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.

**Application Deadline**

May 31, 2017

**TX-UNPS Updates**

**Returned Renewal Applications**

Please be aware of these top 2 reasons for Applications being returned for corrections:

1. **Letter to the Health Department** - Documentation submitted must account for each site the CE wishes to sponsor. The letter to the health department should include the site name, site address, the meal types being served, the start and end times of each meal, and the start and end dates of meal service operation. A prototype health department letter is available in TX-UNPS: click Applications>Download forms>Form ID SFSP-110.
Resources

USDA Newsletter

The May edition of the USDA Summer Meals Newsletter is attached and can also be found here.

TDA Summer Guidebook

As most of you know, TDA has developed the "Summer Best Practices Guidebook" to provide innovative ideas for utilizing TDA developed outreach materials and social media tactics for increasing the awareness of summer meal sites at the local level. Click here to view this resource.

In addition, approved sponsors can order a select amount of door hangers, parent information cards and/or yard signs this year. The order form is now open. There are limited quantities of each item available so order soon. Please remember, orders will only be fulfilled for approved Sponsors. Click here to place your order today!

If you would like to download and print more TDA summer materials they are available at SummerFood.org here.

REMINDER: The information noted in the Letter to the Health Department must match the information provided in the SFSP Site Application(s) in TX-UNPS.

1. Failure to complete Audit Screen in TX-UNPS - All Non-Federal CEs are required to complete the Annual Audit screen in TX-UNPS indicating their fiscal year and any other federal funds received. The Annual Audit screen is located in TX-UNPS: click Applications>Annual Audits.
   Note: This is not an Annual Audit as performed by a CPA, but is a single screen within TX-UNPS that needs to be completed and submitted.

Policy

USDA Policy Memos

SFSP08-2017 - Child Nutrition Program Waiver Request Guidance and Protocol is attached.

Texas Farm Fresh Initiative

New! TDA Relaunches Garden Web Pages

Staying connected and championing your participation in the Farm Fresh Initiative has never been easier. Use TDA’s newest resource Let’s Get Growing: Connect to create a consistent communication campaign and connect with parents, local news outlets, and community members about how your site supports Farm to Summer. Let’s Get Growing: Connect is loaded with the information, templates, and samples, including:

- press releases
- backpack stuffers
- email language
- social media posts
- a volunteer tracking calendar to keep all of your contact information in one place

Visit the newly re-designed Farm Fresh Garden resource Web page today!

Stay Connected!

Subscribe to the Farm Fresh E-Harvest

This newsletter provides a monthly update on farm to school and includes resources such as funding opportunities, a schedule of upcoming trainings and webinars, and more. Archive issues of the E-Harvest are available here.

Subscribe today!
This product was 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.