COMMUNITY NUTRITION conference

You Complete Me SFSP

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COMMISSIONER SID MILLER

squaremeals

About This Class...
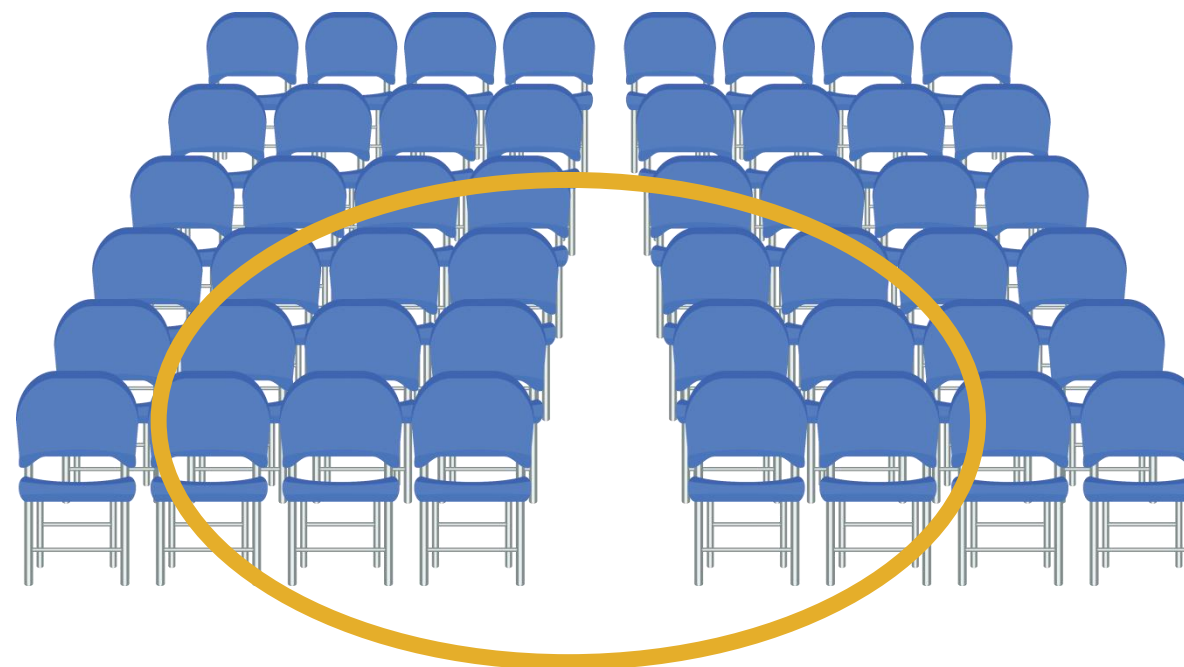
This session is NOT the place to evaluate a specific Application Packet.

> It is not all inclusive of all information contained in the resources. CE's are responsible for understanding and complying with the resource materials.

COMMUNITY NUTRITION *conference*

HOUSEKEEPING

You Complete Me . . .

The missing piece of the puzzle

COMMUNITY
NUTRITION
conference

New Application or adding another program – an application packet that has not been previously approved.

Renewal/Continuing – Once a CE is initially approved they are required to submit a renewal application every year.

Amendment – change/update to an already approved application packet.

Types of Application Packets

COMMUNITY NUTRITION conference

Processing timelines for New/adding a New Program CEs

- SFSP

- <u>NEW CE or adding another Program:</u>
  - Per Federal Regulations, TDA will notify the CE of approval or denial with 30 calendar days of receipt of a complete and correct application.
  - TDA will review a submitted application packet within 15 calendar days.

Processing timelines for Renewal CEs

- SFSP

- <u>Application Renewal</u>: Once a CE is initially approved they are required to submit a renewal application every year (TX-UNPS opens January 15):
  - TDA will review a submitted application within 15 calendar days.

Processing timelines for Amendments

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
✗	✓	✓	✓	✓	✓	✗

- SFSP

- Amendments: once a NEW CE or renewing CE is initially approved for a program year any changes/updates to the application packet must be submitted in TX-UNPS.
  - TDA will review a submitted application packet amendment within 5 TDA business days

Step 1: Submit the Application Packet and required supporting documentation

Submit the application packet via TX-UNPS **AND** any supporting documentation via one of the three methods below:

- o Upload in TX-UNPS which is the most reliable and efficient method to ensure that supporting documentation is received in a timely manner by TDA.

