



This information is to keep you informed of any changed in policies and procedures and of new communication originating from the State Office this month.

April 19, 2019  
CE Edition

No attachments with this issue

## TX-UNPS Updates



### Application Due Dates

#### April 15, 2019

Last day to submit a complete SFSP application packet to TDA for all new SFSP applicants, and all renewing SFSP CEs that are Not in Good Standing (including CEs with a temporary deferred Serious Deficiency (SD) for SFSP 2018, CACFP 2018 and/or CACFP 2019). Any applications submitted after April 15, 2019 will be denied for untimely submission. CEs who missed the deadline are encouraged to contact their local Educational Service Center to assist in finding a participating SFSP sponsor to work with and sponsor their proposed sites for this summer.

#### May 1, 2019

Last day to submit complete SFSP application packets for all other renewing CEs.

### SFSP Application Packet | Food Production Facility (FPF)

The FPF is rolling over from the prior program year in an Approved status. There are not the necessary user rights at present to allow revision of the Approved FPF form. As a result, any amendments that need to be made to the Approved FPF such as updating vendor contract dates, contact information updates, and the like should be conveyed via [SFSP.Bops@texasagriculture.gov](mailto:SFSP.Bops@texasagriculture.gov).

### Mileage expenses

#### Mileage versus Actual Costs for Operating a Vehicle

When an SFSP CE owns or leases vehicles or the CE's employees, officers, or directors use personally owned or personally leased vehicles for SFSP purposes, the CE may use actual cost or a mileage allowance to account for allowable costs.

**Mileage rate** (or allowance) is a set rate that includes the full amount allowed for operating the vehicle. **Actual costs** includes the allowable costs of operating the vehicle that are attributable to SFSP including gas, oil, routine maintenance, insurance, and, as applicable, use allowance or leasing fee. Costs must be correctly allocated to SFSP if the vehicle is used for other non-SFSP purposes. The mileage rate is an allowable cost when actual operating cost (fuel, insurance, maintenance, etc.), use allowance, or a lease fee is charged for the same vehicle. Tolls that occur as part of SFSP-related transportation are allowable under either accounting method.

With regard to leased vehicles, if normal repairs and maintenance are included in the lease agreement then only

responsible for wear and tear and routine repairs and maintenance on a leased vehicle, the CE may use either actual cost or the mileage rate.

## Policy News



### *USDA Policy Memo*

**SFSP06-2019 - Federal Micro-Purchase and Simplified Acquisition Thresholds** can be found [here](#).

### ***Ethnic and Racial Data Collection Requirements***

CEs must collect the ethnic and racial categories of participating children at each site. This information must be collected and documented at least once during the site's operation or once per session for camps. A sample Racial/Ethnic Data Form is included at the end of [USDA's Sponsor Monitor's Guide](#).

CEs should determine a child's ethnic and racial categories visually using their best judgment. Ethnicity consists of two categories - Hispanic/Latino and not-Hispanic/Latino - while the racial categories include a more specific breakdown. Because CEs must complete both an ethnic and racial categorization for each child, the total number of children in the two different categories should match. A child may be included in the ethnic and racial categories to which he or she appears to belong, identifies with, or is regarded as a member of by the community. Ethnic and racial categories should be identified for each child.

### ***Civil Rights at the Meal Service***

#### **Accommodating Disabilities that Restrict Diet**

As a reminder, CEs are required to make substitutions to meals for participants with a disability that restricts their diet. This substitution is done on a case-by-case basis when supported by a medical statement written by a licensed physician or State of Texas recognized medical authority. USDA issued updated guidance on this issue in June 2017 that outlined the requirements for CEs to provide reasonable modifications to SFSP meals or meal service to accommodate children with disabilities that restrict a child's diet. Detailed information may be found [here](#).

#### **Prohibition of Separation by Gender**

In general, CEs participating in the SFSP are not permitted to separate children on any protected basis during the service of SFSP meals or snacks consistent with Federal non-discrimination laws and policies. The circumstances where gender-based separation in SFSP may be permissible and for which a CE may submit a written request for an exemption are the following:

- Meal service at religious institutions operating under the dictates (laws or decrees) of the religion with which they are affiliated (i.e., religious doctrines that prohibit mixing or comingling of different genders).
- Meal service at facilities that fully separate by gender as part of their normal operations (i.e., gender-separated summer camps, programs, or conferences).

Requests for an exemption to the prohibition on gender-separated meal service should be made using TDA's *Gender Separation Exception Request* form located at [SquareMeals.org](#) or on the **TX-UNPS Application Module Download Forms** screen, form ID SFSP-109. The completed form should be submitted to TDA for its review using one of the methods described in the form. For additional information please refer to TDA's SFSP Supplemental Handbook, Chapter 4 – *Meal Requirements*, located on [SquareMeals](#).

## Resources

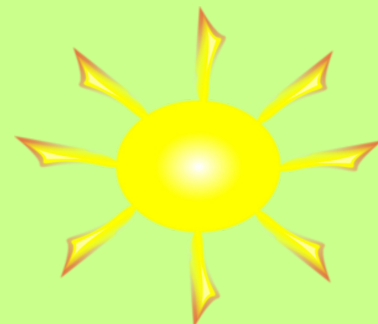
### ***Required SFSP Training***

The Summer Feeding season is almost upon us and many organizations are finalizing preparations for PY2019 operations. TDA provides, and has recently updated, the online training. If you prefer to receive a more comprehensive training in person, each Education Service Center will present a six hour class. All new sponsoring organizations are required to receive this training in order for the organization to be eligible to participate in SFSP.

If you already completed the online training in 2019 and have your emailed certificate, you do not have to repeat the online training, however it would be beneficial to review the updated training for information regarding waivers. As always, [your ESCs](#) are available to provide support for SFSP Training and Technical Assistance.

### ***Summer Outreach Materials***

Summer materials are going fast so make sure you order them while supplies last. Approved sponsors can order a



quantities are limited. Please remember, orders will only be fulfilled for approved sponsors. [Click here](#) to place your order today!

**Please note:** only schools and sponsors who are participating in SSO and SFSP should order these materials.

More resources are available at [SummerFood.org/OutreachTools](http://SummerFood.org/OutreachTools).

### ***Upcoming Webinar Opportunity***

It is never too early to create an outreach plan to promote safe summer meals in your communities. The S.T.A.R. webinar *Strategies for Implementing Safe Summer Meals* will focus on ways to serve safe summer meals and how one local district has implemented a successful summer meals program.

Strategies for Implementing Safe Summer Meals  
Thursday, April 25, 2019/3:00-4:00 PM ET (2-3 PM CT; 1-2 PM MT; 12-1 PM PT)

Register

## Compliance



### ***CACFP & SFSP Combination Administrative Review Pilot***

Starting this summer, TDA's Community Operations is piloting a "combination" administrative review for contracting entities (CEs) that operate both CACFP and SFSP. That means, for CEs participating in both programs, the CE will only be visited once by TDA's administrative review staff. During the visit, TDA will review the CE's records and documentation for both programs. By piloting this combination review for CACFP and SFSP, TDA's goal is to reduce burden on CEs. CE's scheduled for a combination administrative review will receive one appointment letter from TDA that outlines the records and supporting documentation for both CACFP and SFSP that needs to be available during the combination review.

Previous Issue



TEXAS DEPARTMENT OF AGRICULTURE  
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