



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

July 12, 2019  
CE Edition

Embedded attachments with this issue

## TX-UNPS Updates



### *Budget Detail*

When adding a site application, closing a site application and/or amending the average daily participation (ADP), the budget detail must also be revised to reflect the corresponding change in the Operating Reimbursement and Administrative Reimbursement. The budget detail amendment should be submitted for approval at the same time as the site application update.

## Policy News

### *Handbook Revisions*

The following revised chapters of TDA's SFSP Supplemental Handbook have been posted and released. The following revisions were made:

#### **Chapter 2 – Sponsor and Site Identification**

- Revisions made to guidance on USDA's Demonstration Project for Non-congregate Feeding for Outdoor Summer Meal Sites Experiencing Excessive Heat consistent with USDA guidance released for PY2019.
  - The most significant change is the requirement that sponsors report to TDA within 10 days of non-congregate meal service

#### **Chapter 4 – Meal Requirements**

- Changes made consistent with recently released USDA food crediting policy changes from December 2018 and April 2019:
  - Retitled and made minor reorganizational changes to food crediting information subchapter
  - Added new crediting guidance on shelf-stable, dried meats, coconut, popcorn, hominy, vegetable pasta, etc.
- Provided guidance on OVS for SFA's operating SFSP



- Revised table describing how to calculate ADP to reflect that combined claiming is no longer accepted

## Chapter 6 – Procurement and Bid Procedures

- Edits and clarifications made to subsections on “Financial Controls and Conflicts of Interest” and “Ethical Standards in Financial Management”

## Chapter 9 – Program Costs and Reimbursements

- Added additional factors considered by TDA when determining amount of advance payments:
  - Unused reimbursement available from previous years and previous administrative review findings
- Claims for Reimbursement – added a new subchapter to include updated guidance consistent with the new 60/90 day guidance released by USDA in August 2018
- Additional guidance added regarding documentation of “cash” donations
- Revised the subchapter on “Selected Items of Cost” to include revised or additional cost categories
  - Background checks
  - Computer/Internet Services
  - Entertainment
  - Marketing
  - Materials/Supplies
  - Mileage v. Actual Costs for Operating a Vehicle
  - Uniforms
- New subchapter providing guidance on capital expenditures
- Added clarification on cost sharing/matching

You can find the [TDA SFSP Supplemental Handbook](#) under “Summer Feeding Policy & Handbooks” on SquareMeals.

## Texas Farm Fresh Initiative



### *Eat Local. Teach Local. Be Social.*

The deadline to submit attestation information for the 2019 Summer Farm Fresh Challenge is fast approaching. All documentation must be completed by **July 15, 2019** to be eligible to receive the Best of the Bunch recognition.

If you have completed the challenge, don't let this last hurdle stand in the way. Complete the [attestation form](#) and earn recognition for your efforts today!

### *Stay Connected — Subscribe to TDA's Farm Fresh E-*

#### *Harvest Newsletter*

The E-Harvest Newsletter provides a monthly update on farm fresh activities and includes resources such as funding opportunities, a schedule of upcoming trainings, webinars, and more. [Subscribe today!](#)

## Resources

### *Helpful Resources for Summer Feeding Programs*

- USDA provides several [SFSP Handbooks](#) on its website, including the *Administrative Guide for Sponsors (AGS)*.
- TDA provides additional guidance that clarifies and/or supplements policy provided by USDA in the AGS and USDA policy memos in the [TDA SFSP Supplemental Handbook](#).
- Information on the Seamless Summer Option may be found in Section 12 of the [NSLP Handbook: Administrator's Reference Manual \(ARM\)](#).

Be sure to visit the [Summer Feeding Programs](#) page on SquareMeals during the application process and throughout operation of the SFSP for the latest updates and information.

