



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 12, 2019 CE Edition

Embedded attachments with this issue

### National School Lunch Week

Schools across Texas will inspire students and staff to be healthy superheroes during National School Lunch Week (NSLW), October 14-18, 2019! **Save the Day with a Healthy School Lunch** is the superhero theme used for all Texas Department of Agriculture (TDA) resources and you can access them at no charge.

In the coming weeks, TDA will open an order form on the [NSLW homepage](#) and email it to all child nutrition directors (CNDs). Supplies go fast every year, so place your orders early.

TDA will also be releasing many different online materials that can be printed at any time. These resources support cafeteria decorating, menu planning and more. Available materials even include invitations for "National Take You Parents to Lunch Day!"

Whether this is your first NSLW celebration or your 20th, use TDA's 2018 NSLW catalog for inspiration and tips on how to soar to success when planning your 2019 NSLW celebration! Last year's NSLW catalog and materials can be found on the "Last Year's Campaign" tab of [www.SquareMeals.org/NSLW](http://www.SquareMeals.org/NSLW). The 2019 NSLW catalog will be posted on the website soon.

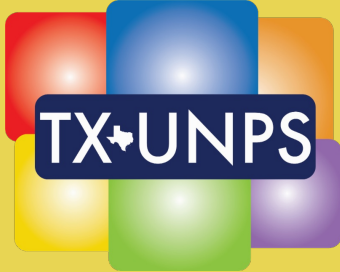


**The 2019 NSLW Cafeteria Posters will be sent to Child Nutrition Directors starting 8/16/19 so be on the lookout!**

### TX-UNPS Updates

#### **Summer Mandate Cost Reporting – Available Now!**

School districts mandated to participate in the 2019 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. School 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. **If operating costs were \$0.00, please enter \$0.01 to prevent system**



errors. The cost report must be completed and submitted to TDA in TX-UNPS by **October 9, 2019** to avoid a Corrective Action Plan.

### ***New Severe Need Form Release***

TDA has developed a form to assist CEs, with less than 2 years of operation, to apply for Severe Need reimbursement (breakfast or lunch). This form will ensure that TDA is aware when a CE plans to apply for Severe Need, so TDA can provide timely guidance, and CEs are able to apply the Severe Need reimbursement to claims for the entire school year.

The form is web-based and is accessed through TX-UNPS > Applications > Download Forms (SNP-007). The new guidance found [here](#) can be used until an updated Administrator's Reference Manual (ARM), Section 7, *Counting and Claiming* is released.

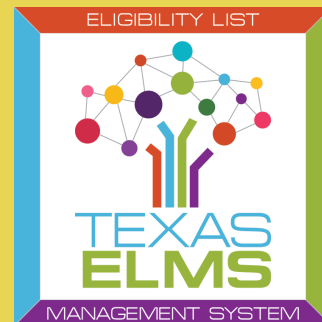
**IMPORTANT NOTE:** If a CE or site has operated for more than two years, this form does not need to be submitted.

## Texas ELMS

### ***New Data Available!***

A new field has been added to the CE Direct Certification Matches report in TX-UNPS. **Last Claimed** gives the date that the student was claimed by the current CE. The CE can use this field to filter on new matches.

There is a new report available in Texas ELMS. The **Unclaimed EDG Number Match Report** lists students that **have not been** claimed by the CE that have an EDG number that matches the EDG number of a student that **has been** claimed by the CE. This allows the CE to identify students living in the same household.



To learn more about this new report and the benefits of using it, go to SquareMeals [here](#). To view the instructions on how to use the Unclaimed EDG Number Matches to make the DC Batch Upload File, click [here](#). To see all Texas ELMS related training, visit our link on SquareMeals [here](#).

## Policy News



### ***New Rates of Reimbursement Released***

The Rates of Reimbursement for NSLP, SBP and SMP have been posted on SquareMeals by program, and can also be found [here](#).

The Rates of Reimbursement for CACFP have been posted on SquareMeals and can also be found [here](#).

### ***2017 NSLP Equipment Assistance Grant***

As a reminder, reimbursement requests for the 2017 NSLP Equipment Assistance Grants are due to [PO.BOps@TexasAgriculture.gov](mailto:PO.BOps@TexasAgriculture.gov) by close of business **Friday, August 30th**. Please contact [PO.BOps@TexasAgriculture.gov](mailto:PO.BOps@TexasAgriculture.gov) immediately if you were awarded a 2017 NSLP Equipment Assistance Grant and cannot meet this deadline.