- o fax: (888) 223-8645

- o email to:
  SFSP.bops@TexasAgriculture.gov

Step 2: Ensure the Application Packet is submitted in TX-UNPS

The top right-hand corner of the TX-UNPS application packet shows the status of the application packet. The status can be:

- ❖ Returned
- ❖ Submitted for Approval
- ❖ Not Submitted
- ❖ Approved
- ❖ Denied
- ❖ Withdrawn

Submitted Application Packet Status in TX-UNPS

If you want PES to review your application packet in TX-UNPS, the only status it can be in is **Submitted for Approval**. Otherwise TX-UNPS does not notify PES that changes have been made to the application packet and that it needs to be reviewed.

2018 - 2019 Application Packet

Packet Submitted Date:	01/29/2019
Packet Approved Date:	
Packet Original Approval Date:	
Packet Status:	Submitted for Approval
Packet Ticket Date:	01/29/2019

The application is submitted in TX-UNPS: what happens next?

Submitted application in TX-UNPS

PES reviews within timelines by date submitted in TX-UNPS

Incomplete

OR
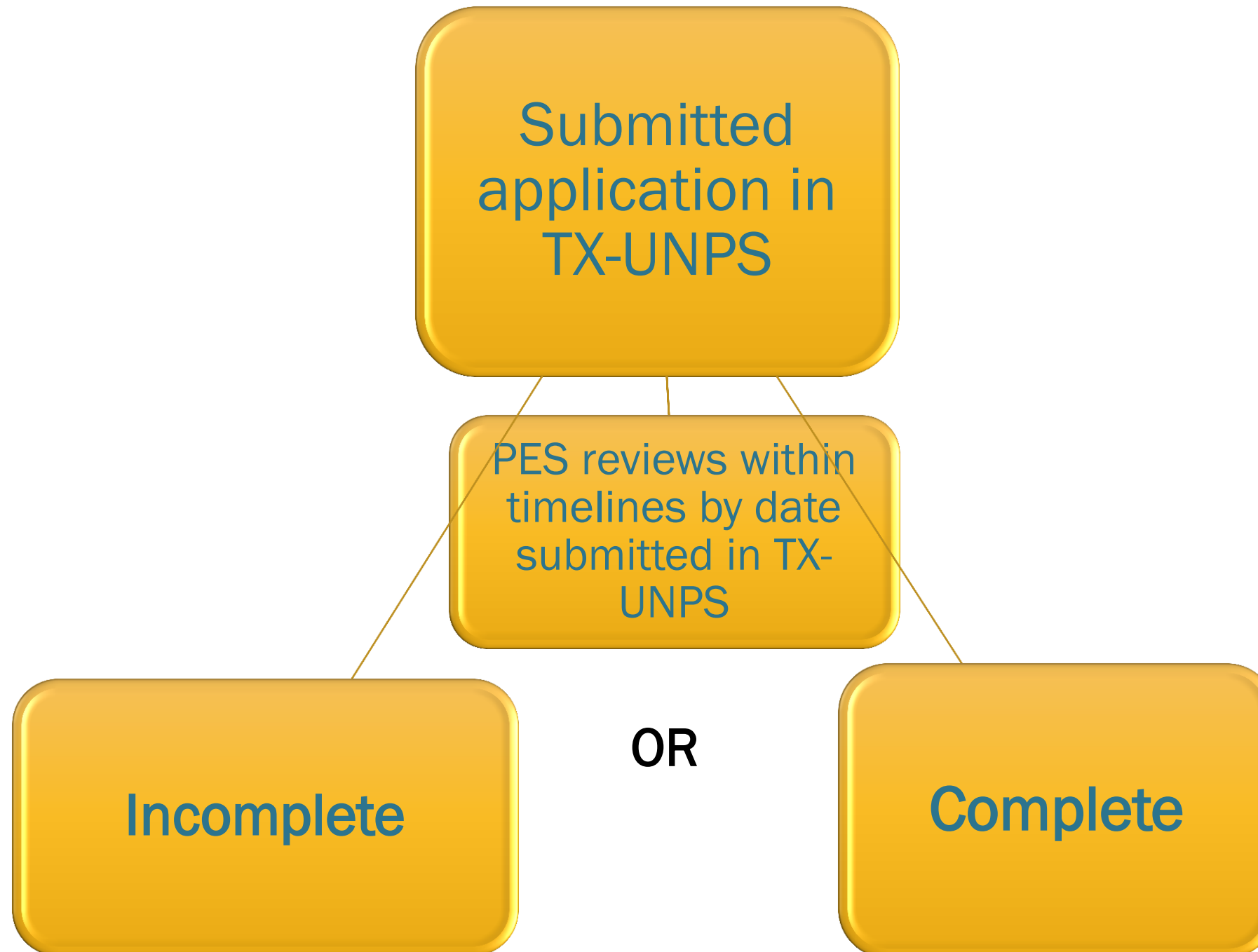
Complete

Returned for Incomplete: New, adding a New program or Renewal CEs

The application will be reviewed within timelines. PES will notify a NEW/adding a NEW program/Renewal CEs of missing/incomplete forms, documentation or TX-UNPS screens via the Contracting Entity Application in the Application Packet.

Summer Food Service Program — TX-UNPS

Applications | Claims | Compliance | Reports | Security | Search   Programs | Year | Help | Log Out

Applications > Application Packet >   Program Year: 2018 - 2019

Packet Assigned To:

Action	Form Name	Latest Version	Status
View	Admin	Contracting Entity Application	Original	Returned for Correction

Example of Returned for Incomplete: New, adding a New program or Renewal CEs

Comments to Contracting Entity

3/21/2018

Returned for Incomplete:
The following items must be submitted to complete your application.

FORMS:
The following forms can be found online in TXUNPS under applications > download forms
- SFSP-001: Direct Deposit Authorization (74-176)
- SFSP-002: Application for Texas Identification Number (AP-152)
- SFSP-003: Pre-Awards Civil Rights Compliance Review
- SFSP-004: FND Permanent Agreement
