SFSP APPLICATION PACKET INFORMATION (SFSP One Pager)
This document contains helpful information, common oversights and corrections for the SFSP Application Packet process.

TX-UNPS APPLICATION PACKET DUE DATE
Application Packets or the Intake Form MUST BE submitted by the designated due date to be eligible for approval.

January 1, 2022:
The Intake Form located on squaremeals.org is accessible for SFSP potential applicants. The Intake Form should only be completed by potential applicants that have not previously participated in SFSP or were not approved to participate in SFSP in Program Year 2021

January 15, 2022:
Application Packets open in TX-UNPS.

March 15, 2022:
Last day to submit Application Packets in TX-UNPS to TDA if CE is requesting advance payments.
Application Packets submitted in TX-UNPS after this date will not be eligible to receive advance payments for summer 2022.

April 15, 2022:
Last day to submit the SFSP Intake Form via squaremeals.org to initiate the potential applicant review process. Last day to submit the SFSP Application Packet in TX-UNPS for all renewing SFSP CEs that are Not in Good Standing (including CEs with a temporary deferred Serious Deficiency [SD]) for SFSP 2021, CACFP 2021 and/or CACFP 2022.

May 1, 2022:
Last day to submit Application Packets for all other renewing CEs.

REMINDER
CEs must be in good standing (and maintain their good standing) with the Texas Secretary of State (SOS) and the Texas Comptroller (Comptroller) while they're applying to participate/participating in any of the programs administered by the TDA Food and Nutrition Division. Failure to maintain a good standing status with either the SOS or Comptroller will result in denial of the Application Packet, and/or the CE being declared seriously deficient (which may lead to the termination of the CE's permanent agreement).

Only complete Application Packets will be reviewed for accuracy and processed for possible approval. If the Application Packet is incomplete, TDA will not review the Application Packet for accuracy. TDA will update the status of the Application Packet in TX-UNPS within 15 days of the "Submitted for Approval" date with the Application Packet status noted as "Returned".

All Non-Federal CEs are required to complete the Annual Audit screen in TXUNPS indicating their fiscal year and any other federal funds received. The Annual Audit screen is located in TX-UNPS: click Applications>Annual Audits. Note: This is not an Annual Audit as performed by a CPA, but is a single screen within TX-UNPS that needs to be completed and submitted.

Failure to provide all needed information (TX-UNPS and supporting documentation) at least 15 calendar days prior to the desired start date will delay processing and approved start date (NOTE: in addition to information submitted via TX-UNPS and supporting documentation, additional visits by TDA staff may be required prior to approval being granted. Therefore, it is imperative that the CE submits complete and correct information at least 15 calendar days prior to the desired start date). **CEs CANNOT CLAIM any meals served prior to the approved start date of a site, an event or field trip.**

Budget Detail – NEW and RENEWING CEs: 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.

Pre-Award Civil Rights Compliance Review Form – NEW CEs ONLY: Page 3, A. Question #2a. Estimate by racial and ethnic identities the number of recipients that will participate in the program at **each site**. NOTE: The total ethnicity must equal the total participation. Example: If you estimate 100 participants, 100 participants must be categorized by ethnicity. Participants may be categorized in multiple racial categories, so you may have over 100 in race.

Viability, Capability and Accountability (VCA) Checklist: ALL NEW PRIVATE NONPROFIT CEs must submit the VCA Checklist. Renewing CEs may be required to submit the VCA Checklist including those that had a temporary deferred SD in SFSP 2021, CACFP 2021 and/or CACFP 2022.

> **Common error and instructions for correction: VCA Checklist**
> – CEs must read the ENTIRE form carefully and answer ALL questions completely.
> – Section IV – Administrative Capability: Organization Chart, Organization Compensation Plan, and Management Plan information needs to match, in particular the staff information (full legal name of each individual, position title of each individual, the total number of staff, etc.).

Letter to the Health Department: Documentation submitted must account for each site the CE wishes to sponsor. The letter to the health department should include the site name, site address, the meal types being served, the start and end times of each meal, and the start and end dates of meal service operation. A prototype health department letter is available in TX-UNPS: click Applications>Download forms>Form ID SFSP-110. **The information noted in the Letter to the Health Department must match the information provided in the SFSP Site Application(s) in TX-UNPS.**

TX-UNPS documentation upload feature: Upload in PDF format via the "SFSP Checklist" screen in TX-UNPS - the size limit is 150MB.

Food Production Facility (FPF) in TX-UNPS: The FPF should roll over from PY 2021 to PY 2022. If it did not roll over from PY 2021 then the FPFs will need to be entered for PY 2022. If applicable, first complete the FPF form and then the associated Site Applications.

Order of Entry in TX-UNPS: These TX-UNPS screens must be completed using this order:
FPF (if applicable), then **Site Application** and then **Budget Detail**.

Revised 12/17/21; Author: PES