



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.

July 8, 2019
CE Edition

Embedded attachments with this issue

Policy News

The following applications/letters have been posted and released for the upcoming 2019-2020 School Year:

School Meals (English and Spanish):

- 2019-2020 Multi-Child Application for Free and Reduced-Price School Meals, and Directions
- 2019-2020 Multi-Child Application for Free and Reduced-Price School Meals (Nonpublic School Version), and Directions
- 2019-2020 Multi-Use Application for Free and Reduced-Price School Meals, and Directions (NOTE: The Directions are the same for each Application form)
- 2019-2020 Application Letter to Household for Free and Reduced-Price Meals
- Letter to Household, Predetermined Free Eligibility for Household
- Letter to Household, Predetermined Reduced-Price Eligibility for Household
- Letter to Household, Predetermined Free Eligibility for Individual Student(s)
- Letter to Household, Eligibility Based on Household Meal Application
- Letter to Households, Community Eligibility Provision (CEP) – English only



Special Milk Program (English only):

- 2019-2020 Multi-Child Application for Free Milk, and Directions
- 2019-2020 Application Letter to Household for Free Milk
- Letter to Household, Eligibility Based on Free Milk Application

The School Meals Application (each version), with Directions, and the Letters to the Household can be accessed on SquareMeals [here](#) in the School Nutrition Programs Forms table.

These Applications, with Directions, and Letters to the Household can also be accessed on SquareMeals [here](#).

The SMP Application of Free Milk, with Directions, and the Letters to the Household can be accessed on SquareMeals [here](#).

USDA also provides foreign language translations for the household application used for School Meals. These translations are available on the USDA website [here](#).

We have removed all of the School Meals and Special Milk 2018-2019 versions of these applications and letters from SquareMeals.

Reviewing Official for CEP Schools

Even though Community Eligibility Provision (CEP) schools do not disseminate and process household applications, CEs are still required to continue to identify students who are eligible for free meals without the use of household applications. This eligibility information is reported in the March CEP report. Therefore, even if all of the CE's schools operate CEP, the CE must assign a reviewing official in its program application each year.

Meal Pattern Compliance Dashboard in TX-UNPS—Performance-Based (6 Cents) Certification

When a contracting entity (CE) has completed the meal pattern certification process in TX-UNPS, the CE is not required to recertify meal pattern compliance each year unless the CE is found to be severely noncompliant with the meal pattern during a review. Therefore, there is no reason for a CE to make any changes in the Meal Pattern Compliance Dashboard when renewing its program application.

When a CE takes an action in the Meal Pattern Compliance Dashboard, the action may cause the CE's performance-based reimbursement to be suspended. When this occurs, TDA does not receive notice of the suspension. TDA does run an annual report which will identify CEs with suspended performance-based reimbursement, but CEs are able to more quickly identify the issue by checking their monthly Claim Summary reports to make sure there is an amount recorded for performance-based reimbursement. If a CE notices that it is not receiving performance-based reimbursement, the CE should contact its ESC for assistance or send an email to BCT.BOps@TexasAgriculture.gov to report the issue.

Reminder Regarding State-Funded Pre-Kindergarten (Pre-K) Eligibility Waiver

For School Year 2019-2020, USDA has approved continuation of free eligibility for students enrolled in state-funded pre-K programs. All students participating/enrolled in a state-funded early childhood or pre-K program are categorically eligible for free meals. When a list of student names is provided by the appropriate district or charter school official, the students are coded as directly certified on the CE's roster and in the CE's point of service (POS) system. The roster and POS system must identify the categorical program participation for these students.

Please note, TDA is aware that TEA codes pre-K students in different ways for educational purposes, such as enrolled, enrolled in membership, or in attendance. These differences in coding do not impact the free eligibility of state-funded pre-K students—even if the state does not cover the full cost of the student's pre-K instruction—all state-funded pre-K students are treated the same for the school meal programs. To ensure that the CE records accurate information for PEIMS, please contact the ESC PEIMS specialist in your region or TEA.

Training Resources



The new Web-based training modules for Texas ELMS (Direct Certification and Direct Verification) are now live.

These tutorials can be accessed on SquareMeals [here](#).

You can also access specific topics without viewing the entire training by clicking on the individual links below:

Texas ELMS

1) Texas ELMS and Direct Certification – An Overview

- [How to Upload Files to Direct Certification – A 60-second Video](#)
- [How to Download Match Reports in Direct Certification – a 60-second Video](#)
- [How Search for, Claim, and Unclaim Students in Direct Certification – a 30-second Video](#)

Direct Verification

1) [Texas ELMS and Direct Verification Overview](#)

2) [Direct Verification: Upload Files and Download Match Reports](#)

Texas Farm Fresh Initiative

Registration is Now Open for the 2019 Farm Fresh Challenge!

Eat Local. Teach Local. and Be Social. this October with schools across the state! Have fun and earn recognition for your efforts to serve more local foods and teach students the importance of Texas agriculture.

Participating schools will receive a toolkit of Farm Fresh materials, including a choice of buttons, stickers or static clings for the celebration in October. Register by July 15th to ensure you receive your Farm Fresh Fridays materials

before September 1.



[Pledge Now](#)

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.

USDA Foods Updates



Warehouse Agreement Renewals for 2019-2020

The SY 2019-2020 TDA Warehouse Agreement Renewals and Delivery Rate Schedules have been posted on the TDA Contracted Warehouses page on Squaremeals [here](#).

Entitlement Balance Adjustments

TDA is currently making adjustments to entitlement balances within the Weekly Commodity Bulletin for SY 2018-2019 for the end of school year reconciliation. For those participating in Further Processing and/or Farm to School during SY 2018-2019, TDA will adjust the per-pound pricing for the weighted average of all Further Processing pounds and Farm to School cases. For those participating in the DoD Fresh Program, the final amount spent in FFAVORS will also be reconciled.

These adjustments will impact values displayed in the Weekly Commodity Bulletin in four fields: Processing Reserved Used, Processing Reserved Remaining, DoD Fresh Deduction, and the Entitlement Remaining. The anticipated date for all adjustments will be close of business on Wednesday, July 31, 2019. School Food Service Directors can anticipate providing a copy of the SY 2018-2019 Weekly Commodity Bulletin to their business office for auditing purposes.

The Weekly Commodity Bulletin can be pulled from TX-UNPS by following this path: Reports > Weekly Commodity Bulletin > Select Program Year: 2018-2019 > Create Report.

[Previous Issue](#)



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