- SFSP-013: Viability, Capability, and Accountability (VCA) Checklist

DOCUMENTS:
Your organization must have the following documents. Submit copies to TDA.

- Notification letter(s) to the Health Department

Example of Return for Incomplete: Amendment

The application will be reviewed within timelines. PES will notify a CE that has submitted an Amendment of missing/incomplete forms, documentation or TX-UNPS screens via the Contracting Entity Application in the Application Packet.

04/18/2018

Reason application returned: INCOMPLETE

The application will NOT be REVIEWED FOR ACCURACY until all items listed below are received by TDA. After all items are submitted, the application MAY BE RETURNED AGAIN if corrections are needed.

DOCUMENTS:
Your organization must have the following documents for each site. Please submit copies to TDA.
• Copy of Health Department Letter
The notification to the health department MUST include:
Site Name; Site Address; Meal Type; Meal Times; and Days & Dates of Operation.
*The site names on the letters MUST match the site names on the site applications entered into TX-UNPS.

Site 0007 Feeding the Children

The above items will COMPLETE your application. The application may be returned again if corrections are needed.

Step 4: The application has been returned as incomplete, what happens next?

CEs need to carefully read the reason(s) the application was returned in TX-UNPS. CE actions:

- Seek technical assistance from their Education Service Center. In the return for incomplete PES lists the phone number for the Education Service Center.
- Submit all missing/incomplete forms and documentation,
- Complete all missing/incomplete screens in TX-UNPS,
- Submit the application in TX-UNPS when ready for PES to review.

Note: PES may return the application for incomplete again if not all items were received or completed.

Complete Application – What happens next?

- PES will review a submitted application packet and will designate it as complete when all documents and screens in TX-UNPS have been submitted.

- A complete application now moves into the correct vs. incorrect phase of review.

The application is Complete: what happens next?

