

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.

August 9, 2019
CE Edition

Embedded attachments with this issue

Policy News

Demonstration Project for Non-Congregate Feeding at Sites Experiencing Excessive Heat

SFSP CEs operating approved outdoor meal sites without temperature-controlled alternative sites may operate as non-congregate sites on days when the National Weather Service (NWS) issues a Heat Advisory, Excessive Heat Warning, or Excessive Heat Watch. CEs must amend their SFSP application in TX-UNPS to indicate its intent to participate in the demonstration project at qualifying sites. CEs must print and retain the NWS issued notice that a Heat Advisory, Excessive Heat Warning, or Excessive Heat Watch occurred on the meal service date from the NWS website at www.weather.gov. Within 10 days of non-congregate meal service, CEs must submit information for each site where non-congregate meals were served by using the SSO/SFSP Non-Congregate Feeding Data Submission Form (SNP-109 or SFSP-106) found in TX-UNPS under "Download Forms."



Additional information and detailed guidance is located on TDA's website by clicking [here](#).

CN Label Verification Report

USDA has taken great strides to address concerns regarding acceptable documentation during an administrative review. USDA created the CN Label Verification Reporting System.

The CN Label Verification Reporting System was developed to assist State agency reviewers, child nutrition program operators, and the food industry to verify the status of a CN Label and the validity of a CN Label copied with a watermark.

This system produces two monthly reports:

CN Label Verification Report

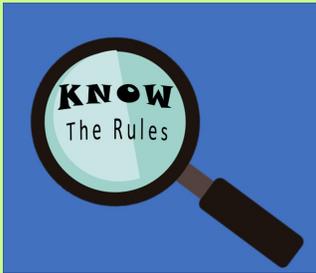
- This report includes all information pertaining to the valid CN Label which includes crediting information (meal pattern contribution statement); label expiration date; and, the manufacturer's establishment number.

CN Label Manufacturers' Report

- This report includes contact information for all manufacturers that are authorized to produce CN labeled products.

CEs are required to retain CN Label documentation from the actual product packaging in order to demonstrate the food item's contribution to the meal pattern. CN Labels may be retained by (1) removing the original label from the product package, (2) photocopying the CN Label attached to the product package, or (3) taking a photograph of the

Compliance



Recordkeeping Requirements

Record Retention

CEs SFSP records, both administrative and operational, must be maintained for three years following the submission date of the final claim for reimbursement. CE records can only be discarded after three years if there are no unresolved audit findings or the Program is not under investigation. All records must be available upon request to TDA, USDA or any other federal entity involved with the program for review or audit purposes. Federal regulations require that CE's maintain documents and records that will verify all meals served and claimed and all costs and income for the SFSP. Also, sites should

maintain records on site as TDA will review records during a site visit.

Recordkeeping

In order to support claims for reimbursement, CEs must keep all records of meal counts taken daily at each site, operating costs including food and other costs, administrative costs including labor and supplies, and funds accruing to the SFSP. In addition, records must be maintained that document the training CEs have provided for their site(s) and administrative personnel and document they have met monitoring requirements. Additionally, records that document the CE's eligibility for the SFSP, such as the application to participate in the SFSP and the signed agreement with TDA, must be maintained.

Source Documentation

Source documents are a collection of documents used to obtain original information. Meal counts, income eligibility documents, enrollment records, financial documents are just some examples of source documents. CEs and sites are required to maintain source documentation for the required retention period. CEs are able to scan original documents for storage but must retain original documents on file that contains a signature. Scanned documents for storage must also be legible.

For more about required records, please refer to Chapter 10 - Recordkeeping in the SFSP Administrative Guide for Sponsors (AGS). Attachment 22 of the AGS provides a "Checklist of Records" that must be maintained by CEs. The AGS is located [here](#).

Previous Issue



TEXAS DEPARTMENT OF AGRICULTURE
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