THE MONTHLY REWIND

OCTOBER 2025



EDUCATION SERVICE CENTER REGION 11
CHILD NUTRITION PROGRAM

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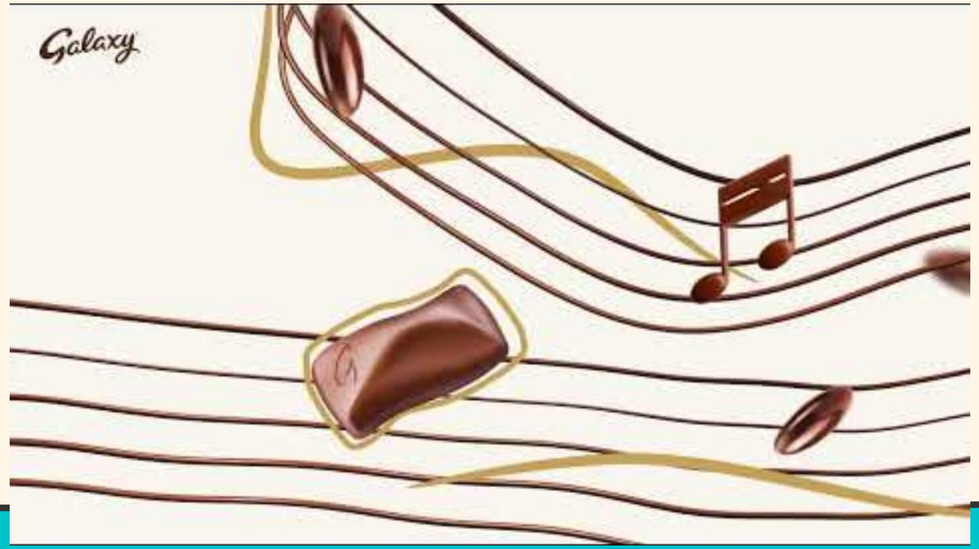
ANSWER IN CHAT

DID YOU KNOW

SOUND CAN INFLUENCE FLAVOR?



READ MORE HERE

MEET OUR NSLP TEAM



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ELISHA BURY

MARY ANN KAMINSKI





KIM NASH

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REGION 11
CHILD NUTRITION PROGRAM



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MORGAN MILL ISD
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GRAPEVINE-COLLEYVILLE
JEAN MASSIEU ACADEMY
KEENE ISD
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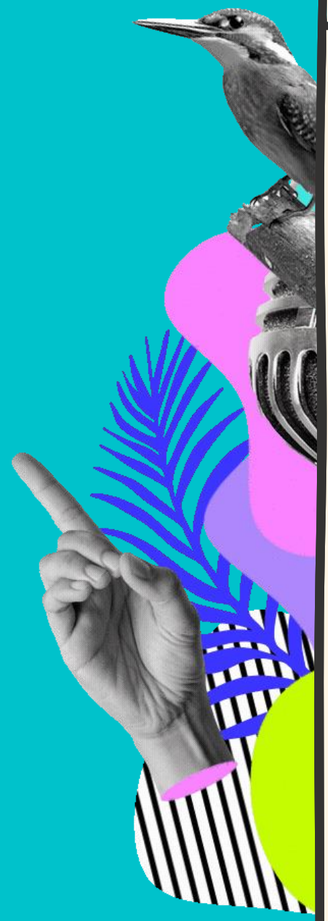
POOLVILLE ISD
PREMIER HIGH SCHOOL
SANGER ISD
SIVELLS BEND ISD
SLIDELL ISD
SPRINGTOWN ISD
TOLAR ISD
VALLEY VIEW ISD
VENUS ISD
WALNUT BEND ISD



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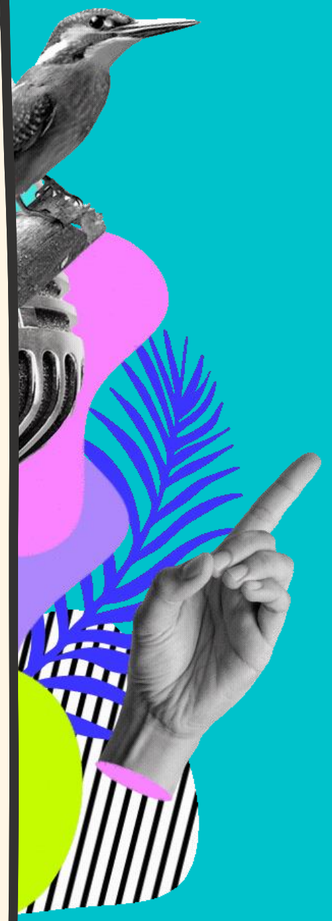


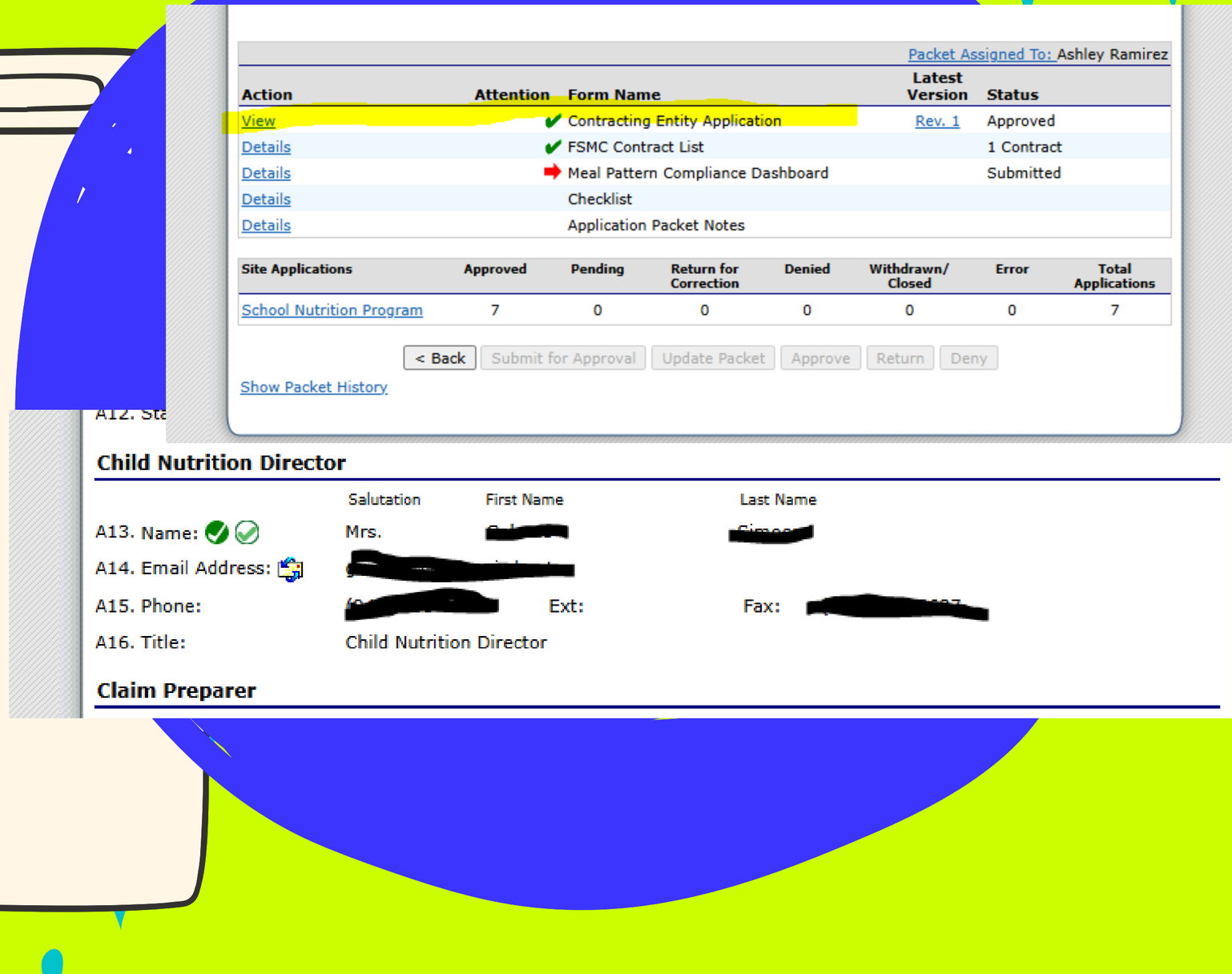


01.

