

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.

October 8, 2018 CE Edition

Attachments with this issue:

[USDA Summer Meals Newsletter for October](#)

National School Lunch Week

National School Lunch Week (NLSW) begins on **October 15th!** Have you received your NSLW cafeteria posters? Each campus should have received a set of 3 cafeteria posters. If you have not received your posters please send an e-mail to Outreach@TexasAgriculture.gov.

Additional promotional items ordered online, such as participation charts, selfie backdrops, floor decals, and National Take Your Parents to Lunch Day invitations, will be arriving soon. Make sure your school's front office knows you are expecting packages. These materials were available on a first come first serve basis, so later orders may not be filled in full.



If you missed the order deadline, you can download and print all of the materials and additional promotional items by visiting the [NSLW Toolkit Page!](#) Thank you for encouraging students to **Level Up with a Healthy School Lunch!**

TX-UNPS Updates



Summer Mandate Cost Reporting Due October 9th, 2018!

Sponsors who miss the deadline will be required to submit a Corrective Action Plan. 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. 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.

Error Status: Weekly updates were 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.

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

Second Review of Applications/Independent Review of Applications

CEs required to conduct the Second Review of Applications/Independent Review of Applications must be complete the review by October 31, 2018. The Second Review of Applications form in TXUNPS will open on November 1, 2018. CEs required to complete the Second Review of Applications/Independent Review of Applications must complete this form in TXUNPS no later than January 15, 2019.

Policy News

Revised Verification Notification

A **revised** *Verification Notification | Results/Adverse Action Letter - Income* (both English and Spanish) has been posted and released. The letter was revised to add Children's Health Insurance Program (CHIP) information. Previous version was dated March 28, 2018, for English and May 25, 2018, for Spanish.



These verification letters can be accessed on SquareMeals [here](#) in the School Nutrition Programs Forms table.

Use of Information for Verification

USDA has shortened the Richard B. Russell Use of Information Statement for verification letters. TDA's current prototype letters have the correct statement:

The Richard B. Russell National School Lunch Act requires the information requested in order to verify your children's eligibility for free or reduced price meals. If you do not provide the information or provide incomplete information, your children may no longer receive free or reduced price meals.

The shortened Richard B. Russell Use of Information Statement cannot be used for other purposes.

Additional Guidance on Pre-K Meal Pattern

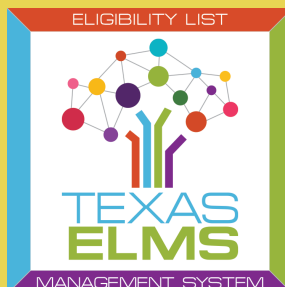
For pre-K students, CEs may substitute meat/meat alternatives for the entire grain requirement a maximum of three times a week for **breakfast**. This flexibility cannot be used for lunch.

Fiscal Year 2019 CACFP and SFSP Area Eligibility Data New Available

At the beginning of the fiscal year, FNS releases a special tabulation of data provided by the United States Census Bureau for CACFP (Child and Adult Care Food Program) and SFSP (Summer Food Service Program). This data set can be used to establish area eligibility in both CACFP and SFSP. The FNS mapping tools have been updated to reflect the October 1, 2018 changes.

You can explore the FNS [area eligibility map](#) on the USDA website [here](#). To learn more about using census data for establishing area eligibility for CACFP and SFSP, please review [USDA's policy memorandum from 2017](#).

Texas ELMS



Rounding Up for Verification

When calculating the number of household applications to include in the verification sample, CEs must only round the final number in the calculation. Because the verification sample size is determined through a multi-step calculation, if the CE rounds up at each step, the final number may be higher than is allowed. CE cannot verify more than the allowed number of household applications as determined by the correct use of the calculation formula. TDA's verification tools located on the [Texas-ELMs webpage](#) on SquareMeals correctly calculate the verification sample size.

Additional Upload

There will be an additional load of Direct Certification data on October 16th. All NSLP CEs that are required to conduct direct certification will need to upload current enrollment at least once between October 16 and October 31 to identify as many students that should be directly certified as possible.

Texas Farm Fresh Initiative

Farm Fresh Challenge Update

229 School Districts are Serving Local, Healthy Food this Month During the Farm Fresh Challenge

The second full week of the Farm Fresh Challenge is underway and schools across the state are serving the fresh tastes of Texas to students in meals and snacks. To see what districts in your region are serving local foods visit Squaremeals.org/FamFreshChallenge

Follow along on social media with #FamFreshTexas to see what some of the school districts have been up to!

If you are participating in the Farm Fresh Challenge, you may submit your [attestation form](#) at any time. The deadline to submit this form is 11/15/18.

For questions, email FamFresh@TexasAgriculture.gov



USDA Foods Updates



USDA Foods Surplus Available

There are several USDA Foods available as surplus that can be delivered with any upcoming delivery order created in TX-UNPS. Surplus is not considered bonus and does draw down entitlement from entitlement remaining.

Resources

On-Line Training Modules Released

TDA has released updated versions of 12 of the thirty-minute online courses that are designed to meet the USDA Professional Standards training requirements for NSLP child nutrition staff. Course material covers a variety of topics, including meal patterns, offer versus serve, identification of reimbursable meals, common errors in counting and claiming, keeping USDA foods safe, and meal marketing and promotion.

All classes are available free of charge. Upon completion of each course, participants will receive a certificate of completion for their records. If the district wishes to award CPEs for this course, credit is .5 hours. Visit [TDA's online education and self-study library](#) to access the modules.



[Previous Issue](#)



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COMMISSIONER SID MILLER

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

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