

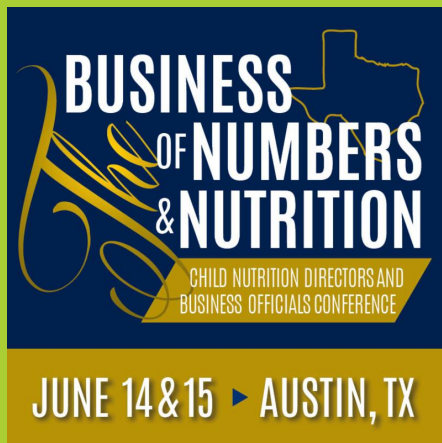
This information is to keep you informed of any changes in policies and procedures and of new communication originating from the State Office this month.

June 4, 2018 CE Edition

Attachments with this issue:

[Business of Numbers and Nutrition Agenda](#)
[SP14-2018](#)
[SP15-2018](#)

"The Business of Numbers and Nutrition" Conference



We look forward to seeing you at the Business of Numbers and Nutrition conference this month! We have many great sessions in store presented by the Texas Department of Agriculture, Texas Education Agency, U.S. Department of Agriculture and more. This TDA Expo will give business officials and child nutrition directors a more in depth look into TDA's programs, like MENU, Farm Fresh, Whole Grains and many more! See attached agenda for more details!

[Register here.](#)

TX-UNPS Updates

2018 SSO Age/Grade Waiver Now Available

The SSO Age/Grade Group Meal Pattern Portion Sizes Waiver is available in TX-UNPS under Download Forms: SNP-104. CEs participating in SSO that are operating open and restricted open sites and have difficulty implementing the age/grade group requirements may apply for a waiver. The waiver, if approved, will allow the CE to serve the portion size consistent with the most commonly served age/grade group at that site. Click [here](#) for more information.

2018 Universal Breakfast Program Waiver

The Universal Breakfast Program Waiver application is now open! The application period runs from March 15 – June 30, 2018.



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. 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). All waiver requests must be submitted by June 30, 2018. Please refer to the [Universal Breakfast page](#) for details and instructions or contact your [Education Service Center](#) for assistance.

Texas ELMS System

The DCDV system will be named Texas ELMS for the 2018-19 School Year, so July 1 would be a good time to start using the new term. Please be sure to perform the following end-of-year DC activities:

1. Do one more upload of current enrollment and save the DC Match list to your computer and POS system. At the end of June, we will remove all of the matches from the 2017-2018 school year and re-load the database with new data from Health and Human Services.
2. Check the End of the Year match report. This report will be archived for 5 years in the DCDV system. It will not be wiped out when we refresh the system at the beginning of the program year.
3. Direct Certification matches should be done monthly (including June and July) – unless the CE is closed for the month of July.

CEP Intent to Operate for Program Year 2018-19

Community Eligibility Provision (CEP) intent to operate for PY 2018-2019 is due June 30, 2018. All continuing CEP CEs and any CEs who will participate in CEP for the first time in PY 2018-2019 must submit the TX-UNPS application packet on or before **June 30, 2018**. Submitting the TX-UNPS application packet is the only way to indicate intent to operate CEP.

Application packet sections that have CEP questions/data include:

- the Contracting Entity Application (Question #28)
- the site application (Question #11. Pricing Option- Non-Pricing CEP)
- the CEP schedule

CEs should complete the CE application first, then the site application(s) and then the CEP schedule.

Please contact your local [Education Service Center](#) if you need technical assistance.

Policy News



USDA Policy Memos

SP-14-2018 - *Demonstration Project for Non-Congregate Feeding for Outdoor Summer Meal Sites Experiencing Excessive Heat with Q&A* is attached.

SP-15-2018 - *Child Nutrition Program Waiver Request Guidance and Protocol - Revised* is attached.

Revised Documents Released

The following verification documents, Spanish version, have been posted and released:

- Verification Information Request | Statement of Earnings Form - Spanish
- Verification of Free and Reduced-Price Eligibility | Information for Households – Spanish
- Verification Notification | Continuation of Benefits Letter – Spanish
- Verification Notification | Results/Adverse Action – Foster - Spanish
- Verification Notification | Results/Adverse Action Letter – Income - Spanish
- Verification Notification | Results/Adverse Action Letter – SNAP/TANF - Spanish
- Verification Notification | Selection Letter for Households - Spanish

These verification documents can be accessed on [SquareMeals](#) in the School Nutrition Programs Forms table.

Revised ARM Section

A **revised** ARM Section 15, *Meal Pricing*, has been posted and released. We have also posted ARM Update Guide 2017-2018 which gives details about the revisions. We are continuing to post ARM Update Guide 2013-2014, 2014-2015, 2015-2016, and 2016-2017 so CEs have access to revision made during those school years.

