

NATIONAL SCHOOL LUNCH PROGRAM

3E'S OF HEALTHY LIVING
EDUCATION, EXERCISE AND EATING RIGHT

Biweekly

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CE Edition

Embedded attachments with this issue



Save the Date for MegaCon 2020!

At this exciting new conference, you and your peers will learn and collaborate as you explore what it takes to make child nutrition programs successful in Texas. TDA will provide updates on new regulations and procedures, outline best practices, and celebrate the importance of meal programs for the following federal nutrition programs:

- National School Lunch and School Breakfast Programs
- Child and Adult Care Food Program
- Summer Meal Programs
- CFSP and TEFAP

Check the [SquareMeals](#) website for updates!

School Breakfast Week



The Texas Department of Agriculture (TDA) has the resources you need to *Save the Day with a Healthy School Breakfast* during School Breakfast Week (SBW), March 2-6, 2020. This year's posters are on their way to you right now. TDA provides a set of three age-appropriate posters for every elementary school, middle school and high school in Texas. These posters can be displayed in the ceiling display systems called tri-a-ramas or on the walls.

TDA provides the opportunity to order additional promotional materials at no cost. Orders are first come, first serve and available materials include photo backdrops, photo frames, participation charts, tri-a-ramas, and static clings. Order today by clicking [here](#). Join TDA for SBW, March 2-6, as we showcase you and your staff and the healthy meals served in your schools.

TDA also offers online downloadable resources like morning announcements, menus, activity sheets and much more at [SquareMeals.org/SBW](#).



Art Contest

Each year, the Texas Department of Agriculture's (TDA) *You Art What You Eat* art contest offers Texas students a chance to earn statewide recognition for themselves and their school. You can help encourage participation in the contest by ordering TDA's promotional items for your schools today. The colorful posters are available at no cost and can be displayed in school hallways to remind students and teachers that they can participate in the 5th Annual *You Art What You Eat* art contest. This year TDA is also offering student bookmarks at no cost to remind

students and parents to participate in the contest! The posters and bookmarks are in both English and Spanish (front and back). Quantities are limited, so please order soon by clicking [here](#).

TDA is now accepting entries! To enter, students will create artwork highlighting good nutrition and TDA's themes for National School Lunch Week 2020 and/or School Breakfast Week 2021. More information about the contest can be found on [SquareMeals.org/artcontest](#). Thank you for your ongoing partnership and please join TDA in encouraging students to focus their artistic talents on healthy school meals by entering the *You Art What You Eat* statewide student art contest.

TX-UNPS Updates



2020 Texas Summer Mandate Notification and Waiver

Texas Legislation requires school districts in which 50% or more of the enrolled children are eligible to receive free/reduced price NSLP meal benefits to participate in a summer meal program, based on the March 2019 claim. All mandated school districts received an email notification of their requirement as well as instructions for submitting their intent in TX-UNPS.

Please submit your intent for summer 2020, or submit a mandate waiver request in TX-UNPS by the January 31, 2020 deadline.

More information as well as the instructions, list of mandated CEs per ESC region, and the notification letter that CEs received can be found on [SquareMeals](#) [page](#).



Policy News

Revised Forms

The following revised general forms and documents have been released and posted to update fax number contact information:

- [Child Nutrition Programs Waiver Request](#)
- [Food and Nutrition Annual Audit](#)

You can find these forms on the [SquareMeals](#) website [here](#).

Please replace any previous versions of the above documents and forms that you may have saved.

Nondiscrimination Poster Release

The U.S. Department of Agriculture (USDA) has updated the "[And Justice for All](#)" poster that each contracting entity (CE) must display to ensure it is clear discrimination is prohibited in federal nutrition programs.

The Texas Department of Agriculture (TDA) is currently distributing the new posters to each CE. One poster will be provided for each nutrition program site. CEs are responsible for ensuring the poster is distributed and displayed properly at each site.

Most CEs will receive the updated posters by February 28, 2020. No action is required before this time. For more important information and details about the distribution and answers to FAQ, click [here](#).

Update on State-Funded Pre-Kindergarten Waiver

TDA has submitted a waiver to USDA to continue the previous waiver to assign free eligibility to all state-funded pre-kindergarten students. TDA will provide additional guidance on state-funded pre-kindergarten eligibility when USDA announces.

Household Application Eligibility Determination Conflicts with Medicaid Reduced Identification

TDA has updated its guidance for circumstances when the income reported on a household meal application and a direct certification Medicaid Reduced identification are in conflict to simplify the process for CEs. This guidance is effective as of February 3, 2020. Until TDA releases an updated *Administrator's Reference Manual (ARM)*, Section 4, *Determining Eligibility*, CEs will use the [attached guidance](#).

