

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 12, 2018 SFA Edition

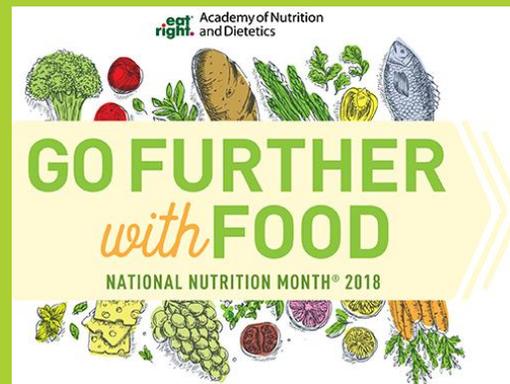
Attachments with this issue:

SP09-2018 - Reducing School Meal Certification Error...

Did you know March is National Nutrition Month?

National Nutrition Month® is a nutrition education and information campaign created annually in March by the Academy of Nutrition and Dietetics. The campaign focuses attention on the importance of making informed food choices and developing sound eating and physical activity habits. Registered Dietitian Nutritionist (RDN) are the indispensable providers of food and nutrition services and we recognize RDNs for their commitment to helping people enjoy healthy lives.

The 2018 National Nutrition Month® theme is "Go Further with Food".



TX-UNPS Updates



Updated Guidance: Financial Report

Each CE is required to complete and submit the *NSLP Financial Report* in TXUNPS no later than April 1, 2018. To access the *NSLP Financial Report*, log into TXUNPS, select Applications on the top navigation bar. From the list that appears, select Financial Report. TDA's analysis of the each CE *Financial Report* is part of an effort to assess program integrity for School Nutrition Programs (SNPs). CEs that (1) fail to submit a *Financial Report* by April 1 or (2) do not submit accurate data are out of compliance with program requirements and will be required to complete corrective action. Repeated failure to submit a *Financial Report* by April 1 or repeated inaccuracy in reported financial data may be an indication of a CE's lack of an effective financial management system. An effective management system is a vital tool in promoting program integrity. TDA

encourages CEs to review the form directions prior to form submission to ensure that the CE is accurately reporting both program and nonprogram revenue and expenses as described. If the *NSLP Financial Report* indicates an excess fund balance,

the CE must complete a *Plan for Reducing an Excessive Operating Balance* form and upload this plan as an attachment in the Corrective Action Plan Attachments section at the bottom of the *NSLP Financial Report*. If you have issues uploading the plan, please email School.Operations@TexasAgriculture.gov or call 877-TEX-MEAL.

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 as required by Senate Bill 376. TDA 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 available in 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.

CEP Report Reminder

All CEs must complete the *Community Eligibility Provision (CEP)–Site Eligibility For School Year: 2017-18* (commonly called the *CEP Report*) in March of 2018. CEs must report the number of students directly certified as eligible for free meals without a household application for each site.

The reporting screen in TX-UNPS has been updated. Instead of one field for each site's number of identified students, there are now two.

- In the first field, record the number of all students directly certified based on SNAP.
- In the second field, record the number of all students directly certified based on all other methods.
- The remaining fields will automatically populate based on the numbers recorded in the first two fields.

Students who are directly certified to receive free meals without application include the following:

1. All student living in households that have been directly certified in TX-UNPS as participating in the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), and Medicaid Free.
2. All students living in households that have been directly certified as participating in the Food Distribution Program on Indian Reservations (FDPIR).
3. Individual students who are directly certified as participating in Head Start, Early Head Start, a comparable state-funded early childhood program, or a Indian Tribal Organization early childhood program.
4. Individual students who are directly certified as participating in a Migrant program.
5. Individual students who are directly certified as homeless, displaced, or a runaway.
6. Individual students who are directly certified as a foster child whose care is the responsibility of the state.
7. All students living in a household which did not submit an application, but an application was submitted by an authorized school official.
8. All students who are certified as eligible for free meals by an RCCI official.

For additional information on the CEP Report, see the *Administrator's Reference Manual (ARM), Section 5, Special Provision Options*.

Policy Updates

USDA Policy Memo

SP09-2018 - *Reducing School Meal Certification Error through Improved Online Application Design* is attached.

Revised ARM

The following revised ARM Sections have been released and posted:

- ARM Section 1, Overview of School Nutrition Programs
- ARM Section 15, Meal Pricing

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 revisions made during those school years.

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

Please replace any previous versions of ARM Section 1 and 15 that you may have saved.

Notation on ARM Section 15 Revision - Use of Nonfederal Funds for Paid Lunch Equity

Before indicating that a CE will offset a required increase in the paid meal price with nonfederal funds, CEs should review the recently released guidance on the use of nonfederal funds for this purpose in the *Administrator's Reference Manual (ARM), Section 15, Meal Pricing*.





New! Registration Now Open for TDA 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. 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.

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 often helps readers take an action, so think about inserting phrases like "for a limited time only" or "only 7 remaining!"

USDA Foods Updates

Upcoming TX-UNPS Deadlines for SY 2019

Thursday, March 15, 2018: Survey requests in the Annual and Processing Surveys for Fruits and Vegetables close at Close of Business (COB).

Wednesday, March 21, 2018 Survey requests in the Annual and Processing Surveys for Dairy and Staples close COB.

Monday, March 26, 2018: Survey requests in the Annual and Processing Surveys for Fish and Poultry close COB.

Wednesday, April 4, 2018: Survey requests in the Annual and Processing Surveys for Beef and Pork close COB.



Resources



New Online Trainings Posted on SquareMeals

ELMS=Eligibility List Management System

An Overview of the new direct certification and verification process can be accessed [here](#).

Community Eligibility Provision: Completing the CEP Report can be accessed [here](#).

[Previous Issue](#)



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