TEXAS SUMMER MANDATE:
NOTIFICATION OF INTENT IN TX-UNPS
From the TX-UNPS Home Page, enter your **User ID** and **Password** information and click the Log On button.

Log on to TX-UNPS via https://txunps1.texasagriculture.gov/
After logging in, click the **School Nutrition Programs** button.
From the TX-UNPS Welcome screen, click on the **Applications** hyperlink on the top left corner of the screen.
From the Applications screen select **Texas Summer Mandate** from the Item list.
Click on the **Add** link to open the form.

Click on **Modify** on the top right hand corner of the screen.
Review the requirements making note of the **due date** to submit intentions to TDA.

Enter the appropriate information for the **Contact Information** fields 1-4.

Due Date: January 31, 2023
Select **one of the intentions** listed below to signify which program your district plans to participate in.

### Summer Program Intention

5. If an SFA selects option 5a, 5b, or 5c, they will be required to submit a cost report in TX-UNPS at the end of summer identifying operating costs for running the summer program (even if their cost is $0).

Select the SFA’s program intention for school year 2022-2023

- **a.** Summer Food Service Program (SFSP):
  SFA will operate a traditional Summer Food Service Program (SFSP) as a sponsor. SFAs that declare they will provide a summer nutrition program must complete an application and be approved for participation prior to program operation.

- **b.** Seamless Summer Option (SSO):
  SFA will operate the Seamless Summer Option (SSO) as a sponsor. SFAs that declare they will provide a summer nutrition program must complete a site application and be approved for participation prior to program operation.

- **c.** Partnering with another organization or SFA:
  SFA is arranging for the operation of a summer nutrition program by collaborating or partnering with another organization or SFA. The written agreement between parties must be submitted to TDA by April 1.

- **d.** Waiver for participation in a summer nutrition program:
  SFA requests a waiver from the legal obligation to offer a summer nutrition program and will assist TDA in identifying alternate providers.

Review the following pages to learn more about the four Summer Program Intention options!
Choose option (a) or (b) in number 5 to indicate that your district plans to provide a summer nutrition program, and operate SFSP or SSO.

Reminder!

- The **SFSP or SSO Application Packet** must also be completed and submitted in TX-UNPS.
- To apply for SFSP:
  1. Visit the [SFSP page](http://SquareMeals.org) at SquareMeals.org
  2. Carefully review all deadlines and instructions before completing the application.
- To apply for SSO, complete and submit the SSO Site Application. *Instructions for adding a site can be found in the TX-UNPS User Manual at [www.squaremeals.org/TXUNPSResources](http://www.squaremeals.org/TXUNPSResources)* or in *Administrator’s Reference Manual* – Section 12.

Contact your **Education Service Center** for more information about the SFSP or SSO applications.
Choose option (c) in number 5 to indicate that your district will partner with another SFA to provide a summer nutrition program. There are a variety of ways your district can help children in need access nutritious meals via a partnership:

- Allow/Rent another sponsor to use your facilities
- Find a sponsor to open a meal site in a local community location
- Volunteer staff or conduct outreach to help another sponsor provide meals
- Volunteer your buses to help transport children to meal sites

A **signed agreement** between your district and partnering organization is required, and should include:

- Serving days and times
- Responsibilities of each party
- Names and contact information for each party

**Important Deadline**: It is required to submit to TDA the finalized partnership agreement by April 1, 2023, via email to SNPWaivers@TexasAgriculture.gov.
Option (d): Request a Waiver – two steps

1. Choose option (d) in number 5 to indicate that your district would like to request a waiver, and opt out of providing a summer nutrition program.
   - Waiver requests must be submitted prior to January 31 in order to be considered.
   - Depending on the reason for the waiver request, additional information and documentation may be required. See the following page for requirement details.
   - As required by state law, the Board of Trustees must send written notice of intention to the District's local school Health Advisory Council no later than November 30, 2022.
   - When selecting the waiver option, you must also identify an alternate feeding site that is able to serve summer meals to your in-need student population.

2. Continue to number 6 of the form to enter the waiver request reason.

Waiver reasons and requirements explained on the following page.
<table>
<thead>
<tr>
<th>Waiver Request Reasons and Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>a. Fewer than 100 eligible students</strong></td>
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<tr>
<td><strong>b. Transportation</strong></td>
</tr>
<tr>
<td><strong>c. Construction</strong></td>
</tr>
<tr>
<td><strong>d. Other extenuating circumstances</strong></td>
</tr>
<tr>
<td><strong>e. Cost</strong></td>
</tr>
</tbody>
</table>

All supporting documents should be emailed to SNPWaivers@TexasAgriculture.gov by January 31. View www.squaremeals.org/SummerWaivers for further details on acceptable explanations.
For **reasons 6b-6e**, enter your explanation in the provided Waiver Explanation box.

If applying for a waiver, an Alternative SNP Provider must be identified and recorded in **number 8**. This should be contact information of who you contacted to discuss feeding children in your region.

- **Organization Name:**
- **Contact Name:**
- **Phone:**

*The name provided cannot be the name of the CE completing this form.*
Once all areas of the Texas Summer Mandate form are complete, click **Save** at the bottom of the page.
If you change your decision about which option to pursue at a later date, you must update your Texas Summer Mandate form in TX-UNPS and submit any required documentation to TDA prior to the deadline given.

Waiver requests must be submitted by January 31st to be considered for approval.

Unless you request a waiver, your district’s Summer Cost Report must be submitted at the end of the summer in TX-UNPS, even if your cost is $0. This also applies even if you partnered with another organization.

For additional information, please visit www.summerfood.org and www.squaremeals.org.
In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
   U.S. Department of Agriculture
   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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