You can find the ARM, ARM Update Guides and a complete searchable ARM at on [SquareMeals here](#).

2016 and 2017 NSLP Equipment Grants

All equipment awarded under the 2016 NSLP Equipment Grant must be installed, invoiced, and the reimbursement request sent to PO.BOps@TexasAgriculture.gov no later than August 31, 2018. A complete reimbursement request includes a copy of the vendor invoice, a completed 2016 Claims Coversheet, and completed Direct Deposit Authorization form.

All awardees of the 2017 NSLP Equipment Grant must notify PO.BOps@TexasAgriculture.gov on or before August 31, 2018 whether they intend to use their awarded funds. Any unused 2017 NSLP Equipment Grant funds will be reallocated to the next highest-scoring eligible applicant.

All questions about the NSLP Equipment Grant may be sent to PO.BOps@TexasAgriculture.gov.

Update: Paid Lunch Equity (PLE)

Update: Summer Noncongregate Feeding

On May 24, 2018, USDA released *SP 14-2018 Demonstration Project for Non-Congregate Feeding for Outdoor Summer Meal Sites Experiencing Excessive Heat with Q & As* which provides guidance on the extension of USDA's noncongregate feeding demonstration project for the summer of 2018. Under this guidance eligible sites may offer reimbursable meals which children are allowed to consume offsite. The following guidance must be implemented for CEs to participate in the summer noncongregate demonstration project:

- **Participation in Noncongregate Summer Feeding**—CEs must indicate site participation and be approved for participation in the summer program meal application before implementing noncongregate feeding.
- **Eligible Sites**—Outdoor feeding sites that do not have a temperature-controlled alternative feeding site are eligible to participate in the demonstration project.
- **Ineligible Sites**—Outdoor sites with available temperature-controlled alternative sites are not eligible to participate in the demonstration project. Indoor feeding sites are not eligible to participate in the demonstration project.
- **Eligible Noncongregate Serving Dates**—Noncongregate meal service is permitted only on days when the National Weather Service (NWS) has issued a Heat Advisory, Excessive Heat Warning, or Excessive Heat Watch.
- **Claims for Noncongregate Feeding**—When a CE submits a monthly claim for reimbursement for meals served on a day when noncongregate feeding is implemented, the CE must also submit the *Noncongregate Feeding Data Submission Form* (SNP-109) which is located in TX-UNPS, Download Forms page.
- **Document Retention Specific to Noncongregate Feeding**—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. The NWS notice is only posted on the day on which the area experienced excessive heat, so CEs must print the notice on the actual day of the weather notice in order to retain appropriate documentation. Other forms of documentation will not support claims for reimbursable meals served under the demonstration project.

Reminder: Meal Pattern Certification and Attestation

CEs are not required to submit an Attestation for Meal Pattern Certification each year. CEs only need to submit Meal Pattern Certification documents if directed to do so by a TDA staff member. If a CE receives an automated message in TX-UNPS to complete Meal Pattern Certification or a Meal Pattern Attestation, the CE does not need to respond to the message. If the CE accesses any field in the Meal Pattern Certification Module, the CE's performance –based reimbursement (six cents) may be suspended automatically.

Reminder: Policy Statement for Free and Reduced-Price Meals, Attachment B: Meal Count/Collection Procedure(s) (Attachment B)

Any CE that has changed counting and claiming procedures needs to submit an updated Attachment B in TX-UNPS.

Texas Farm Fresh Initiative

Registration now open for TDA's 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 pledge your participation at SquareMeals.org/FarmFreshChallenge.

Participating schools will receive a toolkit of Farm Fresh Fridays supportive materials, including buttons, static clings and low tack stickers. Register by *August 15th* to ensure you receive your Farm Fresh Fridays materials before *September 1*.



NEW! Resource Available to Help Schools Share the Farm Fresh Celebration with Parents and Family Members

Share your Farm Fresh Challenge celebrations with parents and family members using a new printable resource on SquareMeals.org. This printable resource can be sent to family members via a digital download or as a backpack stuffer.

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.

Copy Paste Promo Kit to Promote the Farm Fresh Challenge

Thank you for promoting the TDA's 2018 Farm Fresh Challenge. Use the **Copy Paste Promo Kit** to help build our statewide megaphone. Simply copy one of the messages in this kit into a newsletter, blog, listserv or message on any social media platform. Download high quality images from the graphics locker [here](#).

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



Online Training Courses Updated

The following USDA Foods online courses are updated and posted to [Squaremeals.org](https://squaremeals.org).
Completing the Contract Packet, Weekly Commodity Bulletin, and Modifying a Delivery Order. You can find them on SquareMeals.org [here](#).

Previous Issue



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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