TDA UPDATES & NEWS

UPDATE TX-UNPS CONTACT INFORMATION

- TDA wants to contact YOU – but they need to know how
- Double check your contact info in TX-UNPS > Applications >Application Packet > Contracting Entity Application
  - Name
  - Title
  - Telephone Number
  - Email



APPEAL REQUEST

- Develop a written process
- Follow steps in ARM Section 4, starting on page 68



PROCUREMENT REMINDERS

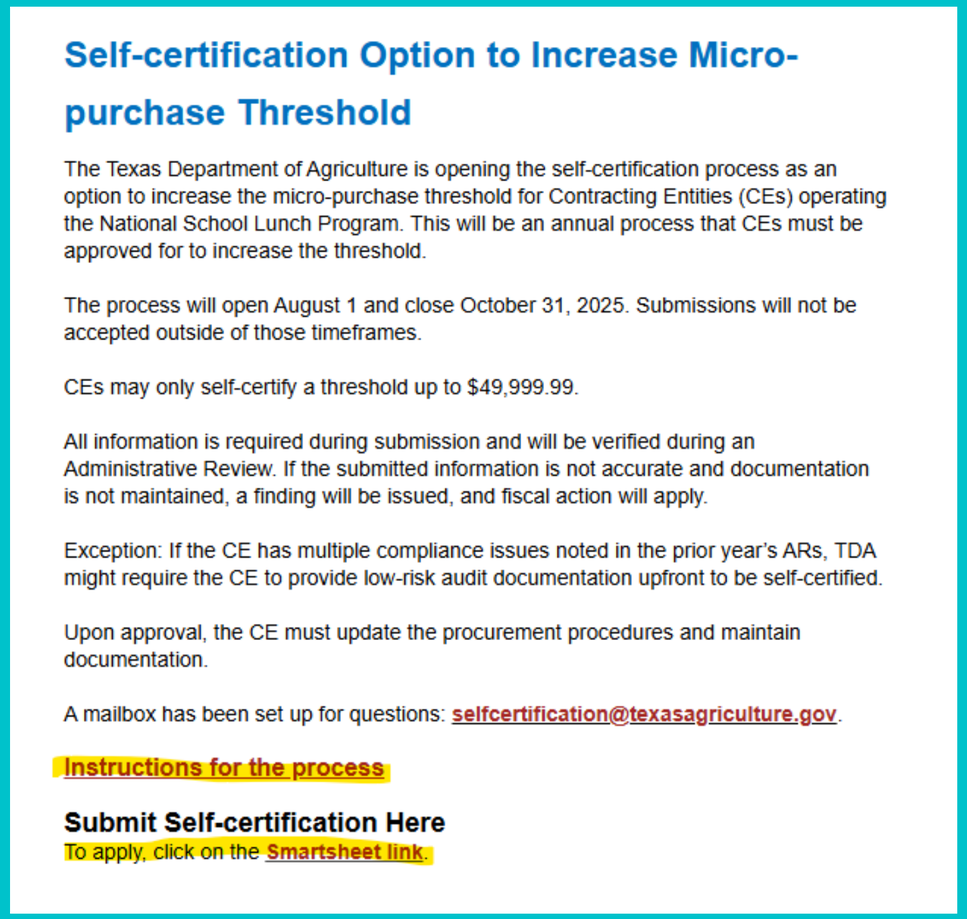


CATALOG BIDS

- May only use as 1 quote in small purchase threshold
- CANNOT use for formal procurement

SMALL PURCHASE THRESHOLD

- Has increased to $100,000
- Update your procurement procedures



Self-certification Option to Increase Micro-purchase Threshold

The Texas Department of Agriculture is opening the self-certification process as an option to increase the micro-purchase threshold for Contracting Entities (CEs) operating the National School Lunch Program. This will be an annual process that CEs must be approved for to increase the threshold.

The process will open August 1 and close October 31, 2025. Submissions will not be accepted outside of those timeframes.

CEs may only self-certify a threshold up to $49,999.99.

All information is required during submission and will be verified during an Administrative Review. If the submitted information is not accurate and documentation is not maintained, a finding will be issued, and fiscal action will apply.

Exception: If the CE has multiple compliance issues noted in the prior year's ARs, TDA might require the CE to provide low-risk audit documentation upfront to be self-certified.

Upon approval, the CE must update the procurement procedures and maintain documentation.

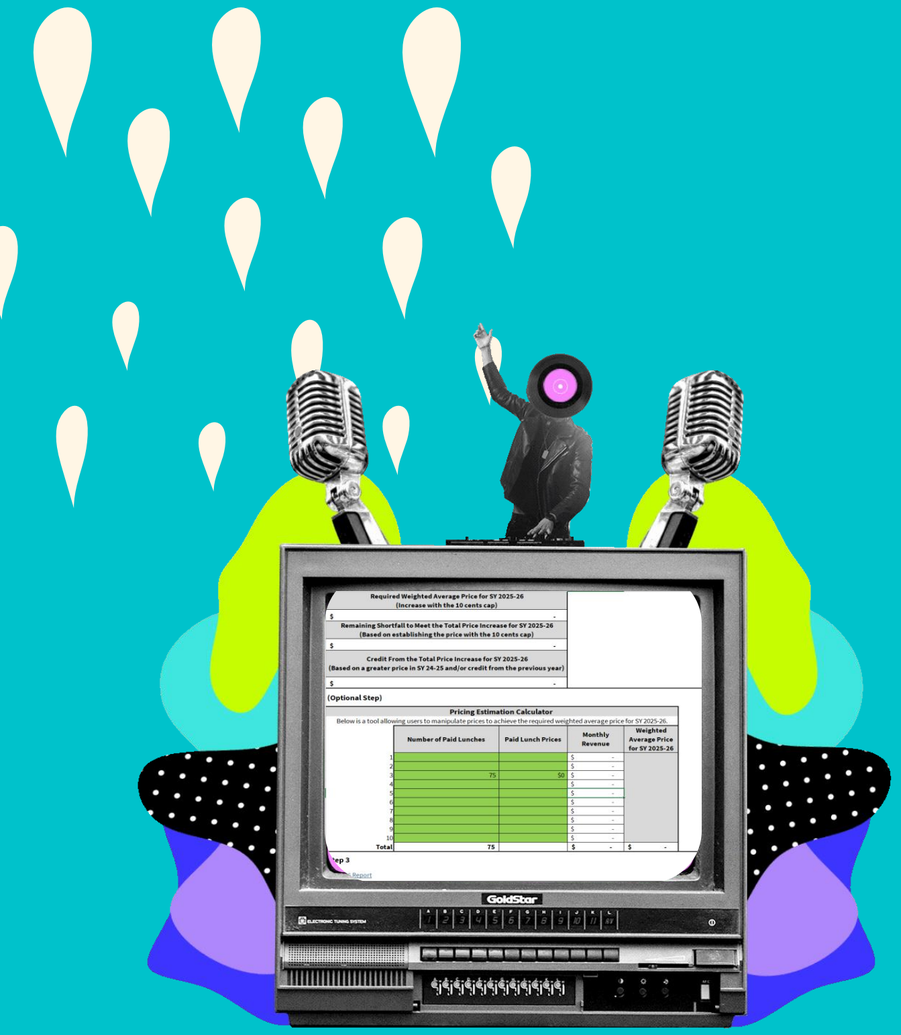
A mailbox has been set up for questions: selfcertification@texasagriculture.gov.

