

Summer Cost Report Requirement

What's the summer cost report requirement and why are we being asked to complete it?

Agriculture Code, Title 2, §12.0029 mandates school districts to offer a summer nutrition program if 50 percent or more of the enrolled students are eligible for free or reduced-price meals. All costs for operating the summer nutrition programs must be reported even if the costs were \$0. If your school district received a mandate to participate in a summer nutrition program in 2023 and did not receive a waiver, then you are required to submit a summer cost report to the Texas Department of Agriculture (TDA). TDA reports this information to the Texas Legislature and identifies all school districts that failed to satisfy the requirements of this section.

Our school district selected to partner or collaborate with another school district or entity to provide meals during this summer. Is the cost report still required to be submitted?

Yes. If you partnered or collaborated with another school district or entity, you must still report your district's summer operating costs even if your district did not incur any costs. When submitting your operating cost in TX-UNPS, you will enter it as **\$.01**.

What time period should the summer cost report cover?

Costs should reflect operating costs incurred during the summer months when meals were served to students after the end of the school year.

When is the summer cost report due?

The summer cost report must be submitted through TX-UNPS **by October 9, 2023**.

What type of operating costs should be reported?

The following list provides some examples of the potential operating costs that may have been incurred. Costs not directly related to operating the summer programs should be prorated by the applicable amounts to the appropriate program.

Administrative	Facilities	Meal Service
Payroll & accounting	Cost of opening the building	Food purchased
Management & oversight	Renting space	Value of USDA foods used
Utilities	Equipment	
Outreach materials, printing & postage	Commodity processing & storage	
Mileage & transportation	Non-food items	
Training	Paper & cleaning products	
Public Service Announcements (PSAs)	Custodial Services	

How is the summer cost report completed and submitted?

The summer cost report is submitted through TX-UNPS by accessing the *School Nutrition Programs* module. From the *Applications* screen, click on *Summer Nutrition Program Costs* link, and select the **2022-2023** school year. Additional information can be accessed at Texas Summer Mandate on www.squaremeals.org.