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 your schools to ensure that students can receive these materials before 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](#).

Documenting Donations for the SFSP

CEs that receive donations for use in the SFSP must retain documentation of such donations. Documentation of donations, at a minimum, must include the following:

- Date of the donation
- Value of the donation
- Description of the item(s) donated (e.g., fat-free milk)
- Amount of the donation (e.g., gallons, pints)
- Quantity of the donation (e.g., 10, 20)
- Other information or stipulations, if applicable (e.g., can only be used for SFSP, must be used by a certain date)

Documentation could include individual receipts, a donation log, or any other method that captures, at a minimum, the above listed information to justify all costs and meals claimed. A CE's failure to maintain such documentation may result in disallowance of meals.

Detailed guidance on donations may be found in Chapter 9 – Program Costs and Reimbursements, of [TDA's SFSP Supplemental Handbook](#).

Approving SFSP Site Applications and Food Production Facilities (FPF) – Returning CE's

A new FPF will be visited by TDA to review the space being used. TDA will evaluate the space and equipment to determine if the CE is able to prepare the number of meals in the new facility. TDA will use the information on FPFs in the 2016 Administrative Guidance for Summer Food Service Program as a guide (Attachment 9, Food Service Equipment Needs). A review of the site application will look at the dates of service, meal type, and requested Average Daily Participation. This information will be cross referenced with the FPF capacity to see if all meals requested can be produced. A call to the site or CE may be needed. If there are CEs using the same FPF, the capacity for production of meals must be able to accommodate total production for all CE's using the facility.

Offer versus Serve (OVS)

In the SFSP, the OVS option is only available to school food authority (SFA)-sponsored sites. The OVS service must meet the meal pattern requirements for the National School Lunch Program (NSLP) or School Breakfast Program (SBP) including portion sizes and all required components. The Seamless Summer Option Age/Grade Group Meal Pattern Portion Sizes Exemption does not apply to SFSP. An SFSP SFA may administer OVS at a non-school site as long as the site meets the meal pattern requirements for NSLP or SBP. For additional information, please refer to Section 8, Breakfast and Section, 9 Lunch of the [Administrator's Reference Manual](#).

Standard Contracts for FSMCs: TDAs SFSP Invitation for Bid and Contract

TDA developed a standard *Summer Food Service Program Invitation for Bid (IFB)* and *Contract for Purchased Meals*, referred to as the *SFSP IFB and Contract* that CEs must use when contracting with an FSMC for summer meals. The *SFSP IFB and Contract* is one document; however, it serves two purposes depending on the procurement method required. For FSMC contracts that exceed \$50,000, the document is used as the IFB and then as the binding contract between the FSMC and CE once the contract is awarded following the formal procurement process. For FSMC contracts that do not exceed \$50,000, the CE must use the *SFSP IFB and Contract* to award the contract using the informal procurement process – the document is used only as the contract because an IFB is not required under the informal procurement process.

When applying to participate in the SFSP, all CEs must submit to TDA a summary of how meals will be obtained in the application packet in TX-UNPS. If a CE is contracting for vended meals with an FSMC, prior to the start of SFSP operations, CEs must provide TDA with a copy of the awarded contract. This document may be uploaded by the CE into TX-UNPS.

CEs should be aware that they must submit to TDA, prior to awarding a contract, the following types of bids:

- All bids in an amount that exceeds the lowest bid. CEs must include an explanation as to why the bid was chosen.
- All bids that total \$150,000 or more
- A sole source FSMC contract

Detailed guidance on contracting with FSMCs and the SFSP IFB and Contract 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 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 \(ARM\)](#).

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.

User Access Manager Security Feature in TX-UNPS

Contracting Entities (CE) are being notified of the new feature Texas Department of Agriculture (TDA) has added to TX-UNPS to help improve operational efficiencies and increase information security. CEs can now designate one User Access Manager (UAM) to control their users' access in TX-UNPS at the local level. The UAM will be able to perform the following system functions:

- Add and remove a user from TX-UNPS
- Ensure users have the correct security permission
- Assist users with password reset and locked accounts

Having a UAM at the local level means no longer submitting paperwork to TDA each time a TX-UNPS user is added, modified, or deleted. Email notifications are being sent to the superintendents and child nutrition directors. Be on the lookout for your notice or email reminder to get started!

More information on the UAM is available [here](#).

Opportunities

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

- 20-1020-2R Food & Nutrition Lead Administrative
- 20-614-3R Financial Review Specialist
- 20-88-3R Food & Nutrition Financial Analyst
- 20-614-3R Food & Nutrition Training Development Specialist
- 20-551-3R Food Distribution Specialist
- 20-433-1R Nutrition Specialist
- 20-522-1R Policy Analyst
- 20-526-1R Program Eligibility Specialist
- 20-1043-2R Food and Nutrition Talent Acquisition Specialist



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