Instructions for the process

Submit Self-certification Here
To apply, click on the Smartsheet link.

MICRO PURCHASE THRESHOLD DUE OCTOBER 31

- Self-certification instructions and form on Squaremeals.org > National School Lunch Program



BUY AMERICAN

- All CEs should implement a system to track non-domestic food items as a percentage of total food cost
- Count ALL food purchases in the 240
- Exclude spices and USDA Foods
- Findings will be given if a process to track is not in place in SY25-26
  - Next year, TDA will look at the cap

WAITING ON USDA CLARIFICATION:

1. Costs of further processing
2. Flavored water and carbonated beverages

SY 25-26 COMMON FINDINGS



- AR
  - Food production record documentation: servings prepared, served and leftover
  - Local wellness policy & triennial assessment: broken links
  - Contract management and FSMC invoicing
  - 21-day menu deviations and reimbursable meals
- PR
  - Procurement procedures missing protest procedures and how contracts are awarded
  - Micropurchases:
    - Equitable distribution
    - Used for planned and repeated purchases
  - Small purchases – lack of 2 or more quotes
  - Formal purchases – using catalog bids







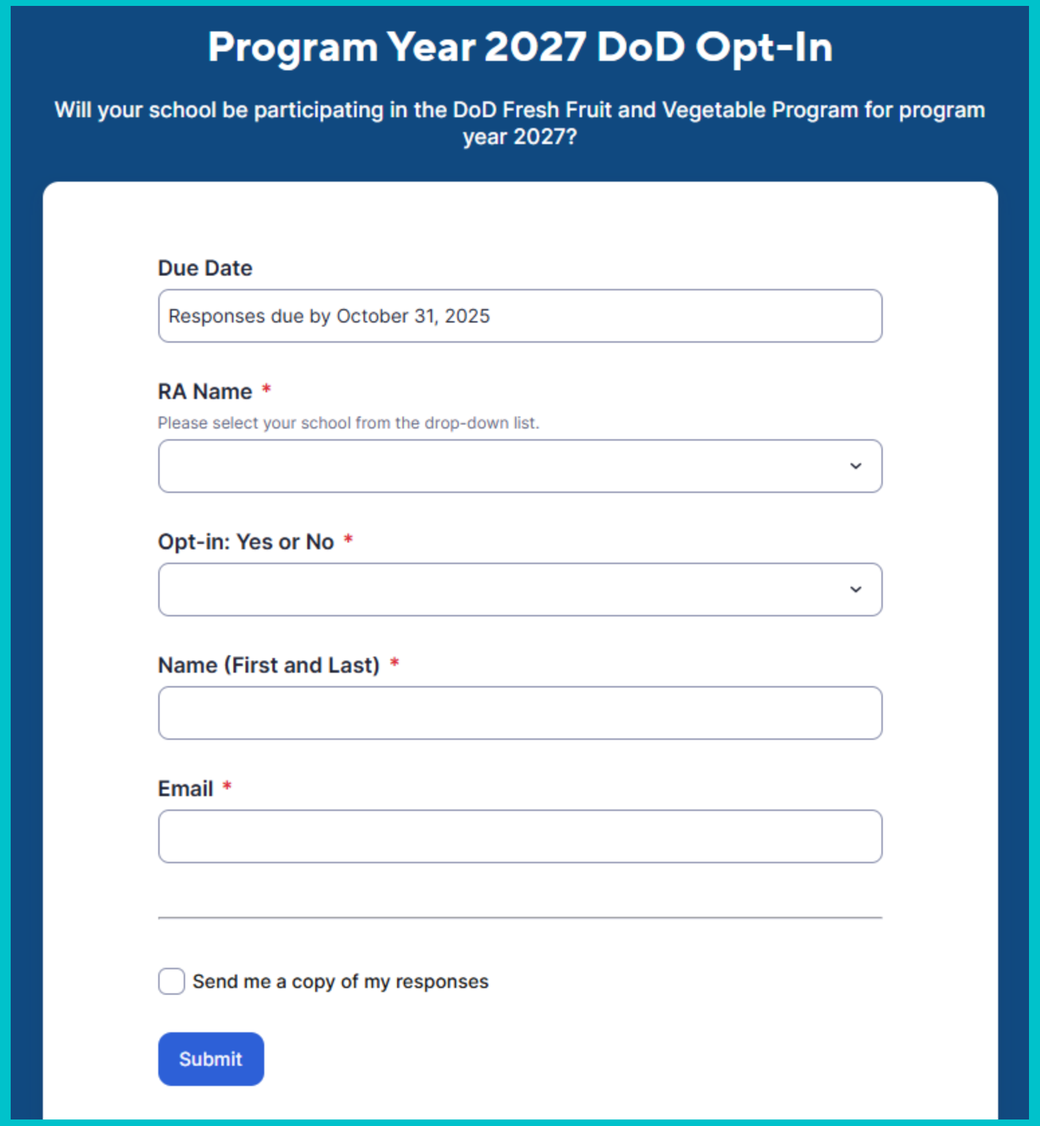
GOT SIGNAGE?

- If you're looking for new OVS posters, don't forget about TEAM NUTRITION
- Order your materials here

FARM FRESH CULINARY WORKSHOPS

Culinary Institute of America

- Apply for weeklong workshops at Culinary Institute of America (CIA) campus in San Antonio
- Deadline: January 6, 2026
- When: Spring Break and Summer Break 2026 and 2027
- Only 30 spots available to learn culinary techniques for NSLP
- Funded by USDA grant



USDA FOODS UPDATES

- Turkey roasts (100125) were cancelled because of delayed shipping
- Some delivery periods for ground beef, beef patties, canned apple slices, frozen strawberry cups, and canned carrots have been pushed back
- Check status in WBSCM > Requisition status report

- DOD Opt-in form for SY26-27 closes October 31



02.

SPOTLIGHT

VERIFICATION



VERIFICATION TIMELINE

OCT 1

Count approved applications and select sample

OCT 5

Run DC and Direct Verification; if anyone on sample matches, verification is complete*

