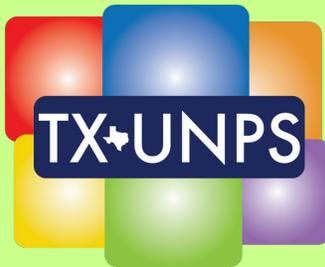


This information is to keep you informed of any changes in policies and procedures and of new communication originating from the State Office this month.

July 26, 2019  
CE Edition

Embedded attachments with this issue

## TX-UNPS Updates



### **Summer Mandate Cost Reporting – Available Now!**

School districts mandated to participate in the 2019 summer nutrition programs are required to submit the Summer Cost Report form through TX-UNPS, unless a waiver was granted. The form can be located in TX-UNPS by following School Nutrition Programs > Applications > Summer Nutrition Program Costs. School districts which participated in SFSP, SSO, or partnered with another SFA should report all operating costs to TDA even if the costs were \$0.00. If operating costs were \$0.00, please enter \$0.01 to avoid errors. The cost report must be completed and submitted to TDA in TX-UNPS by October 9, 2019 to avoid a Corrective Action Plan.

Click [here](#) for instructions and FAQs for completing the report, or contact your **local ESC** if you require assistance with the form.

### **Request to increase Average Daily Participation (ADP)**

If a CE begins operations and notices a sustained level of participation that is greater than their historical highest monthly ADP, an increase in ADP may be requested by amending and submitting the site application for approval. Requests to increase the ADP should be made only after meal service has begun by submitting the request by entering the requested amount in the site application in TX-UNPS and submitting it for approval. In order to ensure timely processing of the request to increase ADP, adequate justification and/or additional information for the increase in ADP should be provided in question 36 of the site application.

All ADP increase requests over 20% of the approved ADP will require a compliance site review as part of the approval process. The request to increase ADP will not be considered by TDA if a claim for the applicable month has already been filed.

### **Backdating of SFSP Site Applications is Unallowable**

Site applications will not be approved after the requested meal start dates listed in the site application. Meals served prior to the date of the site application being approved in TX-UNPS are not eligible for reimbursement.

CEs are encouraged to allow a minimum of 15 days to process a site application that is new to the organization. It is therefore recommended to enter a start date that is 15 days from the date it is submitted to TDA.

Please note, in addition to new site applications, the addition of a meal service to an existing application may not be

## Policy News

### **Now Available! The Exhibit A Grains Tool Part 2**

A new enhancement to the Food Buying Guide for Child Nutrition Programs Interactive Web-Based Tool, Part 2 of the Exhibit A Grains Tool, is now available. The first release of the Exhibit A Grains Tool on June 10th allows users to search their grain product (as listed on Exhibit A) and enter in the serving size as listed on the product label. The tool determines the ounce equivalent (oz eq) grains or grains/bread serving(s) for the grain product. The second part to the Exhibit A Grains Tool includes an additional capability to determine the number of servings a program needs to serve to obtain a specific meal pattern contribution.



Check out the [Exhibit A Grains Tool](#) today on the USDA website. Stay tuned for the release of the completed Exhibit A Grains Tool in the Mobile App soon!

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

SFSP CEs operating approved outdoor meal sites without temperature-controlled alternative sites may operate as non-congregate sites on days when the National Weather Service (NWS) issues a Heat Advisory, Excessive Heat Warning, or Excessive Heat Watch. 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. 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).

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

## Texas Farm Fresh Initiative



### **Congratulations Summer Farm Fresh Challenge Participants!**

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

The second annual summer Farm Fresh Challenge has come to a close and sponsors across the state were up to the challenge. Summer meal participants received garden based learning from master gardeners, tasted fresh Texas foods and learned about why Texas agriculture matters. To see who completed the Summer Farm Fresh challenge in your region visit [Squaremeals.org/SummerFarmFreshChallengeSFSP](http://Squaremeals.org/SummerFarmFreshChallengeSFSP).

#### **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

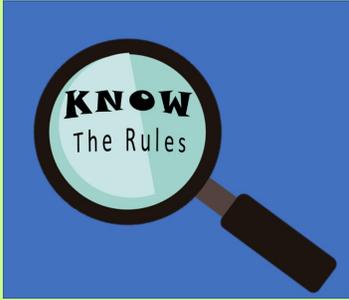
### **Helpful Resources for Summer Feeding Programs**

- 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](#)

#### **Food Safety - Proper Handwashing**

You will find the latest in the series of best practices for Summer Food Safety [here](#).





## ***Filing Claims and Submittal Deadline***

A final claim for reimbursement must be postmarked and/or submitted to TDA not later than 60 days following the last day of the full month covered by the claim. However, CEs must submit a monthly claim within 60 days of the last day of operation. For example, if the CE's last day of operation was August 5, the claim must be submitted to TDA by October 4 (60 calendar days from August 5).

Claims are considered submitted once it is entered and submitted into TX-UNPS. When the 60th day falls on a Saturday, Sunday, or Federal holiday, the claim is due on the next business day.

CEs may submit adjustments to a claim for reimbursement prior to the applicable 60-day deadline. However, after the 60-day claim deadline, the data submitted for the claim month is considered final and may only be revised according to the circumstances detailed in Chapter 9 – Program Cost and Reimbursement, of TDA's SFSP Supplemental Handbook located [here](#).

Once the CE's claim has been successfully submitted, a confirmation number will appear, and the claim status will be "accepted." CEs may print the screen which contains a confirmation number. When calling to confirm the receipt or make inquiries about their claim, CEs must have the confirmation number available. TDA office hours are 8:00 a.m. to 5:00 p.m., Central Time (CT).

TDA recommends that CEs always have a back-up person designated to submit claims. This may decrease the chance of submitting a late claim. If a CE receives advance payments, it should submit the claim as early as possible after the end of the claim month, as a delay in submitting the claim could affect receipt of future advance payments.

NOTE: Combined claiming is no longer accepted in SFSP. SFSP CEs that operate less than 10 days in the final month of operations can no longer submit a combined claim for the final month and the immediately preceding month within 60 days of the last day of operation.

Additional information on submitting claims for reimbursements may be found in Chapter 9 – Program Cost and Reimbursement, of TDA's SFSP Supplemental Handbook located [here](#).

## ***Administrative Reviews: Preliminary Review Report***

During the exit conference of an Administrative Review (AR), the Contracting Entity (CE) will receive a Preliminary Review Report. The Preliminary Review Report will provide the CE with findings that were identified during the AR. Although this is just a preliminary report and the findings are subject to change, it is a best practice that the CE begins working on correcting the findings right after the exit conference. This will help a CE with correcting any non-compliance right away. Once a CE has access to respond to the findings in TX-UNPS, the corrective actions will be in place and a quick response can be given back to TDA.

[Previous Issue](#)



TEXAS DEPARTMENT OF AGRICULTURE  
COMMISSIONER SID MILLER

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