TEXAS SUMMER MANDATE: NOTIFICATION OF INTENT IN TX-UNPS
Log on to TX-UNPS via https://txunps1.texasagriculture.gov/

From the TX-UNPS Home Page, enter your **User ID** and **Password** information and click the **Log On** button.
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, 2024
Select one of the intentions listed below to signify which program your district plans to participate in.

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](https://www.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, 2024, 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, 2023.
   - 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.
### Waiver Request Reasons and Required Documentation

<table>
<thead>
<tr>
<th>Reason</th>
<th>Details</th>
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<tbody>
<tr>
<td><strong>a. Fewer than 100 eligible students</strong></td>
<td>Select (a) if your school district has fewer than 100 students eligible for free or reduced meals, based on prior <strong>PY23 March</strong> claims. No documentation or additional explanation is needed.</td>
</tr>
<tr>
<td><strong>b. Transportation</strong></td>
<td>Select (b) if there are insurmountable barriers that prevent children from accessing the meal site. This often includes safety hazards, physical distance between home and meal sites, etc. <strong>A detailed explanation of barriers is required in number 7 of the form.</strong></td>
</tr>
<tr>
<td><strong>c. Construction</strong></td>
<td>Select (c) if construction is planned and there is no alternative facility available. Verifiable paperwork detailing the planned construction must be sent to TDA. <strong>A detailed explanation of why an alternative site is not available is also required in number 7 of the form.</strong></td>
</tr>
<tr>
<td><strong>d. Other extenuating circumstances</strong></td>
<td>Select (d) if there are other extenuating circumstances not provided on the form. <strong>A detailed explanation of the extenuating circumstance is required in number 7 of the form.</strong></td>
</tr>
<tr>
<td><strong>e. Cost</strong></td>
<td>Financial documentation must demonstrate the cost to operate the program for one month is <strong>greater than</strong> one month of your food service’s budgeted operating expenses and expected federal reimbursement. Transportation costs should not be included. Financial documentation must be emailed to TDA for review.</td>
</tr>
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All supporting documents should be emailed to **SNPWaivers@TexasAgriculture.gov** by January 31. View [www.squaremeals.org/SummerWaivers](http://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.

*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.
Helpful Reminders

• 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.