

Non-Congregate Summer Sites - Meal Service Report

**NEW USDA reporting
requirements** for data not
collected in TX-UNPS



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NEW USDA reporting requirements for data not collected in TX-UNPS

Definitions

Distribution Days (Operating Days):

Distribution days are the number of days in a month that meals were physically distributed.

Consumption Days:

Consumption days are the number of days of intended consumption per distribution

- **EXAMPLE:** If 3 days' worth of meals are distributed on Monday, this would be 1 distribution day and 3 consumption days.

Non-Congregate ONLY Site: Site serves non-congregate meals ONLY

Hybrid Non-Congregate Site: Site serves congregate AND non-congregate meals

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Form Submission Notification and Due Dates

Submission Notification Email – Sent monthly after TXUNPS claims entry

Subject Line: Rural Non-Congregate Meal Data Submission Request

From: Smartsheet Automation <automation@app.smartsheet.com>

Submission Due Dates – Email will be sent at the beginning of the due date month

- May 2024 meals – due August 23, 2024
- June 2024 meals – due September 23, 2024
- July 2024 meals – due October 18, 2024
- August 2024 meals – due November 22, 2024
- September 2024 meals – due December 20, 2024

Non-Congregate **ONLY** Reporting Requirements

Meals Served

TX-UNPS claims are required.

No additional meals served reporting is required.

Non-Congregate **ONLY** Reporting Requirements

Meal Days

June 2024

SU	MO	TU	WE	TH	FR	SA
26	27	28	29	30	31	1
2	3	4 Meals for 3 days	5	6 Meals for 3 days	7	8
9	10	11 Meals for 3 days	12	13 Meals for 3 days	14	15
16	17	18 Meals for 3 days	19	20 Meals for 3 days	21	22
23	24	25 Meals for 3 days	26	27 Meals for 3 days	28	29
30						

Distribution Days:

2 pickup days a week
x 4 weeks

= 8 DISTRIBUTION DAYS

Consumption Days:

3 meals per distribution
x 8 distribution days

= 24 CONSUMPTION DAYS

Hybrid Non-Congregate Reporting Requirements

Meals Served

TX-UNPS claims are required.

Additional monthly reporting required:

- Congregate meals served by meal type
- Non-congregate meals served by meal type

Total congregate and non-congregate meals reported on the form should equal the meal totals reported in TXUNPS.

Hybrid Non-Congregate Reporting Requirements

Meal Days

June 2024

SU	MO	TU	WE	TH	FR	SA
26	27	28	29	30	31	1
2	3 On-site meals	4 On-site meals	5 On-site meals	6 On-site meals	7 Meals for 3 days	8
9	10 On-site meals	11 On-site meals	12 On-site meals	13 On-site meals	14 Meals for 3 days	15
16	17 On-site meals	18 On-site meals	19 On-site meals	20 On-site meals	21 Meals for 3 days	22
23	24 On-site meals	25 On-site meals	26 On-site meals	27 On-site meals	28 Meals for 3 days	29
30						

Distribution Days:

16 congregated meal days

+ 4 non-congregate distribution days

= 20 DISTRIBUTION DAYS

Consumption Days:

16 congregated consumption days

3 days' worth of meals x 4 pickup days
= 12 non-congregate consumption days

16 congregated + 12 non-congregate

= 28 CONSUMPTION DAYS

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To be completed **AFTER TXUNPS claims submission**

Direct Link to Form (also on Resources block of page below):

<https://app.smartsheet.com/b/publish?EQBCT=1f8d089bc5604483bf197aaf5e824f27>

Summer Non-Congregate on SquareMeals:

<https://squaremeals.org/Programs/Summer-Meal-Programs/Summer-Non-Congregate-Feeding-Program>

IMPORTANT NOTES

Data collected in this form is for FEDERAL REPORTING PURPOSES ONLY.

- **This form does not replace TX-UNPS claims and is not the basis for reimbursements.**
 - Total meals served (non-congregate and congregate) must be reported in TX-UNPS to receive reimbursements.
- This form **must be submitted for each approved non-congregate site for each month** of summer operations, **regardless of meals served.**
- This form **must be submitted by the due date listed for the claim month.** While you can submit anytime prior to the due date, reminder emails will be sent at the beginning of the month that the form is due.

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Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

program.intake@usda.gov

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Food and Nutrition Division
Nutrition Assistance Programs



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