

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 17, 2019
CE Edition

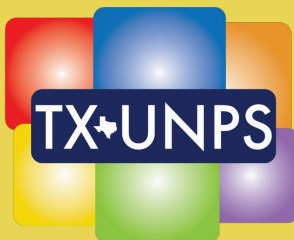
Embedded attachments with this issue

*Many Thanks to those who
attended our BNN
Conference last week!*

We're working to finalize the conference materials and post
them on SquareMeals this week!



TX-UNPS Updates



Preliminary Verification Report

The *Direct Certification Medicaid Report* will be combined with the *Practice Verification Report* to become the *Preliminary Verification Report*.

All NSLP CEs will be required to complete the Preliminary Verification Report. The link will be found in the Download Forms Section of TX-UNPS. The report will open on November 1, 2019 and will be due November 15, 2019.

There will be more information published during the summer and next fall. More detail will be provided to ESCs at the August meeting.

Universal Breakfast Waiver

The deadline for CEs to submit their **Universal Breakfast Waiver** for the 2019-2020 program year is quickly approaching. CEs that would like to apply for a waiver must do so by the deadline of June 30, 2019.

CEs that have not applied for and been approved for a waiver must provide free breakfast to all students during the upcoming 2019-2020 School Year. A list of mandated CEs can be found on SquareMeals [here](#).

Release: Revised ARM Section 15, Meal Pricing

A **revised** ARM Section 15, *Meal Pricing*, has been posted and released. We have also posted ARM Update Guide 2018-2019 which gives details about the revisions.

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

Please replace any previous version of ARM Section 15 that you may have saved.



Special Provision Sites Returning to Standard Counting and Claiming

If a CE or site returns to standard counting and claiming, the CE or site has two options in establishing lunch meal prices:

1. Use the current weighted average.
2. Use data from the most recent year when the CE or site was not CEP or P2 and reconstruct the amount(s) the CE or site would be charging if the CE or site had not operated CEP or P2.

Sites Health Inspections

CEs are required to report health inspection information in TX-UNPS for each serving site and each serving/preparation site that submits claims for meals or snacks. This information is reported to USDA. In some circumstances, there are CEs with serving or serving/preparation sites that are not designated as sites in AskTED. Because these sites do not have AskTED identification numbers, TDA will assign site identification numbers that are coded as non-AskTED sites. If a CE has a serving site or serving/preparation site for which claims are submitted that is not currently listed as a site in TX-UNPS, the CE should contact their ESC for technical assistance or email TDA at NSLP-SBP.BOps@TexasAgriculture.gov for instructions.

Procurement and Blanket Purchases Orders

Blanket purchase orders can be a useful strategy to make individual purchases more efficient. However, blanket purchase orders are not a procurement method. If a CE allows the use of blanket purchase orders, the items/services must still be properly procured through one of the acceptable procurement methods—micro-purchase, small purchase, request for proposal (RFP), or invitation for bid (IFB).

Update on Severe Need Breakfast and Lunch Flexibility

CEs that do not have previous year data to establish eligibility for Severe Need Breakfast and/or Lunch may establish Severe Need eligibility using claim data from the first three months of the year. TDA will be providing additional guidance on using this flexibility in August of 2019. In the interim, the *Administrator's Reference Manual (ARM)*, Section 7, *Counting and Claiming* provides additional guidance on this topic. CEs may also contact their ESC for additional information.

Financial Report Review and Corrections

To assist CEs in providing accurate information in the Financial Report submitted in March, TDA has opened the Financial Report for corrections. CEs should review the information in the report for accuracy and resubmit the form as appropriate. The instructions for the financial form are located in TX-UNPS, Application, Download Forms. CEs may contact their ESC for additional guidance on this topic.

Community Eligibility Provision (CEP) Deadline—June 30, 2019

Contracting entities (CEs) that plan to operate CEP must indicate that they will operate CEP in their program application in the Texas Unified Nutrition Programs System (TX-UNPS) by June 30, 2019. This includes CEs operating CEP for the first time and those who operated CEP in SY 2018-2019. CEs with questions on how to indicate intended CEP participation should contact their ESC.

Reminder Regarding Carryover for Special Provision Sites

CEs must provide carryover eligibility for students transferring from a special provision school—CEP and P2—to a non-special provision school both during and between school years. By extending carryover to these students, CEs are given additional time to process applications, prevent unpaid meal charges, and ensure that students receive meals while their eligibility is being processed. The carryover period is 30 operating days or until there is a new eligibility determination whichever comes first. During the carryover period or until a new eligibility determination is made, reimbursable meals for these students may be claimed at the free rate.

For those students who transfer from a special provision school to a non-special provision school within the same district, identifying a student who is now eligible for carryover will be handled school to school. However, identifying a student from another district may be more difficult. To facilitate the identification of students who are now eligible for carryover, TDA has posted a list of all schools operating a special provision program by school year at Squaremeals.org, National School Lunch Program/Special Provisions page. See *Administrator's Reference Manual (ARM)*, Section 4, *Determining Eligibility* and Section 5, *Special Provision Options* for additional guidance on this topic.

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.

Combined Claims Reminder

TX-UNPS has been updated to no longer allow combined monthly claims. CEs must now submit a separate claim for each month for which meals are to be claimed. This applies even if there is a small number of serving days during a month. This change was made to simplify counting, claiming, and reporting.

Update on Household Applications

USDA has not released their household meal application prototype. When they do, TDA will update the Texas prototype as appropriate and release.

[Previous Issue](#)



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

This product is funded by USDA. This institution is an
equal opportunity provider

By unsubscribing, be aware that this email address will no longer get required communication from TDA via this distribution method. It is up to the organization to find an alternative method of obtaining the information as your organization will still be responsible for all content contained in the communications.