



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.

May 17, 2019  
CE Edition

No attachments with this issue

## TX-UNPS Updates



### NEW CEs Training

Before a NEW SFSP CE can be approved TDA must verify that the required SFSP training has been taken either online or in-person. TDA is in the process of verifying training and will return the SFSP application in TX-UNPS if:

- the training date taken does not match the training date listed in the Contracting Entity application
- the staff member designated as taking the training is not listed as a supervisor in the Contracting Entity application
- TDA's records indicate the CE has not taking training

### Maximum Approvable Average Daily Participation (ADP)

Returning Summer Food Service Program (SFSP) Contracting Entities (CEs) have been notified by email of the maximum approvable Average Daily Participation (ADP) by site and meal type that TDA can approve for SFSP 2019.

The maximum approvable ADP determination was calculated by adding 20% to the highest amount claimed by site and per meal type during SFSP 2018. This will be the maximum approvable ADP for the site by meal type for SFSP 2019. This does not mean a CE must utilize the number, however site applications submitted with an ADP greater than the maximum approvable ADP will be returned. TDA may not approve ADPs greater than the ADP listed. Returned applications may be resubmitted and will start over in the queue for processing.

CEs must review all site applications prior to initial submission in TX-UNPS to ensure that each site application and meal type is no greater than the maximum approvable ADP determined by TDA.

Once a CE *begins SFSP operations* and notices a sustained level of participation that is greater than their historical highest monthly ADP, please update the site application and answer question #36 regarding the justification for the increased ADP. All ADP increase requests over 20% of the approved ADP will require a compliance site review as part of the approval process.

### 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).

## Policy News

### ***New Food Yields in the Food Buying Guide!***

New food yields for the following food items have been added to the Food Buying Guide for Child Nutrition Programs (FBG) Interactive Web-Based Tool: surimi seafood, tempeh, coconut, popcorn, and hominy. Please see the following memos for guidance on these newly creditable food items:

- **SFSP 02-2019** *Update of Food Crediting in the Child Nutrition Programs*
- **SFSP 08-2019** *Crediting Coconut, Hominy, Corn Masa, and Corn Flour in the Child Nutrition Programs*
- **SFSP 09-2019** *Crediting Popcorn in the Child Nutrition Programs*
- **SFSP 10-2019** *Crediting Surimi Seafood in the Child Nutrition Programs*
- **SFSP 11-2019** *Crediting Tempeh in the Child Nutrition Programs*

Check out these new food items on the [Food Buying Guide for Child Nutrition Programs Interactive Web-Based Tool](#) and the [FBG Mobile App](#).



## Texas Farm Fresh Initiative



### ***Celebrate Farm Fresh Texas this Summer!***

Participants of the Summer Food Service Program (SFSP) and Seamless Summer Option have the chance to participate in the Summer Farm Fresh Challenge through the Texas Department of Agriculture. The challenge will occur June 10-21, 2019. Make the pledge to **Eat Local. Teach Local. Be Social.**

Participation is simple. Just follow these 3 easy steps!

**Step 1** Pledge online at [SquareMeals.org/FarmFreshChallengeSFSP](https://SquareMeals.org/FarmFreshChallengeSFSP)  
**Participants will receive a Farm Fresh Toolkit** of support materials if registered by May 24th.

**Step 2** Complete the parameters of the challenge.

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

**Step 3** Submit your attestation form online by July 5th.

Visit [Squaremeals.org/FarmFreshChallengeSFSP](https://Squaremeals.org/FarmFreshChallengeSFSP) to learn more. Connect with your partners at TDA today at [FarmFresh@TexasAgriculture.gov](mailto:FarmFresh@TexasAgriculture.gov).

### ***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***

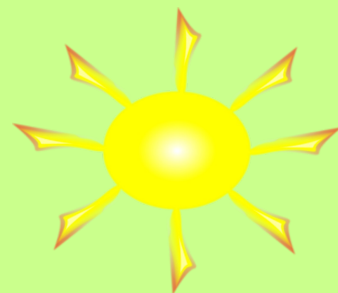
- USDA provides several SFSP Handbooks on its [website](#) including the Administrative Guide for Sponsors (AGS).
- TDA provides additional guidance that clarifies and/or supplements policy provided by USDA in the AGS and USDA policy memos in the [TDA SFSP Supplemental Handbook](#).
- Information on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

Be sure to visit us at

[Squaremeals.org/Programs/SummerFeedingPrograms.aspx](https://Squaremeals.org/Programs/SummerFeedingPrograms.aspx) 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 [SummerFood.org/OutreachTools](https://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.

In addition, the summer order form is now open and approved sponsors can order a select amount of door hangers, fillable posters, bookmarks and/or yard signs this year. Order soon, as quantities are limited. Please remember, orders will only be fulfilled for approved Sponsors. Click [here](#) to place your order today!

### **Food Safety in Summer Meals - Online Training Available!**

The Institute of Child Nutrition (ICN) is very excited about the launch of their new online course, *Food Safety in Summer Meals*! This free online course is perfect for training Summer Food Service Program sponsors and site managers on important food safety techniques. Anyone can register for this course at the [ICN website](#). Please share this opportunity with your summer staff!

## 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 to the CAD in TX-UNPS.

### **CE Monitoring Requirements**

There are several monitoring milestones that CEs operating the SFSP must meet. These are pre-operational visits, first week of operation site visit, and a site review. As part of the SFSP monitoring requirements, CEs must adequately train their monitors and adequately document monitoring activities.

### **Training and Communications**

CEs must provide their monitors with thorough training of the SFSP requirements so that they will be able to provide meaningful feedback to the CE regarding the operation of the program at its sites. The monitoring function is a crucial component of ensuring proper program operations and full reimbursement. Monitoring is also an effective tool for ensuring program integrity. Effective monitoring should include open communication that fosters a cooperative relationship between the CE, its monitors, and with the site supervisors and site staff. Open communication is essential so that the CE is aware of any site problems and allows them to address those issues quickly together with the site. Properly trained monitors and open, effective communication improves program operations and helps to ensure that SFSP requirements are met.

### **Pre-Operational Visits**

Pre-operational visits must be conducted for new sites and those that experienced operational problems the previous year before a site operates the summer program. These visits are required to determine that the sites have the facilities to provide meal service for the anticipated number of children in attendance and the capability to conduct the proposed meal service.

### **First Week of Operation Site Visit**

CEs must conduct [visits](#) to all sites [at least once during the first week of operation](#) unless the CE site has a first week site visit waiver. These visits are required to make sure the food service operation is running smoothly and to verify information such as the site address, storage, holding and preparation facilities, and serving capacity.

### **Site Review**

CEs must conduct a [review](#) of each of its site [at least once during the first four weeks of SFSP operations](#). If a site operates less than four weeks, the CE must still conduct a review. During the review, the CE is required to observe delivery or preparation of meals, service of meals, children eating the meals, clean up after meals, and completion of site meal count paperwork. During each review, the monitor should discuss any concerns or problems with the site supervisor and other site staff. The monitor should document everything on the review form, including technical assistance and any training provided. TDA highly encourages continual monitoring throughout the operation of the SFSP.

**Recordkeeping**

One of the most frequent findings identified during administrative reviews include failure to adequately document monitoring activities or failure to completely and accurately fill out monitoring forms. The 2017 USDA Sponsor Monitor's Guide for the Summer Food Service Program is an excellent source for more information on site monitor's responsibilities. This Guide, on pages 26-30, includes sample forms that may be used for the pre-operational visit, first week of operation site visit, and site review . This Guide may be found on USDA's website.

[Previous Issue](#)



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