



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.

February 26, 2018 SFA Edition

Attachments with this issue:

[Market Basket Procurement Method
Federal Register Posting - Request for Comment](#)

TX-UNPS Updates



2018 Universal Breakfast Program Waiver

The Universal Breakfast Program Waiver application opens in TX-UNPS on **March 15th**.

School district campuses and open-enrollment charter schools participating in NSLP in which 80 percent or more of the students qualify for a free or reduced-price breakfast must offer a free breakfast to each student or seek a waiver from TDA, required by Senate Bill 376. TDA has notified all mandated schools by mail in January 2018. CEs that are mandated to offer free breakfast to all students and wish to apply for a waiver should use the Universal Breakfast Waiver School Year 2018-2019 form through TX-UNPS Download Forms (SNP-103). Please refer to the [Universal Breakfast page](#) for details and instructions or contact your

[Education Service Center](#) for assistance.

Policy Updates

New! Food Buying Guide Mobile App

The Food Buying Guide (FBG) is the essential resource for food yield information for all Child Nutrition Programs (CNP). The FBG assists CNP operators, food manufacturers, and other stakeholders. The FBG has gone digital to provide menu planning features at your fingertips!

The FBG Mobile App includes access to narrative content which provides:

- CN Program-specific information for meeting meal pattern requirements
- Helpful information related to food purchasing and how to utilize food yield information in the FBG
- Additional resources related to meal pattern requirements and menu planning for CNPs

The FBG Mobile App is currently available on the Apple App store.



Updated Guidance: Market Basket Contract Guidance

USDA Memo FD-144, SP 04-2018, SFSP 01-2018, CACFP 04-2018 (January 17, 2018) provides additional guidance on the use of market basket procurement strategies. CEs may use the guidance in the attached document until the *Administrator's Reference Manual (ARM)* is updated and released. Please note, this document also incorporates state-level guidance that applies to the issues addressed in the USDA guidance.

Updated Guidance: Financial Report

TDA uses the Financial Report submitted in TX-UNPS during March for a variety of purposes, including, but not limited to, Administrative Reviews and other financial audits. CEs should review the directions for the financial report before completing the report. This will help the CE to accurately report the required financial information in each field. Please note, the financial data reported in each field is determined by regulatory specifications and may not reflect the terms used in standard accounting practices.

Reminder: Professional Standards—Hiring Directors.

Any child nutrition director hired after July 1, 2015 must meet the hiring professional standards. There is detailed explanation of how these standards apply in *Administrator's Reference Manual (ARM)*, Section 25, *Professional Standards*. Please note, the standards apply to the person performing the operational tasks associated with a director's position whether the person's title is director or not.

The program director is described as an *individual directly responsible for management of the day-to-day operations of school food service for all participating schools under the jurisdiction of the contracting entity (CE)*. Program director responsibilities typically include, but are not limited to, administration, program implementation, monitoring, and evaluation of the following: sanitation, food safety, employee safety, nutrition and menu planning, food production, facility layout and design, equipment selection, procurement, financial management, recordkeeping, program accountability, marketing, customer service, nutrition education, general management, personnel management, and computer technology.

Reminder: PEIMS Reporting for CEP Schools

The Texas Education Agency (TEA) recommends that CEs that need information about how to code a new NSLP data element in the Public Education Information Management System (PEIMS) contact the PEIMS office located at their regional ESC for assistance.

Reminder: Updated Total Enrollment Number for Schools Operating NSLP or SBP

The total number of students reported in the total enrollment fields in TX-UNPS must accurately reflect the total number of students that are currently attending and enrolled in a school operating NSLP or SBP and who have access to at least one NSLP or SBP meal service during the operational day. CEs must update fields in TX-UNPS as appropriate.

Reminder: Financial and Procurement Procedures

CEs are required have financial and procurement procedures that define the CE's standard operational practices for these purposes. *Administrator's Reference Manual (ARM)* Section 15, *Financial Information Concerning School Nutrition Programs* and Section 17, *Procurement* have detailed information on what issues must be addressed in these procedures.

Federal Register Posting

Attached is a Federal Register Request for Comment related to Evaluation of the Independent Review of Applications Process for School Meal Programs. Written comments are due April 9, 2018.

Summary: In accordance with the Paperwork Reduction Act of 1995, this notice invites the general public and other public agencies to comment on this proposed information collection. This collection is a new collection. The primary purpose of this study is to provide FNS with information about the effectiveness of the Independent Review of Applications (IRA) requirement that is conducted by local educational agencies in the school meal programs identified by the State agency as demonstrating high levels of, or a high risk for, administrative error in the certification of free and reduced price applications.

Texas Farm Fresh Initiative



New! Registration Now Open for Farm Fresh Challenge

This October TDA encourages schools to **Eat Local. Teach Local. Be Social** and will recognize participants that take the challenge. The **Farm Fresh Challenge** (previously the **Local Products Challenge**) is back for its 5th year. See what's new and register for the 2018 challenge at SquareMeals.org/FarmFreshChallenge.

Participating schools will receive a toolkit of Farm Fresh Fridays supportive materials, including buttons, stickers and static clings. There are many [resources](#) available online to help you plan and implement successful Farm Fresh Fridays activities and participate in the Farm Fresh Challenge.

Register by July 15th to ensure you receive your Farm Fresh Fridays materials before September 1.

Learn more about the Farm Fresh Challenge and pledge participation [here](#).

Please reach out to TDA at FarmFresh@TexasAgriculture.gov with any questions or for additional information.

Look Ahead to the National Farm to Cafeteria Conference

The 2018 National Farm to Cafeteria Conference will be hosted in Cincinnati, OH, April 25-27, 2018! This conference is the perfect opportunity to connect with others working on farm to school, child and summer activities from around the nation. There will be field trips, short course, workshops and other opportunities to learn, connect and share in the farm to school inspiration. Visit the [conference website](#) for all additional details.

Stay Connected — Subscribe to TDA's Farm Fresh E-Harvest

This newsletter provides a monthly update on farm to school and includes resources such as funding opportunities, a schedule of upcoming trainings and webinars, and more. Archive issues of the E-Harvest are available [here](#). [Subscribe today!](#)

Connect with your partners at TDA today at FarmFresh@TexasAgriculture.gov.

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