



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

April 5, 2019 CE Edition

Attachments with this issue:

[USDA Summer Meals Newsletter - April 2019](#)

TX-UNPS Updates



New Claims Analysis Tool

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.

Policy News

Program Reimbursement Unused Reimbursement

Unused reimbursements are the difference between the amount claimed for reimbursement and actual costs, should reimbursement exceed costs. For example, if a CE received \$1000 in reimbursement but only spent \$900 on actual costs to operate the SFSP, the CE would have \$100 in unused reimbursement.

USDA and TDA expect CEs to adequately manage resources so that a well-run, quality summer meal service does not result in a significant amount of unused reimbursement. It is important that CEs monitor SFSP operations throughout the summer and make adjustments to ensure that quality meals are being served. If a CE has unused reimbursement, this remaining amount must be kept in a nonprofit food service account, as required of all child nutrition programs (CNP). These funds must benefit the operation of another CNP operated by the CE or the SFSP during the following program year. Should a CE have unused reimbursement, it must be used to improve the SFSP or for allowable costs in other CNPs operated by that CE. CEs must document how any unused reimbursement was spent.



Net Cash Resources

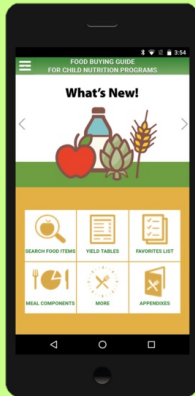
CEs net cash resources must not exceed one month's average expenditures for CE's operating only during the summer months and three months' average expenditure for CE's operating another CNP throughout the year. TDA's approval is required for net cash resources in excess of these requirements.

One month's average expenses can be determined by dividing the total prior year's expenses by the number of months in operation that year.

TDA will review a CE's operation of the SFSP to determine whether reimbursements have resulted in the accumulation of net cash resources. TDA may provide technical assistance or require certain corrective actions by a CE to improve meal service quality. TDA may also take other appropriate action designed to improve the nonprofit meal service quality.

For additional information, please refer to [TDA's SFSP Supplemental Handbook](#), Chapter 9 –Program Costs and Reimbursement.

Resources



Now Available! Food Buying Guide (FBG) Calculator on the FBG Mobile App

On March 18, 2019, USDA released the Food Buying Guide (FBG) Calculator as a new feature on the FBG Mobile App. The FBG Calculator is designed to assist Child Nutrition Program operators in creating a shopping list to streamline food ordering needs for their programs. Currently, the FBG Calculator is included with the Food Buying Guide for Child Nutrition Programs Interactive Web-Based Tool. With this new release on the FBG Mobile App, program operators can now create and use their shopping list on-the-go!

The FBG Mobile App is currently available on the Apple App Store and the Google Play Store. More information about the new app is available [here](#).

Summer Outreach Materials

Summer promotional resources are available at SummerFood.org/OutreachTools. Check out the Summer Best Practices Guidebook to gain further understanding on how you can utilize the materials in your community. In addition, the summer order form is now open and approved sponsors can order a select amount of door hangers, bookmarks, fillable posters 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!

Compliance

Civil Rights Requirements

In accordance with Federal civil rights law and USDA and TDA civil rights regulations and policies, CE's are prohibited from discriminating based on race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. All CE's must inform potential participants of the availability of the SFSP. In addition, all CE's and their sites are required to:



- Display in a prominent place at the site and in the CE's office, the "...And Justice for All" poster developed by USDA
- Make SFSP information available to the public upon request
- Take reasonable steps to ensure meaningful access to services for limited English proficient persons by providing information in the frequently encountered, non-English languages of individuals eligible to be served or likely to be affected by the SFSP
- Ensure that translations are accurate concerning the availability and nutritional benefits of the SFSP
- Make reasonable modifications in policies and procedures to ensure individuals with disabilities have equal access and effective communication when accessing the SFSP
- Include the nondiscrimination statement, and instructions for filing a complaint, in public releases and in any SFSP information directed to parents of participants and potential participants
- Ensure that meals are served to all attending children, regardless of their race, color, national origin, sex, age, or disability
- Ensure that all children have equal access to services and facilities at the site regardless of race, color, national origin, sex, age or disability

For additional information on this topic including civil rights-related training requirements, please refer to [USDA's Administrative Guide for the Summer Food Service Program](#).



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