



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 3, 2019  
CE Edition

No attachments with this issue

## TX-UNPS Updates



### ***FYI's for Application Processing***

Be advised that TDA cannot discuss the application with anyone other than a noted authorized CE representative

For automated application packet emails, the Contracting Entity Administrator will receive an email each time the Application Packet status changes – first when it is submitted, and again when it changes to either "Approved," "Denied," or "Returned for Correction." Only the Contracting Entity Administrator will be notified by the system. If others in the organization need to act on the information, the Contracting Entity Administrator will need to inform them the status has changed.

Contracting Entities should check the application packet status frequently. If the packet status notes "Returned," the packet has been returned for corrections. In this case, please check "Comments to Contracting Entity" in the Contracting Application section of your Application Packet, as well as your voicemail and/or email for details regarding the information and/or corrections needed. Once you have provided the information and/or made the correction the packet must be submitted for approval in TX-UNPS. The packet status of "Submitted for Approval" notifies TDA that the packet is ready for review.

### ***Food Production Facility***

CEs must indicate on their site applications whether a site's food service will be self-prepared or vended. CEs must ensure that the Food Production Facility portion of the SFSP application in TX-UNPS is current and includes the same information that is provided in the site application. Some common mistakes that TDA see regarding food service information include: not updating the food production facility information, incorrectly indicating how meals are obtained (self-prep v. vended), and meals being prepared at a different location from what is indicated in the site application.

## Policy News

### ***USDA Policy Memos***

#### **Recent USDA Meal Pattern Memos**

USDA released the following six meal pattern memos on April 17, 2019. These memos provide clarification on crediting specific types of food items

for reimbursable meals and for serving specific food items as competitive foods. TDA will be releasing **additional guidance** on these memos in the near future.



**SP20-2019** - *Federal Micro-Purchase and Simplified Acquisition Thresholds* has been released and can be found [here](#).

**SP21-2019** - *Crediting Shelf-Stable, Dried and Semi-Dried Meat, Poultry and Seafood Products in the Child Nutrition (CN) Programs* can be found [here](#).

**SP22-2019** - *Crediting Coconut, Hominy, Corn Masa and Corn Flour in the CN Programs* can be found [here](#).

**SP23-2019** - *Crediting Popcorn in the CN Programs* can be found [here](#).

**SP24-2019** - *Crediting Surimi Seafood in the CN Programs* can be found [here](#).

**SP25-2019** - *Crediting Tempeh in the CN Programs* can be found [here](#).

**SP26-2019** - *Crediting Pasta Products made of Vegetable Flour in the CN Programs* can be found [here](#).

**SP27-2019** - *Paid Lunch Equity: Guidance for School Year 2019-20* can be found [here](#) along with the corresponding memo [here](#).

### **Meal Service Times**

There are no time limits placed on the duration of a meal service and no restrictions regarding the amount of time that must pass between the beginning of one meal and the beginning of the next. This provides Texas CEs with greater flexibility to meet local needs. However, CEs must establish meal times for each site and provide this information to TDA via TX-UNPS. Meals must be served within the approved meal service times in order to be claimed for reimbursement and for the cost associated with such meals to be covered by SFSP funds. TDA encourages CEs to establish meal service times that best accommodate operational requirements and the needs of participating children. Any modifications to approved meal service times must be made in TX-UNPS and approved by TDA. More information on this topic may be found in USDA's Administrative Guide for the Summer Food Service Program at <https://www.fns.usda.gov/sfsp/handbooks>.

## 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. and Be Social.**

Participation is simple. Just follow these 3 easy steps!

**Step 1** Pledge online at [SquareMeals.org/FarmFreshChallengeSFSP](http://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. and Be Social.**

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

Visit [Squaremeals.org/FarmFreshChallengeSFSP](http://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

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

Summer promotional resources are available at [SummerFood.org/OutreachTools](http://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, parent information cards 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!

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

Sponsors, TDA will be sending AJFA posters this year to all summer meal sites who are approved by June 7, 2017. **If any of your summer meal sites are approved after June 7th it is the your responsibility to order the correct number of AJFA posters still needed.** Only one (1) poster is required per summer meal site and TDA suggests laminating them so they last longer. Contact your **local ESC** for assistance or go to TX-UNPS after June 7th to order. The order form will be available on TX-UNPS starting **June 8th**.



[Previous Issue](#)



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