



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

## March 1, 2019 CE Edition

No attachments with this issue

## TX-UNPS Updates



### Application Processing

Program Year 2019 Applications will be available as of January 15, 2019. It is in your best interest to submit the SFSP application packet prior to the due date to allow you to make any needed corrections before the due date. Application packets **MUST BE** complete by the designated due date to be eligible for approval. Also, 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.

### Application Due Dates:

- **March 15, 2019**

Last day to submit a complete SFSP application packet to TDA if applicant is requesting advance payments. Application packet submitted after this date will not be eligible to receive advance payments for summer 2019.

- **April 15, 2019**

Last day to submit a complete SFSP application packet to TDA for all new SFSP applicants, and all renewing SFSP CEs that are Not in Good Standing (including CEs with a temporary deferred Serious Deficiency (SD) for SFSP 2018, CACFP 2018 and/or CACFP 2019.

- **May 1, 2019**

Last day to submit complete SFSP application packets for all other renewing CEs.

TDA has up to 15 days to review an application packet submitted for approval and to notify the CE if the application packet is incomplete. Once a complete and correct application packet is submitted to TDA the CE will be notified of the application approval/denial within 30 days.

### Application Requirements

#### Budget Submittal and Review

CEs must submit budget information when applying to participate in the SFSP. The submitted budget is reviewed and approved, modified, or denied as part of the TDA review process. The CE submits its budget information via TX-UNPS including its projected operating and administrative costs. This budget information is reviewed by TDA to ensure the costs funded from SFSP reimbursements are necessary, reasonable, and allowable. Also, CEs must

submit to TDA to approve updates, amendments, or changes to its budget via TX-UNPS. When submitting budget information with an application to participate in the SFSP, CEs must apply the cost principles outlined in Chapter 9 – Program Costs and Reimbursement of TDA’s SFSP Supplemental Handbook.

### Management Plans

A management plan is an important document used to determine an organization’s ability to manage the SFSP. TDA will utilize the management plan to ensure that a CE is conducting business as it was stated in the approved management plan. Any changes to an existing management plan, requires an amendment to the management plan. It also assists TDA in determining how many sites a sponsoring organization can be approved to sponsor.

CEs must submit a complete management plan that includes staffing needs and an administrative budget. The CE will fill out the management plan within TX-UNPS.

The management plan must include:

- Board Chairman information (for Private Non-profit Organizations)
- Administrative Staff with names and titles
- Administrative Personnel and how many will be involved in the following duties:
  1. Overall management
  2. Claims preparation
  3. Accounting
  4. Training and monitoring

As a part of the administrative personnel section, the CE must indicate how many individuals will be responsible for each of the duties and when they will be trained.

- Operational Personnel and how many will be involved in the following duties:
  1. Site supervisors
  2. Volunteers

As a part of the operational personnel section, the CE must indicate how many individuals will be responsible for each of the duties and when they will be trained.

The CE must also have a system developed to ensure that all monitoring visits and reviews are conducted based on program regulations.

## Policy News

### USDA Policy Memo

**SFSP 05-2019** - Flexibility for the Administrative Review Cycle Requirement can be found [here](#).



### 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](#) during the application process and throughout operation of the SFSP for the latest updates and information.

### Update on SFSP Waiver Requests

USDA approved TDA’s requests for the three following statewide waivers:

- **First Week Site Visits (7 CFR 225.15(d)(2))**

USDA approved TDA’s request to waive first week site visit requirements for 1) returning sites that operated successfully during the previous year and had no serious deficiency findings, and 2) SFSP CEs that successfully participated in the CACFP and NSLP and are in good standing. CEs are still required to conduct a full review of food service operations at each site within the first four weeks of operations and maintain a reasonable level of site monitoring. In cases where a site, whether new or returning, only operates for a short period of time, the review of food service operations must be conducted during the period of operation. This statewide waiver is effective immediately for 2019 SFSP in Texas.

- **Time Restrictions for Meal Service (7 CFR 225.16(c)(1) &(2))**

USDA approved TDA’s request to waive time restrictions for meal service which placed Federal limits on the amount of time that must elapse between the end of one meal and the beginning of the next meal; and the duration of a meal service. This statewide waiver is effective immediately for 2019 SFSP in Texas.

- **Eligibility for Closed Enrolled Sites (7 CFR 225.15(f)(1))**

USDA approved TDA’s request to waive the requirement that closed enrolled sites must determine eligibility based on documentation that at least half of the enrolled children at each site are eligible for free or reduced priced meals. Therefore, effective immediately, this statewide waiver permits closed enrolled sites to be eligible based on

area eligibility for the location of the site for 2019 SFSP in Texas.

Detailed information is available on [SquareMeals.org](http://SquareMeals.org).

