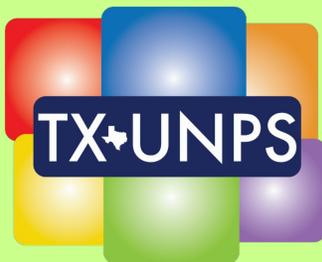


This information is to keep you informed of any changes in policies and procedures and of new communication originating from the State Office this month.

June 21, 2019  
CE Edition

Embedded attachments with this issue

## TX-UNPS Updates



### ***Request for Increase in 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. CEs must enter the requested amended amount in the site application and submit 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.

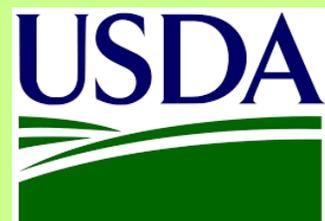
All ADP increase requests over 20% of the approved ADP will require a compliance site review as part of the approval process. The request to increase ADP will not be considered by TDA if a claim for the applicable month has already been filed.

## Policy News

### ***Managing the FSMC Contract***

CEs are required to monitor the performance of the Food Service Management Contract (FSMC) to ensure all terms, conditions, and specifications of the contract are met. The following questions may help a CE evaluate whether an FSMC is performing according to the contract:

- Are meals delivered on time, as scheduled?
- Are delivered meals unitized?
- Are delivered meals spoiled or damaged?
- Are delivered meals missing any required food components?
- Do all components meet the minimum required serving size under SFSP regulations?
- Do the meals delivered meet the food specifications agreed upon in the contract?
  - If not, did the FSMC receive approval from the CE prior to either
    1. Changing the menu or
    2. Substituting a component or food item



- Does the FSMC maintain all records pertaining to the food service, such as receipts, invoices, delivery receipts?
  - If so, does the FSMC submit all records to the CE at the date and time agreed upon in the contract?
  - Does the FSMC make these records available to TDA, when requested?

As a reminder, the CE must maintain all financial and administrative responsibility for the food service. A failure to monitor an FSMC's performance may result in disallowed meals, withholding or recovery of reimbursements, corrective action, or termination and exclusion from future SFSP participation.

### ***Planning for Inclement Weather Conditions***

CEs must have appropriate arrangements in place for food service during periods of inclement weather. Although outdoor SFSP sites are not required to have an alternate temperature-controlled site, CEs should have a contingency plan for dealing with extreme weather conditions, such as thunderstorms and excessive heat. Options CEs may consider include:

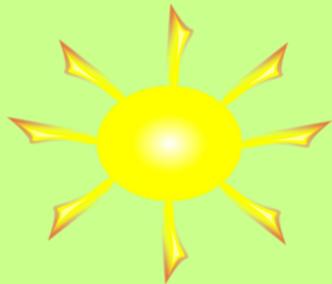
- Discontinuing the meal service, if safety is a concern
- Using a tent to provide extra shade on extremely hot days
- Partnering with a housing community to use an air conditioned lobby or community room on extremely hot days

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

USDA extended the demonstration project allowing non-congregate meals at certain outdoor sites experiencing excessive heat through summer 2019. Under the demonstration project, 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.

CEs must notify TDA via TX-UNPS of their intent to participate in the demonstration project prior to serving non-congregate meals. 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 is located on TDA's website by clicking [here](#).

## 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 our [Summer Feeding page](#) on SquareMeals during the application process and throughout operation of the SFSP for the latest updates

and information.

### ***Promote the Summer Meals Program***

Summer promotional resources are available at [www.SummerFood.org/OutreachTools](http://www.SummerFood.org/OutreachTools). Check out the [Summer Best Practices Guidebook](#) to gain further understanding on how you can utilize the materials in your community. The graphics locker on the Outreach Tools webpage contains additional resources including the Summer Social Media Support Package. Copy and paste the social media text and images available in English and Spanish and share them in your online communication.

The summer order form is still open for approved sponsors. Sponsors can order door hangers, parent information cards, Bookmarks and/or yard signs this year. Click [here](#) to place your order today!

### ***"And Justice for All" Posters***

For more information, click [here](#).

## Compliance

### ***CACFP and 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. CEs 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.



### ***SFSP Administrative Review (AR) Timelines***

The CE will receive an Administrative Engagement/Appointment letter and the SFSP Financial Sampling Tool 30 calendar days before the onsite review date.

The Engagement/Appointment letter will have a Document Request Packet (DRP) requesting the CE to upload documentation to TX-UNPS prior to the review along with the SFSP Financial Sampling Tool. The documentation is due 10 days after receiving the letter, which is 20 days prior to the review date. The DRP gives the TDA reviewer an opportunity to start reviewing paperwork for the AR prior to visiting the CE onsite.

If the CE is required to submit a Corrective Action Document (CAD), then the CE will have 15 calendar days from the date of the letter to respond.

### ***Maintaining Records of Costs and Tracking Funds***

#### **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 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. Tolls that occur as part of SFSP-related transportation are allowable under either accounting method.

The mileage rate is an unallowable cost when actual operating cost (fuel, insurance, maintenance, etc.), use allowance, or a lease fee is charged for the same vehicle.

[Previous Issue](#)



TEXAS DEPARTMENT OF AGRICULTURE  
COMMISSIONER SID MILLER

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