

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.

November 25, 2019  
CE Edition

Embedded attachments with this issue

Save the Date for MegaCon 2020!

MEGA CON 2020  
May 11-15

TEXAS DEPARTMENT OF AGRICULTURE  
COMMISSIONER SID MILLER  
This product was funded by USDA.  
This institution is an equal opportunity provider.

SquareMeals  
Food and Nutrition Division  
MegaCon Conference

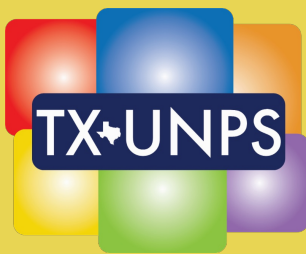
05/2020  
www.SquareMeals.org

Plan now to join the Texas Department of Agriculture 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

Check the [SquareMeals](http://www.SquareMeals.org) website for 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.

If requesting a waiver, state law requires the board of trustees to send a written notice of the district's intention to the local school health advisory council (SHAC) no later than **November 30**. The notice must include an explanation of the district's reason for requesting a waiver of the requirement. CEs should retain this letter for their records, but TDA does not need a copy of this letter as part of the mandate process.

The deadline to submit a Summer Mandate waiver request in TX-UNPS is **January 31, 2020**. More information as well as the instructions, list of mandated CEs, and the letter that CEs received can be found at [www.squaremeals.org/summerwaivers](http://www.squaremeals.org/summerwaivers).

### **Verification Report Opens Soon!**

CEs can begin entering data in the SFA Verification Report in TX-UNPS on December 1st. The student and application count entered in TX-UNPS **MUST** match the counts that were entered on the Preliminary Verification Report. CEs should have received a copy of the Preliminary Verification Report when the JotForm was submitted. Please contact Lee Ann Dumas if there is any questions.

## Policy News

### **Revised ARM**

A **revised** ARM Section 25, *Professional Standards*, has been posted and released. The Update Guide section located at the beginning of the section provides detailed information about the topics addressed in this release.

You can find the ARM on SquareMeals [here](#).



### **Forms Released**

The following forms have been posted and released:

- Onsite Monitoring Form | Afterschool Care Program (ASCP) and Child and Adult Care Food Program At-Risk (CACFP At-Risk) – **REVISED to include CACFP At-Risk**
- Daily Record/Accuclaim Form | Afterschool Programs - **NEW**
- School Nutrition Program (SNP) Records Retention List - **REVISED**

The forms can be accessed on the SquareMeals website [here](#) in the School Nutrition Programs Forms table.

### **New Capabilities for Food Buying Guide Mobile App!**

The most recent update has been released to the **Food Buying Guide (FBG) Mobile App**. Now registered users with a registered account are able to create and save a "Shopping List" and analyze a grains item on the Exhibit A Grains Tool on the Mobile App. Registered users can also access these items on other mobile devices as well as the FBG Web Tool. Future updates will allow registered users to have access to additional saved information from a completed Recipe Analysis Workbook (RAW) or Product Formulation Statement (PFS).

### **Allowable Cost Reminder**

As stated in Administrator's Reference Manual (ARM), Section 14, Financial Information Concerning School Nutrition Funds, the purchase of a food truck (or food trailer) is classified as an infrastructure cost. USDA must approve all costs for infrastructure; however, USDA has stated that the agency will not approve the purchase of a food truck as infrastructure. Therefore, a food truck cannot be purchased using school nutrition funds. A CE may purchase a food truck with funds that are not sourced from a Child Nutrition Program (CNP). If a CE purchases a food truck without approval, the cost is unallowable to nonprofit school food service account.

### **Professional Standards for Hiring a Child Nutrition Director for CE with Fewer than 500 Students**

USDA has issued flexibility in hiring a child nutrition director for CEs with less than 500 students. If a CE plans to use this flexibility, the CE must submit a request for an exemption and receive approval from TDA before hiring the child nutrition director.

### **Food Donated to Schools**

As a general rule, there is no prohibition about the use of donated foods at a federal or state level. However, there are health and safety codes that may apply. For example, donated shell eggs must be handled as required by health and safety codes. In most of these cases, there will not be a single rule that applies statewide. Each health district may set health and safety codes as long as the codes are not less restrictive than state code.

### **Additional Guidance for Nondiscrimination Statement**

As a general rule the nondiscrimination statement must be included on a CE's website pages and all documents. However, the visual layout for Facebook or Twitter does not have a space where CEs can reasonably add the full nondiscrimination statement. For Facebook or Twitter, CEs should put the abbreviated statement in the About section for Facebook or Twitter.

### **Professional Standards Clarification**

When the determining official for the School Nutrition Program (SNP) works less than 20 hours a week for the SNP, the CE is not required to document training for this employee under the professional standards provisions. However, the CE must still (1) provide adequate training to the determining official so the determining official can perform assigned tasks and (2) retain documentation of that training.

### **Professional Standards Documentation**

CEs are not required to retain training records in a specific format; however, TDA strongly recommends that CEs maintain these records in an organized system that allows the CE to quickly and easily review each staff member's progress toward meeting the required training hours. The CE must retain the following information for each employee attending a training event.

- Training event title and content including topics/objectives
- Date and actual time participating in learning activities
- Source providing the training

Documentation includes, but is not limited to, attendance sign in sheets, continuing education/ training agendas, certificates of attendance, and other training documents.

- TDA provides multiple resources to assist CEs with tracking employee training at [SquareMeals.org](https://www.squaremeals.org).
- USDA provides an online system for tracking training at [www.fns.usda.gov/school-meals/professional-standards](http://www.fns.usda.gov/school-meals/professional-standards)

### **Update on New Administrator's Reference Manual (ARM) Tool**

TDA has added a summary description for each *Administrator's Reference Manual (ARM)* section which includes a bulleted list of the main topics and a list of commonly cross-referenced sections. This chart is located after the title page in the complete version of the *ARM*.

### **Special Provision Documentation**

CEs that operate one of the special provision programs must retain documentation demonstrating the validity of claiming percentages. For the Community Eligibility Provision (CEP), this includes eligibility documentation for identified students. For Provision 2, this includes the base year eligibility data and data to be used in renewal for student socioeconomic status. If a CE does not have the appropriate documentation, the CE will be required to re-establish site eligibility.

## USDA Foods Updates



TDA has re-open selected Annual and Processing Surveys in TX-UNPS to allow CEs to commit as much available Entitlement towards additional Regular (brown box) and/or further processed USDA Foods for the remainder of PY 2020.

Requests are due Close of Business Friday, **December 6, 2019**. Due to the short time frame to submit requests into TX-UNPS, these surveys will focus on the most popular USDA Foods: Beef, Cheese, Chicken, Mozzarella, Pork, and Turkey. If CEs participate in further processing, they should contact their co-op coordinator.

Regular/brown box ordered from this round will arrive no earlier than April 2020. Please ensure CEs request only enough USDA Foods that will deliver to them from State Contracted Commodity

Warehouses and/or Processors before the end of June 30, 2020. There will be no summer storage at State Contracted Commodity Warehouses and no carry over inventory with Processors past the end of June 2020.

TDA is anticipating USDA to update WBSCM with the Total Lunches Served (TLS) figures from PY 2019 later this week or by next week.

- If the TLS figures increase from the current estimated TLS figures, then TDA will submit requests to USDA.
- If the TLS figures decrease from the current estimated TLS figures, then TDA will not be able to submit requests to USDA.



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.