### **Approving SFSP Site Applications and Food Production Facilities (FPF) – Returning CEs**

A new FPF will be visited by TDA to check the space being used. TDA will evaluate the space and equipment to determine if the CE is able to prepare the number of meals in the new facility. TDA will use the information on FPFs in the 2016 [Administrative Guidance for Summer Food Service Program](#) as a guide (Attachment 9, Food Service Equipment Needs). A review of the site application will look at the dates of service, meal type, and requested Average Daily Participation. This information will be cross referenced with the FPF capacity to see if all meals requested can be produced. A call to the site or CE may be needed. If there are CEs using the same FPF, the capacity for production of meals must be able to accommodate all production for all CEs using the facility.

### **Managing the SFSP Budget**

The budget is a plan for the CE to show how the federal reimbursement will be spent over the course of program operation. There can be instances during the program year that may require a change in the initial budget approved in TX-UNPS. Once the initial budget has been approved, the CE is expected to adhere to the approved budget or to submit appropriate amendments for approval by TDA. It is important for a CE to continuously review the budget throughout the operation of the program year. If budgeted costs exceed the expected SFSP reimbursement, the CE must indicate how these costs will be covered with non-Program funds. This allows a CE to forecast usage of the current budget and have the opportunity to amend the budget, within TX-UNPS, to reflect what is happening at the organization related to the program. The ESCs are available to provide technical assistance in development and maintenance of a CE's budget.

### **Offer Versus Serve (OVS)**

In the SFSP, the OVS option is only available to school food authority (SFA)-sponsored sites. The OVS service must meet the meal pattern requirements for the National School Lunch Program (NSLP) or School Breakfast Program (SBP) including portion sizes and all required components. The Seamless Summer Option Age/Grade Group Meal Pattern Portion Sizes Exemption does not apply to SFSP. An SFSP may administer OVS at a non-school site as long as the site meets the meal pattern requirements for NSLP or SBP. For additional information, please refer to Section 8, Breakfast and Section, 9 Lunch of the [Administrator's Reference Manual](#).

## Texas Farm Fresh Initiative



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

Want to make meal time fun and educational at your summer meal program? When children know where their food comes from, they are more willing to try and like new foods! Earn statewide recognition for your efforts to connect young Texans to healthy, Texas foods by participating in the Texas Department of Agriculture Summer Farm Fresh Challenge, June 10-21, 2019. SFSP and SSO contracting entities (CEs) interested in participating in this exciting challenge can register at [Squaremeals.org/FarmFreshChallengeSFSP](http://Squaremeals.org/FarmFreshChallengeSFSP). Connect with your partners at TDA today at [FarmFresh@TexasAgriculture.gov](mailto:FarmFresh@TexasAgriculture.gov).

### **Stay Connected!**

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

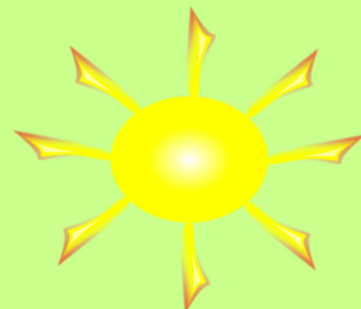
### **Required SFSP Training**

The Summer Feeding season is almost upon us and many organizations are beginning preparations for PY2019 operations. TDA has made one of those steps easier by providing the annual required training online and available [here](#) 24/7. If you prefer to receive your training in person, each Education Service Center will present a six hour class. All new sponsoring organizations are required to attend this training in order for the organization to be eligible to participate in SFSP. Additional training topics may also be available at your [local ESC](#).

### **Summer Outreach Materials**

Sponsors can order a select amount of door hangers, parent information cards and/or yard signs this year. Orders should be placed as soon as possible as quantities are limited. Please give TDA 4-6 weeks to fulfill materials once orders are placed. Click [here](#) to place your order today!

More resources are available at [SummerFood.org/OutreachTools](http://SummerFood.org/OutreachTools).





Beginning with this issue, the **In The Loop** new sletter will be sharing some of the unique, innovative and useful ideas and practices that were collected from CEs at the recent CNC conference. We hope this new avenue to connect CEs with one another will provide useful tools to incorporate in your program as you endeavor to improve and streamline operations.

This Issue's tip is from "anonymous".

"Set small, tangible goals when starting something new such as local procurement. Local Procurement can look different at any program. If you need help getting started, take this **short quiz** to help define local. Make small changes, one item at a time. It is not necessary to change an entire menu to local foods in the first 6 months, but it is a great first step to evaluate what you are already doing. Look closely at the fresh produce items you're currently purchasing to make sure you're following the **Seasonality Wheel** and make changes as the seasons change."

[Previous Issue](#)



TEXAS DEPARTMENT OF AGRICULTURE  
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