



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.

March 15, 2019 CE Edition

Attachments with this issue:

[Food Safety - Week 1](#)

TX-UNPS Updates



Deadline for Advances

Last day to submit a complete SFSP application packet to TDA if applicant is requesting advance payments is **March 15th, 2019**. Application packets submitted after this date will not be eligible to receive advance payments for summer 2019.

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.

SFSP Application Packet | Budget Detail

There is an issue with the Budget Detail where it is taking into account for the Operating and Administrative Reimbursement all site applications regardless of their status. If working as designed, the Budget Detail should be ignoring all sites that roll over from the prior program year in Pending Validation status but have not yet been updated. No additional action is required if the CE submits all its renewal sites with the initial renewal application packet.

As a result, CEs who submit only a portion of their total sites leaving the rest in Pending Validation will have an incorrect Budget Detail since the Annual Reimbursement sections would take into account the total amount of all the sites. Until the issue can be resolved by the TX-UNPS software developers, CEs should delete Pending Validation site applications that they have no intention of submitting for approval for the entire SFSP program year.

Policy News

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.

2019 SFSP Statewide Waiver

For the 2019 SFSP, 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.

Additional information is available on [SquareMeals.org](#) by clicking [here](#). Click [here](#) for "Statewide Waivers in the 2019 SFSP – Questions and Answers."

Maintaining Records of Costs and Tracking Funds: Donations for the SFSP

CEs that receive donations for use in the SFSP must retain documentation of such donations. Documentation of donations, at a minimum, must include the following:

- Date of the donation
- Value of the donation
- Description of the item(s) donated (e.g., fat-free milk)
- Amount of the donation (e.g., gallons, pints)
- Quantity of the donation (e.g., 10, 20)
- Other information or stipulations, if applicable (e.g., can only be used for SFSP, must be used by a certain date)

Documentation could include individual receipts, a donation log, or any other method that captures, at a minimum, the above listed information to justify all costs and meals claimed. A CE's failure to maintain such documentation may result in disallowance of meals.

Texas Farm Fresh Initiative



Eat Local. Teach Local. Be Social.

Take the Farm Fresh Challenge! The Texas Department of Agriculture (TDA) is bringing the 2nd annual Summer Farm Fresh Challenge to Summer Food Service Program (SFSP) and Seamless Summer Option (SSO) statewide! Challenge participants will earn recognition for efforts to increase the number of Texas products served and offer hands-on educational activities centered on local foods and Texas agriculture! The challenge also includes promoting Farm Fresh efforts using social media #FarmFreshTexas. Visit [Squaremeals.org/FarmFreshChallengeSFSP](#) to learn more. Connect with your partners at TDA today at

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

Required SFSP Training

Summer Meal service is just around the corner. We encourage all CE's to visit their local ESC's website for possible training opportunities so that they can have a successful summer program. All new sponsoring organizations are required to attend training in order for the organization to be eligible to participate in SFSP. An abbreviated online training is available [here](#) 24/7. Additional training topics may also be available at your [local ESC](#).



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!

Food Safety - Week 1 - Best Practices

Attached is the first in the series of tips for reducing the risk of food borne illnesses.

[Previous Issue](#)



TEXAS DEPARTMENT OF AGRICULTURE
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