Update on Purchase of Uniforms, Shoes, and Other Clothing

School Nutrition Program (SNP) funds may be used to purchase uniforms, safety shoes, and other clothing items for staff as long as the purchase is necessary to meet a specific cost objective and reasonably priced. The following types of items commonly fall under this guidance: uniforms—shirts or T-shirts; safety shoes—steel-toed and slip resistant shoes; and other clothing items—hair covers, aprons, and knife or heat safe gloves.

If a CE uses SNP funds for this purpose, the CE must establish a standard that limits use to tasks related to program operation and the staff member's assigned tasks. TDA provides detailed guidance on this topic in *Administrator's Reference Manual (ARM)*, Section 14, *Financial Information Concerning School Nutrition Funds*.

Updated Guidance on Food Trucks and Food Trailers

USDA has provided guidance to TDA on the purchase of food trucks and trailers. Child Nutrition Program (CNP) funds cannot be used to purchase a food truck or food trailer. Therefore, TDA will not approve the purchase of a [food truck, food catering truck or van, mobile food van, coffee truck, food trailer, or any similarly designed vehicle](#). If a CE purchases a food truck or trailer with CNP funds, the cost is unallowable. TDA may approve funds to retrofit a used school bus or regular trailer for meal service in some circumstances. To receive approval to retrofit a used school bus or regular trailer, the CE must submit a capital expenditure request in TX-UNPS.

A CE may use a food truck or food trailer that is purchased with non-CNP funds. However, when the food truck or food trailer is purchased with non-CNP funds, CNP funds cannot be used to enhance or add equipment to the food truck or food trailer. The cost of portable equipment used to transport food and meal service items from the preparation area to the food truck or food trailer may be allowable costs in some circumstances.

Disposal of Equipment

As a reminder, USDA has provided specific guidance on the requirements for disposing of equipment. *Administrator's Reference Manual (ARM)*, Section 14, *Financial Information Concerning School Nutrition Funds*, has detailed guidance on this topic.

Capital Expenditure Reminder

As described in *Administrator's Reference Manual (ARM)*, Section 14, *Financial Information Concerning School Nutrition Funds*, the purchase of any item which costs \$5,000 or more must have TDA approval before the CE purchases the item. Capital expenditures are submitted in TX-UNPS.

Coming Soon! Administrator's Reference Manual (ARM)

TDA is updating the organization of the ARM. The reorganization is intended to make it easier for users to find guidance on specific topics. When the reorganization is completed, all sections of the ARM will be released at one time. Since most of TDA's forms also reference specific sections of the ARM for additional information, all forms that reference an ARM section will be updated and released. TDA will provide information about the reorganization over the next few months, so users will know what changes are being made.

New Capabilities for Registered Users of the Food Buying Guide Mobile App

The latest update has been released to the Food Buying Guide (FBG) Mobile App. Now registered users with an eAuthentication account are able to access any saved information in the FBG Web Tool, such as a completed Recipe Analysis Workbook (RAW) or Product Formulation Statement (PFS) on the Mobile App. Registered users can also create and save a "Favorite Foods List," a "Shopping List," and analyze a grain item on the Exhibit A Grains Tool on the Mobile App, and then access these items on other mobile devices as well as the FBG Web Tool.

The FBG Mobile App is available on the Apple App Store and the Google Play Store. Check to ensure you have the most current version of the app on your mobile devices.

USDA Foods

School Year 2020 – 2021

TDA will open the SY 2020-2021 Contract Packets in January after USDA has distributed entitlement to the state agencies.

- January 31, 2020 - TX-UNPS: FDP Contract Packets - For CEs to Submit
- February 06, 2020 - TDA Distributes DoD Fresh Program entitlement fair share to CEs opting in to participate with available minimum entitlement remaining dollars
- March 02, 2020 - Closing Date for All Surveys
- July 31, 2020 - Closing Date for the Farm to School Survey

New TX-UNPS Enhancement

Annual Surveys for Regular, USDA Foods (Brown Box items) will allow requests for cases within the month of preference. Contracting Entities (CEs) will have the opportunity to indicate how many cases they wish to arrive at the TDA Contracted Warehouse. Training and technical assistance for this enhancement can be provided by your Education Service Center.



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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Texas Department of Agriculture | P.O. Box 12847, Austin, TX 78711

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