Count students Directly Certified

OCT 31

Count of enrolled students

NOV 1

Verification jotform opens

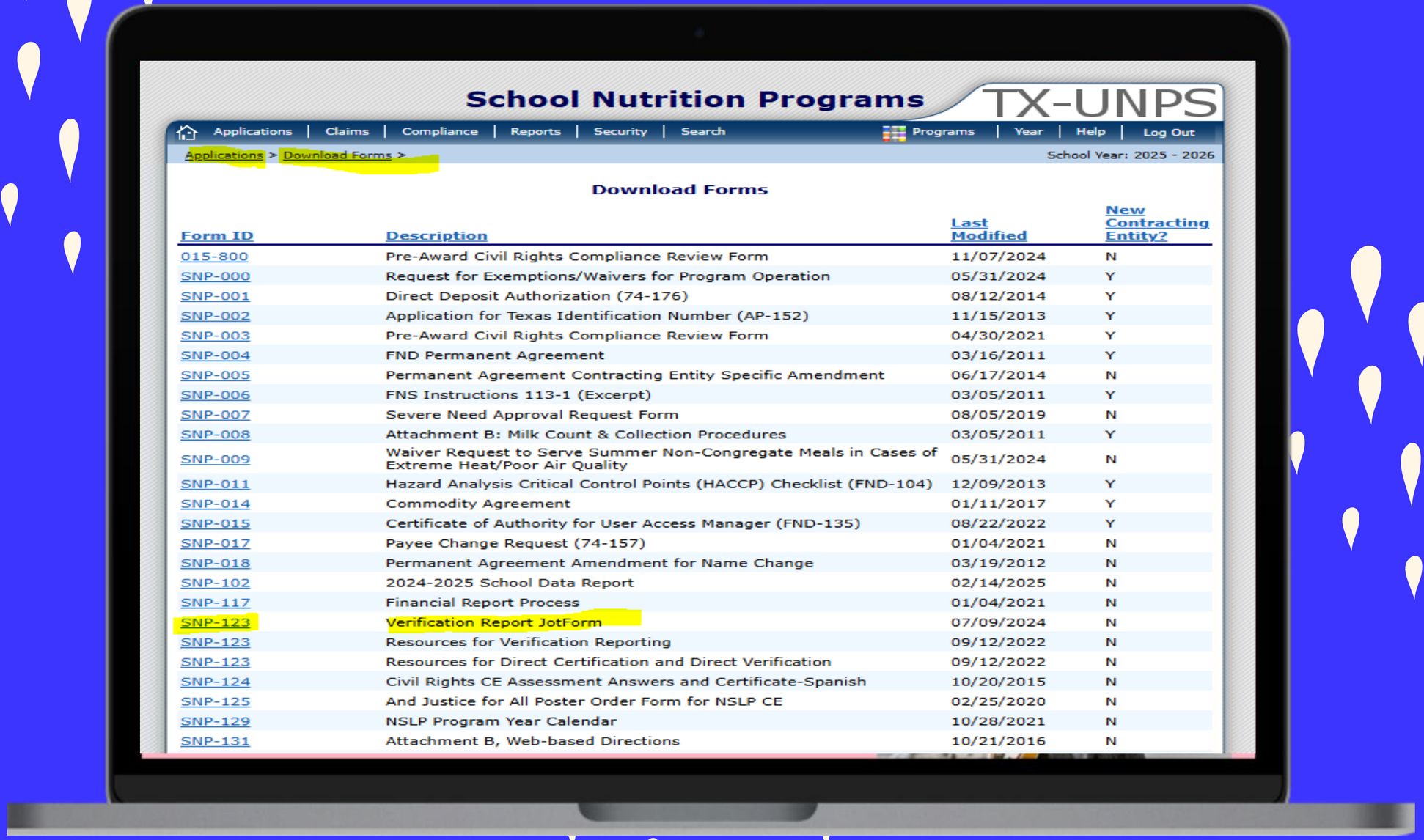
NOV 15

Verification process must be completed

VERIFICATION JOTFORM DUE NOVEMBER 21

READ MORE HERE

GO TO THE JOTFORM



Form ID	Description	Last Modified	New Contracting Entity?
015-800	Pre-Award Civil Rights Compliance Review Form	11/07/2024	N
SNP-000	Request for Exemptions/Waivers for Program Operation	05/31/2024	Y
SNP-001	Direct Deposit Authorization (74-176)	08/12/2014	Y
SNP-002	Application for Texas Identification Number (AP-152)	11/15/2013	Y
SNP-003	Pre-Award Civil Rights Compliance Review Form	04/30/2021	Y
SNP-004	FND Permanent Agreement	03/16/2011	Y
SNP-005	Permanent Agreement Contracting Entity Specific Amendment	06/17/2014	N
SNP-006	FNS Instructions 113-1 (Excerpt)	03/05/2011	Y
SNP-007	Severe Need Approval Request Form	08/05/2019	N
SNP-008	Attachment B: Milk Count & Collection Procedures	03/05/2011	Y
SNP-009	Waiver Request to Serve Summer Non-Congregate Meals in Cases of Extreme Heat/Poor Air Quality	05/31/2024	N
SNP-011	Hazard Analysis Critical Control Points (HACCP) Checklist (FND-104)	12/09/2013	Y
SNP-014	Commodity Agreement	01/11/2017	Y
SNP-015	Certificate of Authority for User Access Manager (FND-135)	08/22/2022	Y
SNP-017	Payee Change Request (74-157)	01/04/2021	N
SNP-018	Permanent Agreement Amendment for Name Change	03/19/2012	N
SNP-102	2024-2025 School Data Report	02/14/2025	N
SNP-117	Financial Report Process	01/04/2021	N
SNP-123	Verification Report JotForm	07/09/2024	N
SNP-123	Resources for Verification Reporting	09/12/2022	N
SNP-123	Resources for Direct Certification and Direct Verification	09/12/2022	N
SNP-124	Civil Rights CE Assessment Answers and Certificate-Spanish	10/20/2015	N
SNP-125	And Justice for All Poster Order Form for NSLP CE	02/25/2020	N
SNP-129	NSLP Program Year Calendar	10/28/2021	N
SNP-131	Attachment B, Web-based Directions	10/21/2016	N

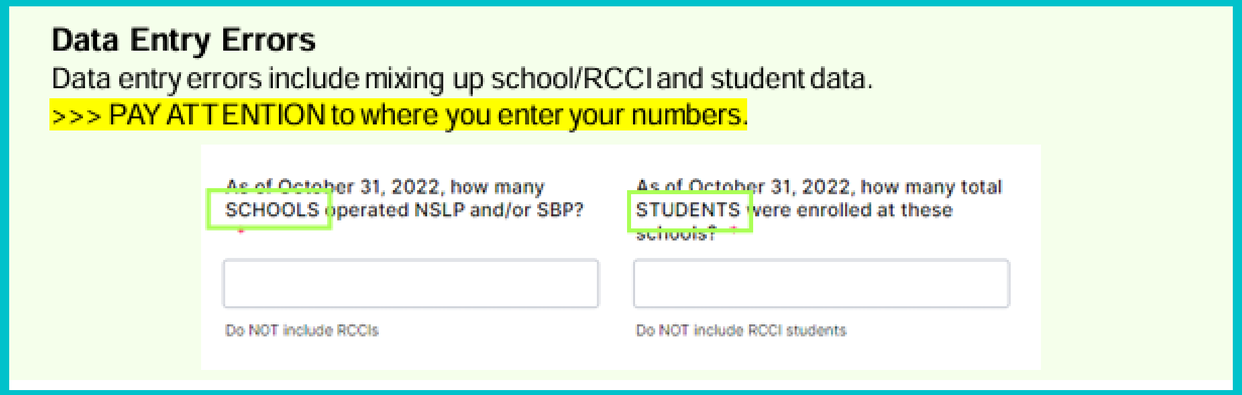


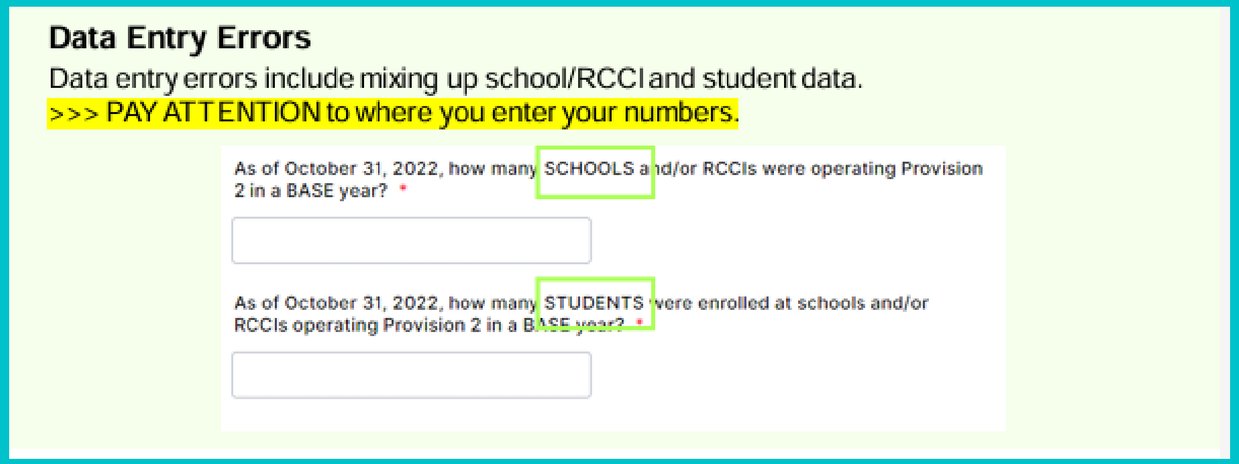
Download the verification guide for step-by-step instructions.

