

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.

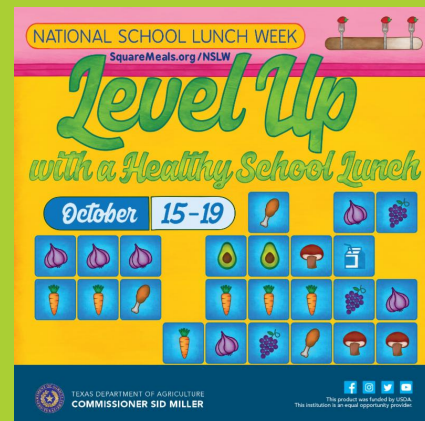
September 10, 2018 CE Edition

Attachments with this issue:

[USDA Summer Meals Newsletter for September](#)

National School Lunch Week

Promotional materials for National School Lunch Week (NSLW) are now available! TDA encourages schools to order before the deadline, **Friday, September 21, 2018**. The deadline is only 2 weeks away and supplies are limited. Don't miss out on this great opportunity to encourage children to **Level Up with a Healthy School Lunch**. Remember, materials are available at no cost to you. The **Toolkit Page** houses additional resources like morning announcements, themed recipes, and menus to ease the stress of planning for the celebration week. TDA has created several items that are available to order via the provided link. Each item supports the theme reflected in the cafeteria posters, so schools can have cohesive decorations throughout. To order NSLW materials click the following link [NSLW Order Form](#).



TX-UNPS Updates



Summer Mandate Cost Reporting – Available Now!

School districts mandated to participate in the 2018 summer nutrition programs are required to submit the Summer Cost Report form through TX-UNPS, unless a waiver was granted. The form is located in TX-UNPS by following School Nutrition Programs > Applications > Summer Nutrition Program Costs. All districts which participated in SFSP, SSO, or partnered with another SFA should report all operating costs to TDA even if the costs were \$0.00. Cost Report Instructions may be found on the [Summer Waivers page](#).

Error Status: Weekly updates will be provided to your ESC regarding Sponsors with cost reports in error status. If a Sponsor had no operating costs for the summer program (partnering, etc.), they should enter \$0.01 to avoid errors. The system does not allow \$0.00 as an amount. Please refer to the SharePoint list as posted to know which Sponsors need assistance with the error or have not yet submitted the cost report in TX-UNPS.

Deadline: The cost report must be completed and submitted to TDA in TX-UNPS by **October 9, 2018** to avoid a Corrective Action Plan.

Capital Expenditure Requests (CERs)

Capital Expenditure Requests (CERs) must be submitted via TX-UNPS. CEs must ensure that all supporting documentation and information is included PRIOR to submitting the CER for approval; the system will lock the request once submitted. Please be aware that TDA will leave comments and instructions regarding the CER in the "Comments to CE" section of the CER screen, so please monitor accordingly.

Reminders:

- A CER is required for any expenditure for a single item that exceeds \$5000; please refer to Section 14 of the ARM for additional information.
- TX-UNPS may **auto approve** some CER requests based upon the data and information entered.
- Ensure that the CER is entered into the correct Program Year in TX-UNPS. Currently the default Program Year is 2018-19
- CER processing may take up to 5-7 business days.

TX-UNPS does not provide automatic notification of approval or returned for correction. Please continue to monitor the CER form in TX-UNPS for updates.

USDA News

Updated Menu Planner for School Meals

The Menu Planner assists the school nutrition professional in developing healthy, safe, affordable, and appealing school breakfasts, lunches, and snacks. While the staff at the local school food authority is the target audience, State agencies and FNS regional offices may use this resource to provide training.



The Menu Planner is divided into seven chapters:

- Child Nutrition and School Meals
- Food-Based Menu Planning
- Menu Development
- Meal Preparation Documentation
- Procurement and Inventory Management
- Meal Modifications to Accommodate Students with Disabilities
- Marketing School Meals for Success

You may access the updated Menu Planner on the [USDA website](#).

This version will be revised upon release of updated policy guidance.

USDA Web-Based Prototype School Meals Application - V1.1

FNS is happy to announce its first update to the [USDA FNS Web-Based Prototype Household Application](#) for school meal benefits. Version 1.1 introduces an annual income frequency option for reporting job, salary & wages, self-employment, and military basic pay income. The update also provides instruction on annual income reporting in the Help Topic, "What if my income is not always the same?", some minor text changes, and a correction within the Help Topic, "What income sources do I have to report in my application?"

Texas Farm Fresh Initiative



New! Social Media Support Package

CE's taking the Farm Fresh Challenge can complete the **Be Social** component of the challenge with ease using the [Social Media Support Package](#). Sample post language and tips for making images look best on any platform are all included.

New! Download High-Res Print Files for All Farm Fresh Challenge Support Materials

Download print ready files for stickers, static clings, 3' x 11' celebratory banner, and buttons to help each campus in your district celebrate the Farm Fresh Challenge. Click the sticker icon on SquareMeals.org/FamFreshChallenge.

Register today for TDA's Farm Fresh Challenge!

This October TDA encourages schools to **Eat Local**, **Teach Local**, and **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 right away!

[Pledge Now](#)

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.

Turnip the Beet Award Opportunity

USDA has announced its 3rd year of the **Turnip the Beet Award**, which recognizes outstanding Summer Meal Program sponsors who serve high quality, appealing meals. Last year, USDA recognized 6 contracting entities from Texas, including 4 silver awardees – Austin ISD, Florence ISD, Idea Academy, Smithville ISD – and 2 bronze awardees, Mineral Wells ISD and San Marcos CISD.

All Summer Meal Program sponsors, including SFSP and SSO sponsors, who are in compliance with Program requirements are eligible for a Turnip the Beet award. Sponsors may nominate themselves or be nominated by another party. The sponsor or other party must fill out the Turnip the Beet Nomination Form and submit a one-month menu to the Texas Department of Agriculture (TDA) for consideration. Nominations are due to TDA on **Friday, October 19, 2018**, and may be submitted to nutrition@texasagriculture.gov. For more information, including the 2018 Nomination Form, award overview, and evaluation criteria, please check [here](#).



[Previous Issue](#)



TEXAS DEPARTMENT OF AGRICULTURE
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