### *Excel Tool will Identify High-risk SFSP Claims*

The F&N Program Improvement unit has developed a claims analysis tool to identify high risk claiming patterns for the Summer Food Service Program. This Excel based tool uses formulas to isolate high risk claim patterns and behaviors which warrant further investigation. On a monthly basis claim data will be extracted from TX-UNPS (the web based claim submission system) and placed in the claim analysis tool. Within seconds the tool will assign risk ratings based on claim patterns and behaviors for the approximately 5,000 meal type claims, accounting for 3.2 million meals, filed monthly. With this information, high risk claim patterns for a sponsor will be investigated to determine if corrective action is warranted. All SFSP claims for June 2019 will be analyzed by 10 July.





### ***Offering Second Helpings***

All CEs must plan, prepare, or order meals with the goal of serving one meal per child at each meal service, and must ensure that entire meals and food components are not frequently left over and unusable. A limited number of second meals served as a unitized meal may be claimed for reimbursement, as long as the total number of second meals does not exceed two percent of the first meals served by the CE, for all sites, during the claiming period. If TDA determines that the CE failed to plan ahead and incorrectly prepared or ordered meals, second meals may be disallowed. **Note:** CEs conducting a non-congregate meal service will not be reimbursed for second meals served as part of the Demonstration Project for Non-Congregate Feeding at Sites Experiencing Excessive Heat.

### ***Meal Service Requirements***

In addition to serving meals that meet meal pattern requirements, CEs must comply with the following rules when serving meals at each of their sites:

- Serve the same meal to all children
  - This means that all children receive a meal which meets the meal pattern requirements, not that all meals must be identical in every component. Children with disabilities must be provided reasonable accommodations. This may result in serving a modified meal.
- Ensure that children eat all meals on site
  - Meals must be consumed onsite in order to be eligible for reimbursement, unless TDA has been notified prior to meal service for a field trip or the CE is participating in the demonstration project for sites experiencing excessive heat. Also, CEs may allow a child to take one fruit, vegetable or grain item offsite to eat later.
- Ensure all children receive a meal
- Adhere to local health and sanitation regulations
- Make arrangements for inclement weather
- Serve meals on-time

More information on these meal service requirements may be found in [USDA's Administrative Guide for the Summer Food Service Program](#) and in [TDA's SFSP Supplemental Handbook](#).

### ***Demonstration Project for Non-Congregate Feeding at Sites Experiencing Excessive Heat***

SFSP sponsors operating approved outdoor meal sites without temperature-controlled alternative sites may operate as non-congregate sites on days when the National Weather Service (NWS) issued a Heat Advisory, Excessive Heat Warning, or Excessive Heat Watch. Some helpful points to remember about participation in the demonstration project include:

- CEs must declare their intent to participate in the demonstration project in TX-UNPS prior to serving non-congregate meals.
- CEs may amend their SFSP application in TX-UNPS at any time to indicate its intent to participate in the demonstration project at qualifying sites.
- Non-congregate meal service is allowed only on days when the National Weather Service (NWS) issues a Heat Advisory, Excessive Heat Warning, or Excessive Heat Watch at sites where a temperature-controlled option is not available.
- The Heat Advisory, Excessive Heat Warning, or Excessive Heat Watch must occur during meal service times.
- CEs must print and retain the NWS issued notice that a Heat Advisory, Excessive Heat Warning, or Excessive Heat Watch occurred on the meal service date from the NWS website at [www.weather.gov](http://www.weather.gov).
- Meals taken offsite may only be claimed on days for which documentation is maintained.
- Within 10 days of non-congregate meal service, CEs must submit to TDA, for each site where non-congregate meals were served, the date(s) and total number of non-congregate meals served by meal type by using the SSO/SFSP Non-Congregate Feeding Data Submission Form found in TX-UNPS under "Download Forms."
- Meal service times may not be altered on days when non-congregate meal service is utilized.
- Food safety during preparation and delivery must be maintained.

Additional information is located on TDA's website by clicking [here](#).



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