USING THE JOTFORM

- Pay attention to error messages and warnings
- Be sure to save – you can return to the form if needed
- Carefully review the form before submitting
- Only submit 1 time
- If you have an error after submitting and need to make a change, email DirectCertification@TexasAgriculture.gov
  – TDA will send an editing link
- **You must complete part of the form even if you are CEP or an RCCI**

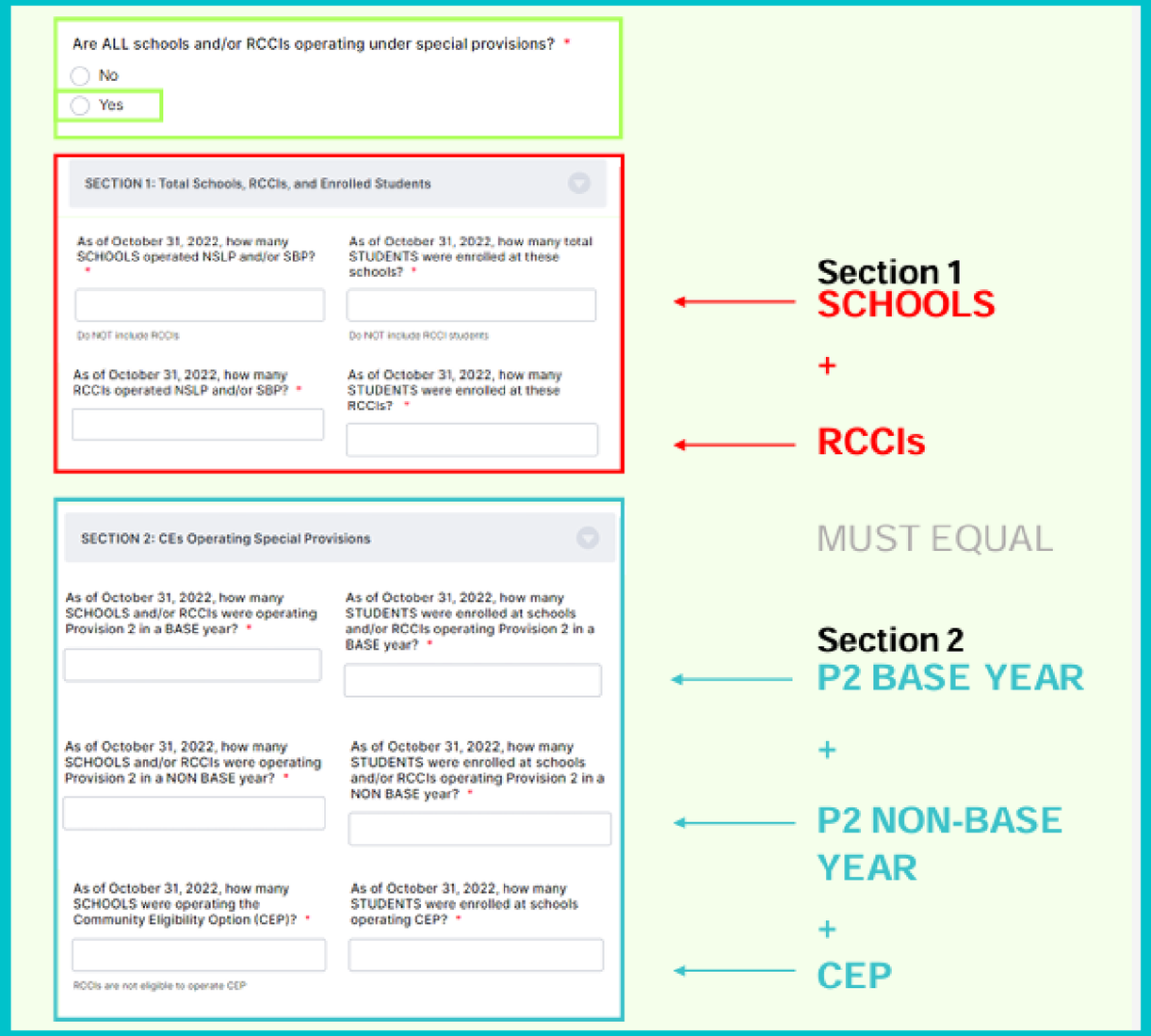
COMMON ERRORS





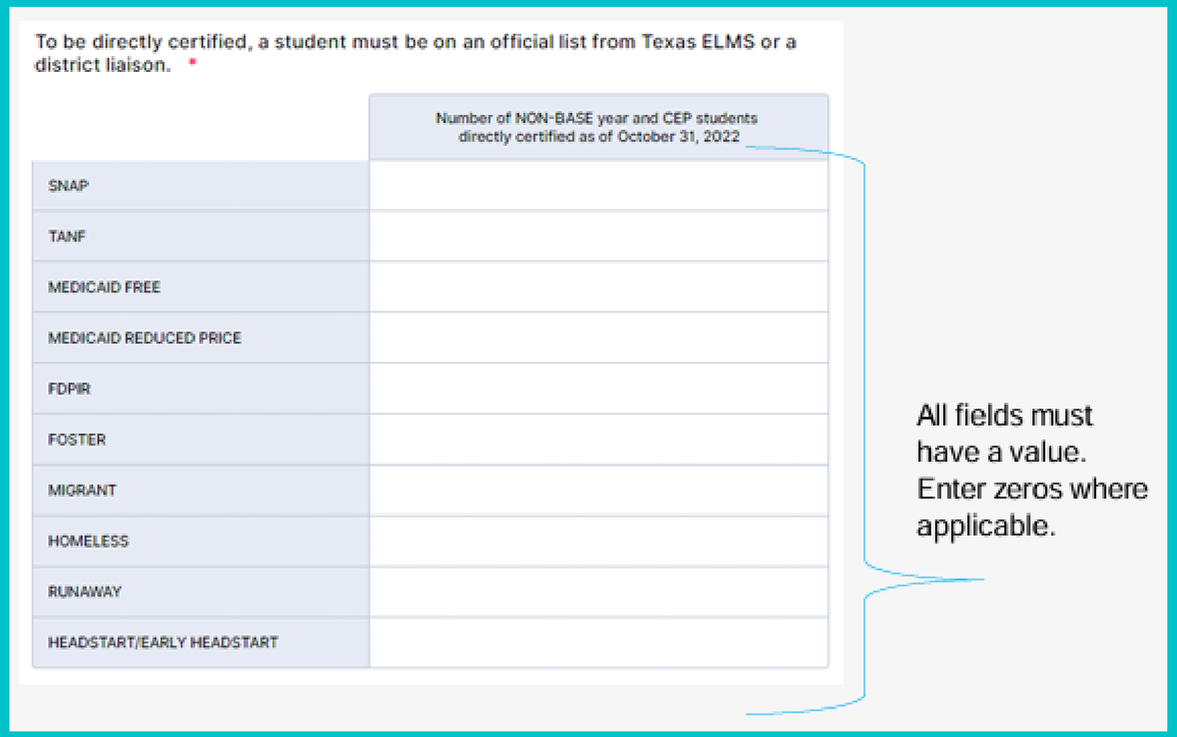
- SECTIONS 1 & 2
  - Mixing up schools and students