Submitted application in TX-UNPS

PES reviews within timelines by date submitted in TX-UNPS

Incomplete

OR
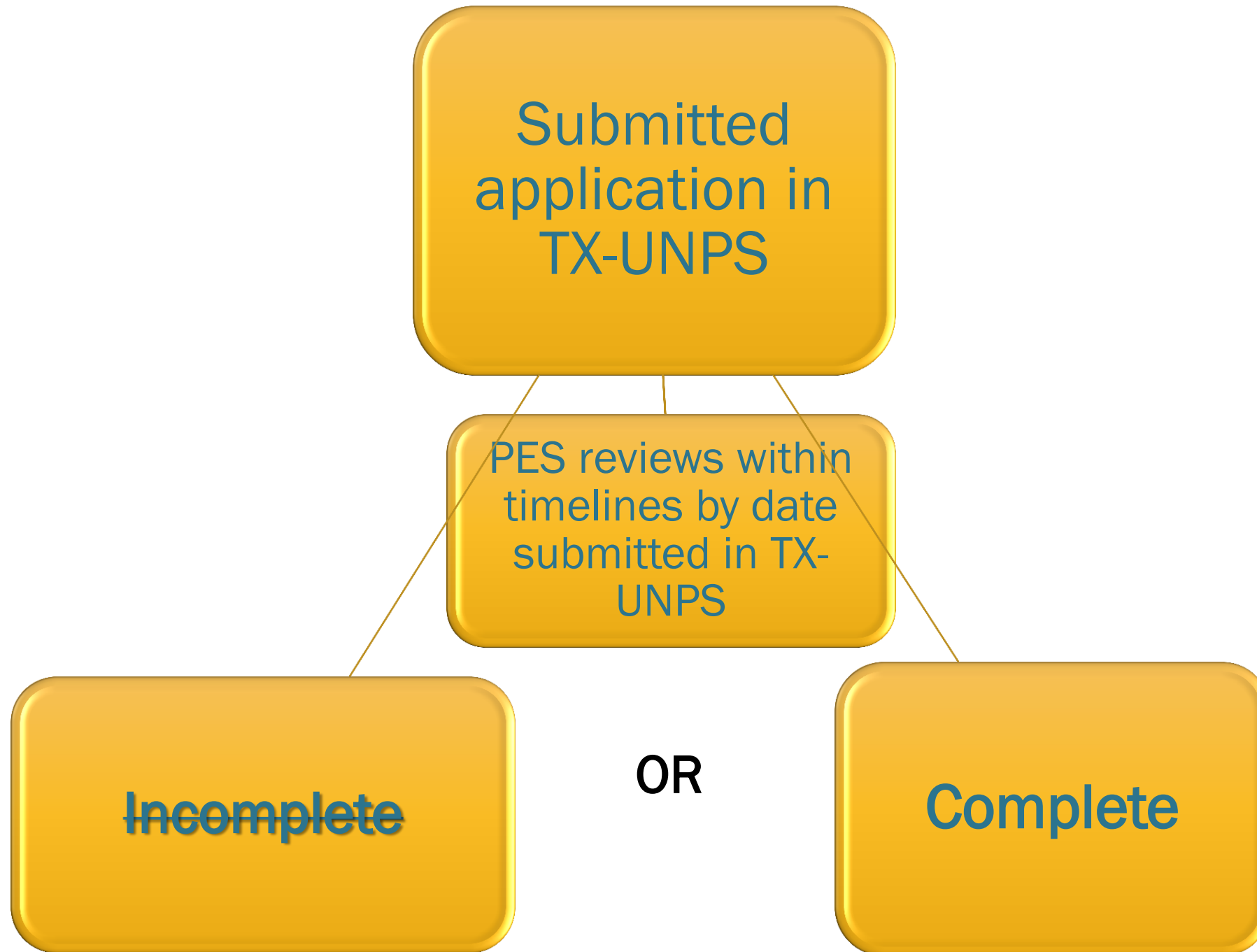
Complete

Complete Application – What happens next?

- A complete application now moves into the correct vs. incorrect phase of review and **applicable timelines are now in effect for the CE and remain in effect for PES.**

- NEW/Adding a New Program CEs are impacted by Federal timelines:
  - SFSP – 30 calendar days from submitting a COMPLETE AND CORRECT application.

Return for incorrect New, adding a New program or Renewal CEs

PES will notify a NEW/adding a NEW program/Renewal CEs of incorrect documentation, forms and TX-UNPS screens via the Contracting Entity Application in the Application Packet.

Summer Food Service Program TX-UNPS

| | Applications | Claims | Compliance | Reports | Security | Search | | Programs | Year | Help | Log Out |

Applications > Application Packet >

Program Year: 2018 - 2019

Packet Assigned To:

Action	Form Name	Latest Version	Status
View | Admin	Contracting Entity Application	Original	Returned for Correction

Example of Return for Incorrect: NEW CE or adding a NEW program

Application Packet Incorrect

05/04/2018

Reason application returned: CORRECTIONS NEEDED

Your application was reviewed for accuracy and sufficient viability, capability, and accountability. The following items require corrections or additional information.

BUDGET DETAIL
Projected Operating Costs
• Non-Food Supplies: Provide cost breakdown list of non-food supplies.
• Operational Personnel: Provide organization chart and compensation policy to illustrate cost breakdown detailing operational personnel and their associated labor costs.
• Facility and Utility: Provided cost breakdown of associated costs.
• Equipment Rental: Provide rental agreement.