## Texas Farm Fresh Initiative

### ***2019-20 Farm to School Grant Awardees Announced!***

Congratulations to the three Texas schools who applied for and received USDA grants to assist in improving the Farm to School programs in their districts. For the 2019 – 2020 school year, 126 grants, totaling more than \$9 million, will serve more than 5,400 schools and 3.2 million students, and 63 percent of whom are eligible for free, or reduced-price meals.

The Requests for Applications (RFA) for the 2020 Farm to School Grants Program will be released by USDA sometime this fall.

Our Texas grant recipients include:

**Elgin Independent School District - \$100,000**

Elgin, Texas

Type of Grant: Implementation



## Laredo Independent School District - \$100,000

Laredo, Texas  
Type of Grant: Implementation

## Waco Independent School District - \$48,319

Waco, Texas  
Type of Grant: Planning

### ***Prepare Now for USDA's Upcoming Farm to School Census***

USDA will conduct the Farm to School Census next month. By taking the survey, you help us assess the growth of farm to school across the nation. This is the first survey since 2015 and USDA has put together the **Census preparation survey** to help contracting entities (CEs) prepare their survey answers.

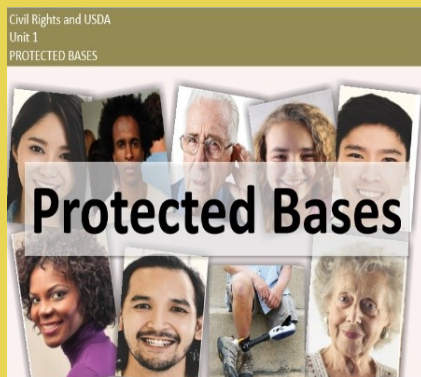
The 2019 Census will ask questions similar to those asked in the past, including the following:

- What is the CE's definition of local?
- How much money is spent on local food purchases annually?
- What local products are most commonly purchased?
- Where are the local foods from?
- What are the biggest challenges and benefits of engaging in farm to school?
- How many edible school gardens are in the district?
- How many salad bars are in the district?

All answers will be publicly available in 2020. View previous Farm to School Census data at [farmtoschoolcensus.fns.usda.gov](http://farmtoschoolcensus.fns.usda.gov).

**Help Texas reach our goal of 80% participation in the 2019 Census!**

## New Resources



### ***New Civil Rights Training Available***

TDA has released its latest version of the Civil Rights Training. This training will increase the understanding of the following Civil Rights topics and to eliminate the instance of Civil Rights violations. The new training covers topics such as The USDA Protected Bases, Accommodations for People with Disabilities, Customer Service, Conflict Resolution, and more.

The new online course can be accessed through SquareMeals on the Online Education and Self Study page.

Click [here](#) to take the Civil Rights training.

*Note: disabling the Pop-Up blocker may be required*

## USDA Foods Updates

### ***Entitlement Balance Adjustments***

On Tuesday, July 23, 2019, the Texas Department of Agriculture (TDA) adjusted the PY 2018-2019 entitlement balances for the Contracting Entities (CEs) who participated in Further Processing and/or Farm to School as part of the end of year reconciliation. TDA has adjusted the per-pound/per-case cost for the weighted average of the Further Processing and Farm to School items listed [here](#). These adjustments resulted in an overall impact to entitlement balances for PY 2018-2019.



**ACTION REQUIRED:** Please open your 2018-2019 Weekly Commodity Bulletin (Food Distribution Program > Reports > Weekly Commodity Bulletin > Program Year: 2018-2019 > Create Report) to review the balances of your Processing Reserved – Used, Processing Reserved – Remaining, Entitlement Remaining, and Entitlement Used.

Since these adjustments resulted in an overall impact to the final entitlement values for the program year, it is imperative that the Weekly Commodity Bulletin is reviewed and printed after the adjustments are made. School Food Service Directors should provide copies of the 2018-2019 Weekly Commodity Bulletin, pre and post adjustment, to their business office with a copy of this e-mail for auditing purposes.

Previous Issue



TEXAS DEPARTMENT OF AGRICULTURE  
COMMISSIONER SID MILLER

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