COMMON ERRORS



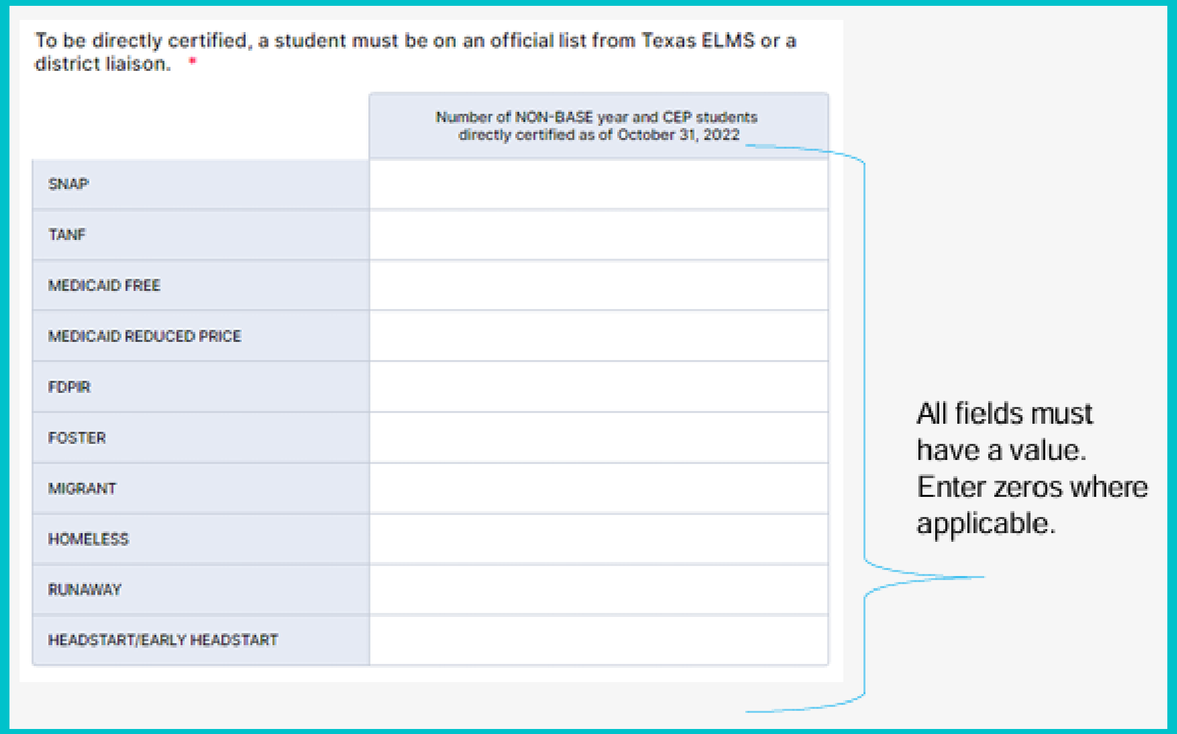
- SECTION 2
  - If you are CEP districtwide, total enrollment in Section 2 must match total enrollment in Section 1

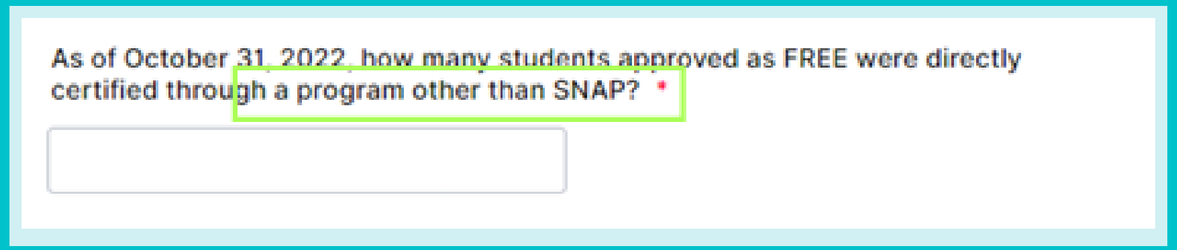
COMMON ERRORS



- SUPPLEMENTARY SECTION 2
  - You will ONLY see this if you say you participate in CEP
  - All fields must have a value, even if it's 0
  - Total of all fields must NOT be greater than
    - Total number of students reported in Section 1
    - Total number of CEP students reported in Section 2

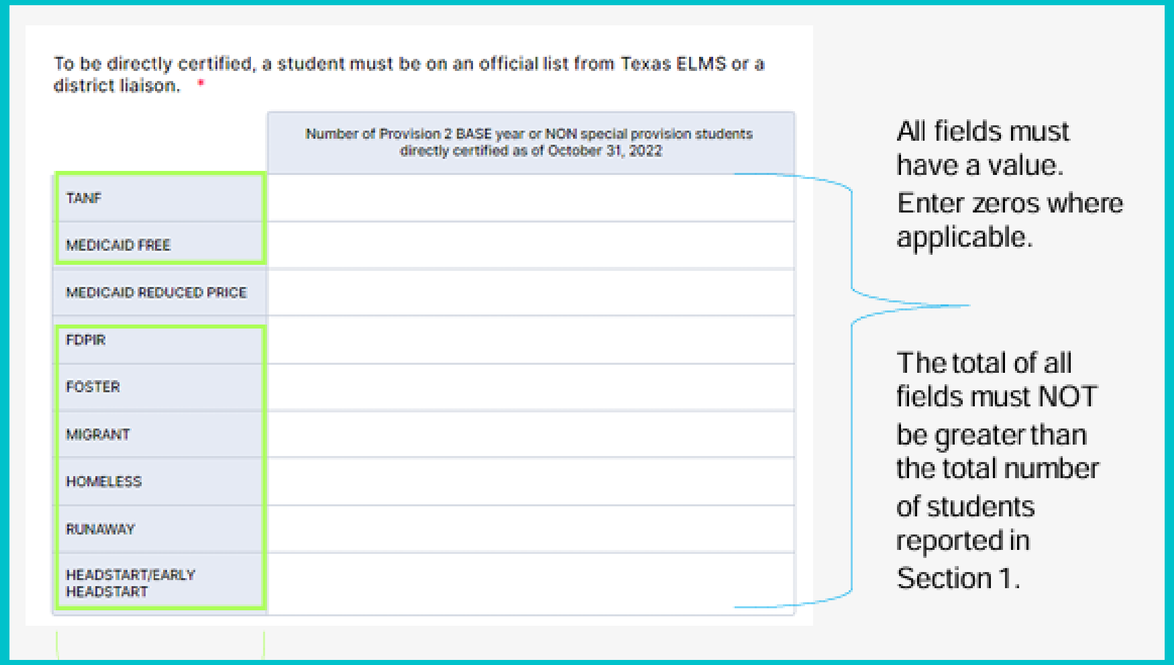
COMMON ERRORS





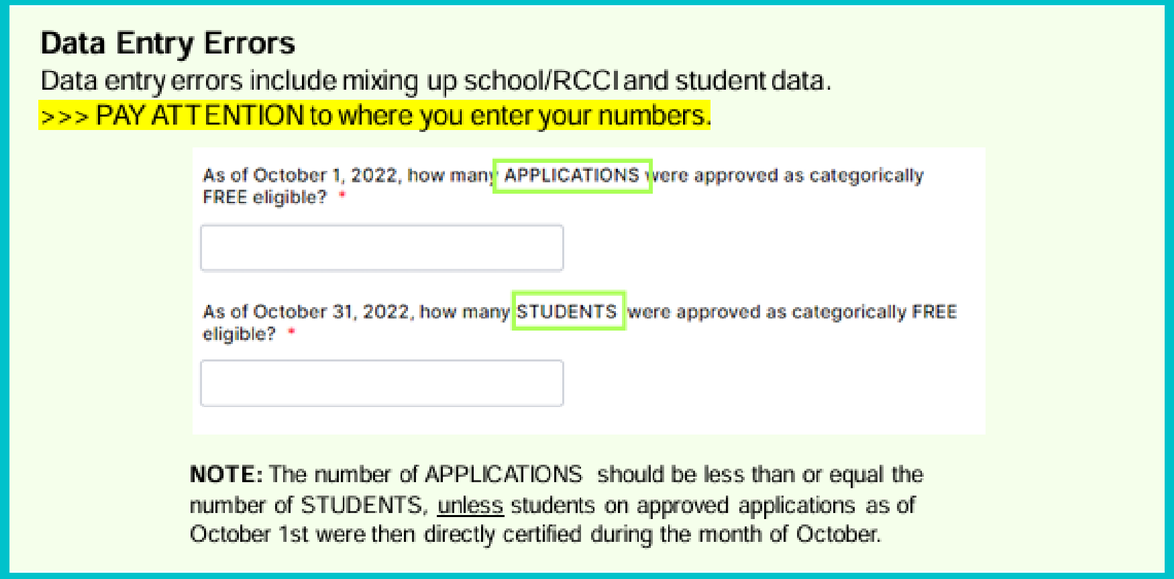
- SECTION 3
  - Only check box 3-1 if
    - All sites are CEP
    - All sites are RCCIs (without day school)
  - Do NOT include Medicaid Reduced in question regarding students DC via means OTHER THAN SNAP

COMMON ERRORS



- SUPPLEMENTARY SECTION 3
  - Only report DC for schools NOT operating CEP
  - Every field must have a value, even if it's 0
  - The total must not be greater than the number of students reported in Section 1
  - The sum in this section must equal the number reported in Section 3 minus Medicaid Reduced

COMMON ERRORS



Data Entry Errors

Data entry errors include mixing up school/RCCI and student data.