Projected Administrative Costs
• Administrative Personnel: Provide organization chart and compensation policy to illustrate cost breakdown detailing administrative personnel and their associated labor costs.
• Office Expense: Provide cost breakdown of associated costs.

Return for Correction: Amendment

PES will notify CEs that have received initial application approval of incorrect forms, documentation or TX-UNPS screens via the Application Packet.

The notification of incorrect may be located within the screen in TX-UNPS that has been submitted as an amendment. Possible locations are:

- o Comments to CE in the Site applications
- o Comments to CE in the Budget Detail
- o Comments to CE in the Management Plan
- o Packet notes

Example of Return for Incorrect: Amendment

Comments to Contracting Entity

05/22/2018

Returned for Correction:

• Line Item 9: The Contracting Entity Contact appears to be the same person for multiple sites. Please submit a "hiring plan" or an "explanation" for how one person will be able to handle multiple sites.

Version: Rev. 4

Can a Complete Application Packet become Incomplete ????

- YES? NO?

- The answer is YES.

- Possible reasons for a complete Application Packet becoming incomplete:
  - New Board of Director added, no documents submitted.
  - New Site/Provider added, no documents submitted.
  - CE discloses that the rental agreement is less-than-arms length. Requires further review in SFSP.

- IF the application is incomplete the timeline will stop and re-start when the application packet is complete again.

Missing Puzzle Piece #1

Application Packets are returned incomplete.

Hint:
www.squaremeals.org has detailed information for renewals and NEW CES regarding what documentation and forms must be submitted by program SFSP.

Top reasons an Application Packet is returned for incomplete:

1. Documentation is not submitted;

2. Forms are not submitted;

3. TX-UNPS screens are not submitted: Annual Audit Screen (located under the application tab>Annual Audits.

Summer Food Service Program — TX-UNPS

| Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out |

Applications >

Program Year: 2018 - 2019

Item	Description
Contracting Entity Manager	SFSP Contracting Entity's Profile, Site and Hold Information
Application Portal	Access to all program applications
Application Packet	SFSP Applications Forms (Contracting Entity and Site)
Advance Requests	Request Contracting Entity's SFSP Advance(s) for the current year
Advance Requests Manager	Manage requested Contracting Entity's SFSP Advance(s) for the current year
Annual Audits	Annual Audits
Annual Audit Status Summary	Annual Single Audit Status Summary
Download Forms	Forms Available for Downloading

Missing Puzzle Piece #2

A complete application is returned for correction.

Top reasons an Application Packet is returned for incorrect:

1. Documentation submitted is not correct
    - Procurement
    - Site/Provider application
2. Forms are incorrect
    - Direct Deposit in the name of a person instead of CE
    - Permanent Agreement missing signatures
3. TX-UNPS screens are incorrect:
    - Budget Detail
    - Management Plan
    - Site/Provider
4. CEs did not read the return for correction/submitted the same documentation again.
5. CEs did not contact the Education Service Center for technical assistance.
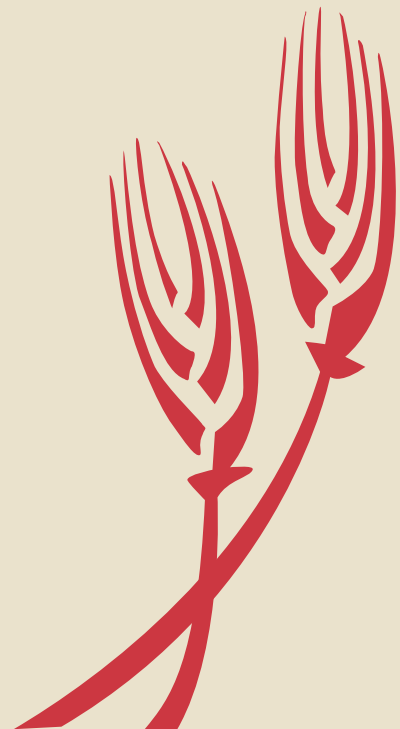
THANK YOU

TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

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    Office of the Assistant Secretary for Civil Rights

    1400 Independence Avenue, SW

    Washington, D.C. 20250-9410;   This institution is an equal opportunity provider.

2. Fax: (202) 690-7442; or

3. E-Mail: program.intake@usda.gov.