

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 students are eligible for free or reduced-price meals, and report all costs for operating the program **even if the costs were \$0**. If your school district received notification of being mandated to participate in a summer nutrition program in 2021 and did not receive a waiver, then the summer cost report must be submitted to 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, 2021**.

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 | Custodial Services | |
| Announcements (PSAs) | | |

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 *2020-2021* school year. Additional information can be accessed at Texas Summer Mandate on www.squaremeals.org.