>>> PAY ATTENTION to where you enter your numbers.

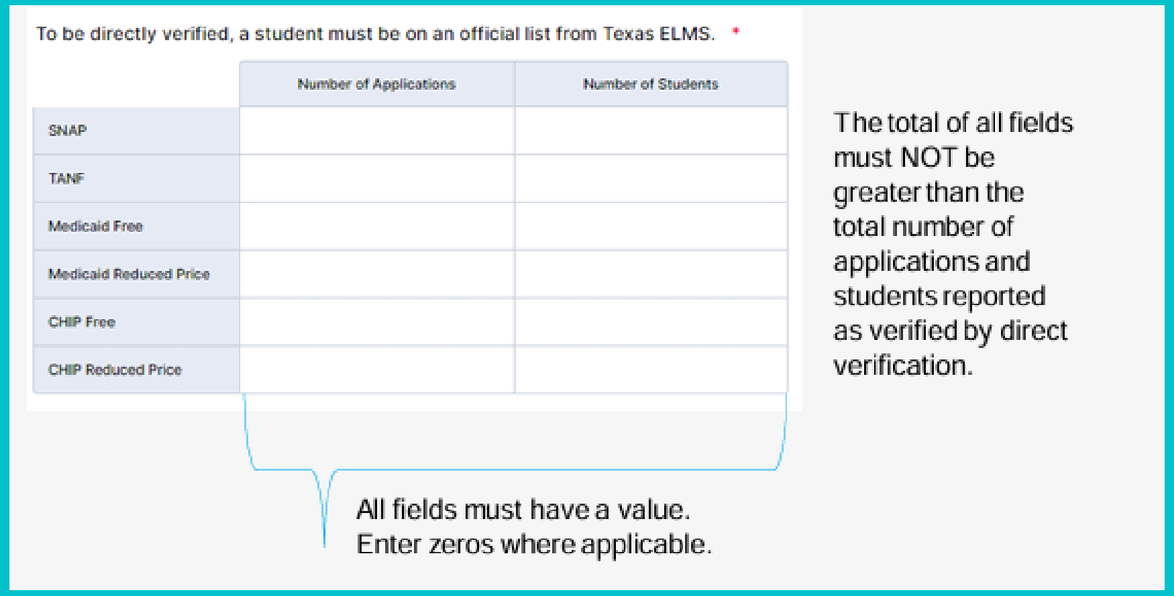
As of October 1, 2022, how many APPLICATIONS were approved as categorically FREE eligible? *

As of October 31, 2022, how many STUDENTS were approved as categorically FREE eligible? *

NOTE: The number of APPLICATIONS should be less than or equal the number of STUDENTS, unless students on approved applications as of October 1st were then directly certified during the month of October.

- SECTION 4
  - Don't mix up applications and students
  - Report each student approved as free or reduced ONLY ONCE
  - Total number of students reported in sections 2, 3, and 4 should not be more than total number of students reported in Section 1

COMMON ERRORS



- SECTION 5
  - Incorrect sample size
    - Round up
  - Total number of applications reported in results should equal total number of applications reported in the sample size + any verification for cause applications
  - Only report in Direct Verification if you did direct verification
    - Total in all fields must not be greater than total number of applications reported as direct verified
    - Put a number in each field



03.

DEADLINES & REMINDERS



MONTH OVERVIEW

NOVEMBER

- Verification Ends

JANUARY

- Summer Mandate
- FDP Allocations Begin

FEBRUARY

- On-Site Monitoring

MARCH

- CEP Report
- Financial Report



MONTH OVERVIEW

JUNE

- NSLP Application Packet
- Health Inspections

DON'T FORGET!

OCTOBER

31 Attachment B Uploads deadline
31 Official count of students for verification
31 DoD Opt-in due
31 Micro-Purchase Threshold form

NOVEMBER

15 Verification Ends
21 Verification Report Due

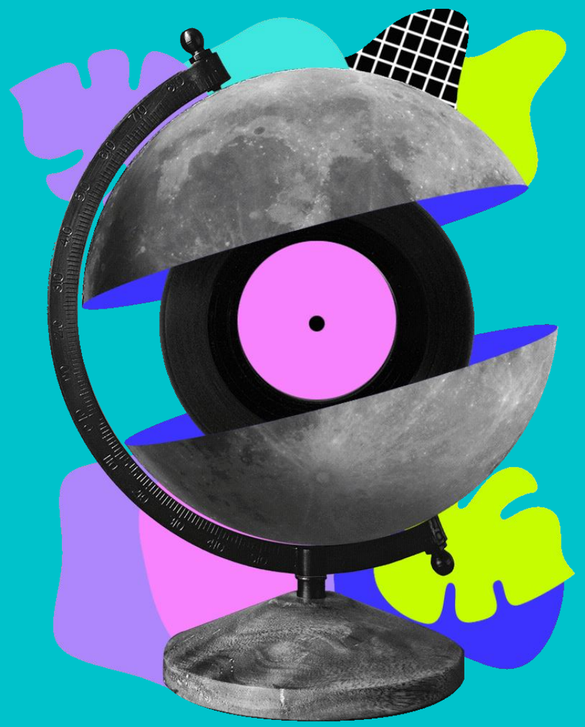
Reminder: If you are rebidding an FSMC contract, get your documents to your ESC specialist no later than November 17 for review
FSMC renewals are due to your ESC specialist by Feb. 2
Find materials here





04.

ESC REGION 11 UPDATES



MEAL PATTERNS

DATE

OCTOBER 30

TIME

8:30 AM – 3:30 PM

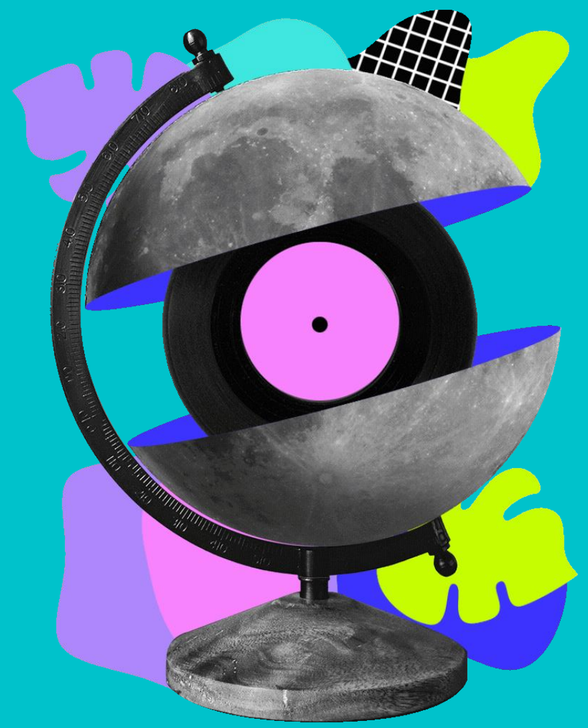
DESCRIPTION

Brush up on the meal patterns for all SN programs.

AUDIENCE

CN Directors, SFA administrative team, Menu Planners, Dietitians

Register for classes here.



MENU PLANNING

Register for classes here.

DATE

OCTOBER 31

TIME

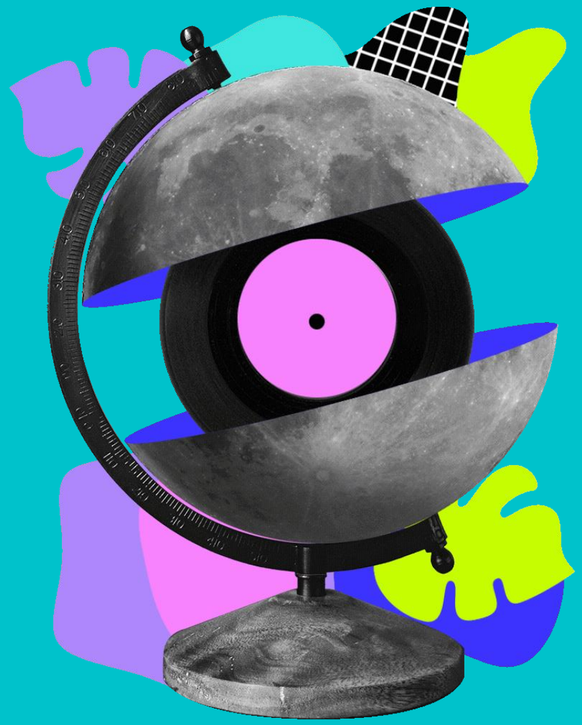
8:30 AM – 11:30 AM

DESCRIPTION

Understand practices to develop a compliant menu and increase participation.

AUDIENCE

CN Directors, SFA administrative team, Menu Planners, Dietitians



INTRODUCTION TO SCHOOL NUTRITION LEADERSHIP: SESSION 1

Register for classes here.

DATE

NOVEMBER 3

TIME

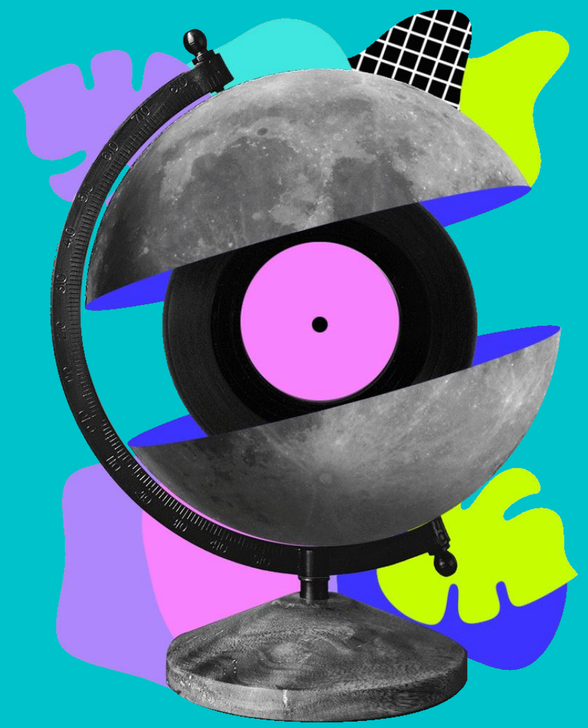
8:30 AM – 3:30 PM

DESCRIPTION

Join us for an 8-part series for the aspiring or new CN director. This first class will cover the role of the director and HR.

AUDIENCE

District CN Directors



VIRTUAL: ADMINISTRATIVE AND PROCUREMENT REVIEW PROCESS

Register for classes here.

DATE

NOVEMBER 11

TIME

8:30 AM – 3:30 PM

DESCRIPTION

If you missed our earlier AR/PR class, this is your chance to catch it online. Learn the whole process.

AUDIENCE

District CN Directors, SFA administrative team

Brock ISD
Oct 1 ·

🍕 Help Us Pick Our Next Pizza! 🍕

Students, join us for lunch at your campus cafeteria next Wednesday, October 8th, to taste-test our new French Bread Pizza! We'll be serving Cheese, Garlic Cheese, and Pepperoni varieties.

Your feedback will help us decide which one makes it onto our menu for the rest of the school year. Don't miss out—come enjoy lunch and cast your vote!



Like Comment Share

BROCK ISD

- Tested new French bread pizza varieties
- Students cast votes

MANSFIELD ISD

- Reached 1 million meals served!









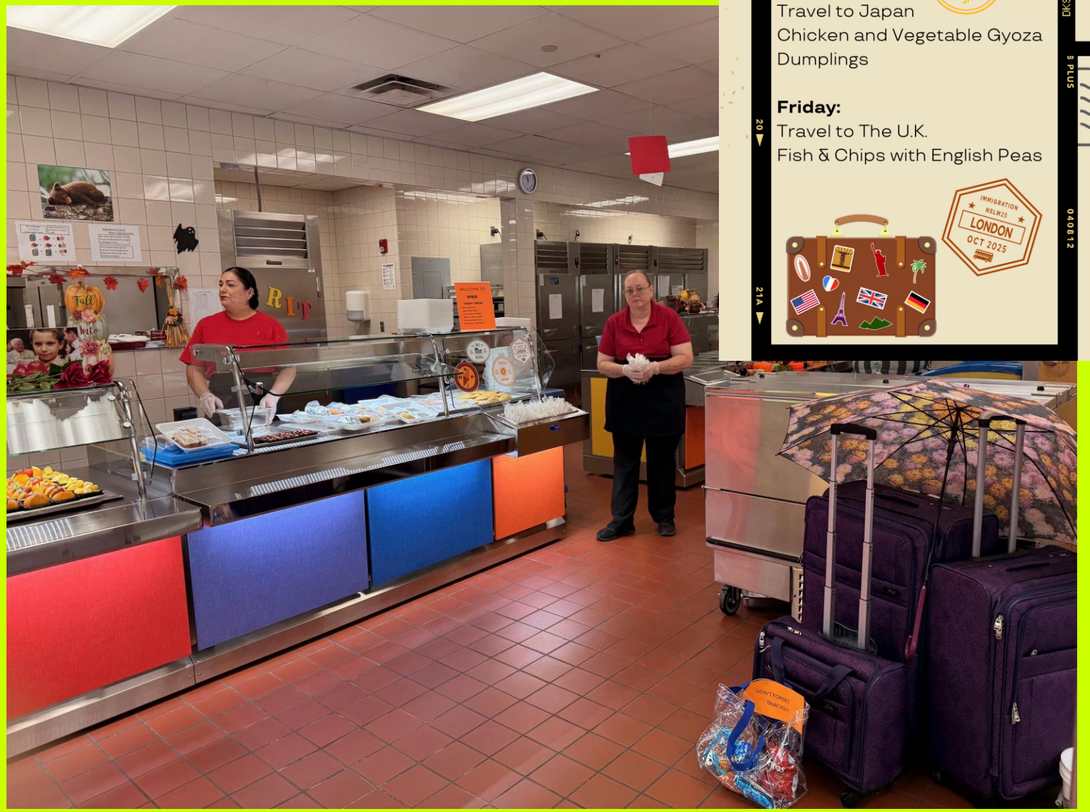


DENTON ISD

- Did some creative outreach for the School Breakfast Program

WHITE SETTLEMENT ISD

- Served Taste the World theme lunches for NSLW
- Wednesday featured chicken empanadas from Spain
- The staff put out suitcases to decorate and handed out passport coloring sheets





QUESTIONS?



THANK YOU FOR ATTENDING!

A copy of these slides will be available at
esc11.net/childnutrition

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1.mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2.fax:
(833) 256-1665 or (202) 690-7442; or
3.email:
Program.Intake@usda.gov

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