

REGION  
Ch<sup>ild</sup>  
**Nutrition**  
Services

2024 - 2025

SCHOOL  
*Nutrition*  
PROGRAMS  
CALENDAR



TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

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Food and Nutrition Division  
ESC Child Nutrition Summer Workshop



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Updated 8/14/2024



# CHILD NUTRITION PROGRAMS

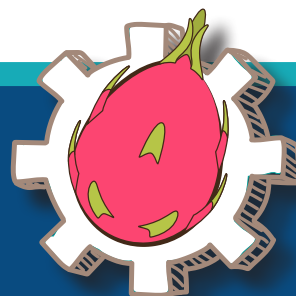
## *Overview*

Region 4 Child Nutrition Services provides professional development opportunities that promote the continuous improvement of child nutrition programs. The partnership between the United States Department of Agriculture (USDA), the Texas Department of Agriculture (TDA), and Region 4 Child Nutrition Services provides a platform to present information and guidance, which is essential for the federal and state compliance of child nutrition programs. Participants in Region 4 professional development sessions will earn continuing education credits while learning from and networking with school nutrition professionals. Participating in these professional development sessions increases knowledge about school nutrition regulations and guidelines.

**Listed below are some of the services provided by Region 4 Child Nutrition Services:**

- Administrative Review Corrective Action Support
- Administrative Review Preparation
- Child and Adult Care Food Program (CACFP) Training and Technical Assistance
- Community Eligibility Provision Training and Support
- Free and Reduced Application Processing Training and Support
- HACCP Plan and Local Wellness Policy Development and Implementation Support
- Menu Planning Training and Support
- Online Resources
- On-Site Technical Assistance and Training
- Procurement Review Corrective Action Support
- Procurement Review Preparation
- Technical Assistance on Program Management

More information on Region 4 services and resources may be found online at [esc4.net/nutrition](http://esc4.net/nutrition).



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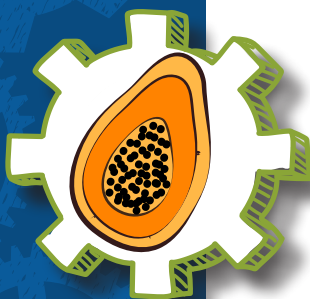
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Child Nutrition Program Specialist

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CACFP and At-Risk Support



To enhance  
compliance,  
efficiency, and  
quality in  
delivering healthy  
school meals.

Visit the Region 4  
Child Nutrition  
Services website at

[esc4.net/nutrition](http://esc4.net/nutrition).

# About REGION 4

Region 4 Education Service Center (Region 4), located in Houston, Texas, is one of 20 service centers established by the Texas Legislature in 1967. The purposes of the service centers, as presented in legislation, are to assist school districts in improving student performance, to enable school districts to operate more efficiently and economically, and to implement initiatives assigned by the Legislature or Commissioner of Education.

As the largest Texas education service center, Region 4 provides services to 47 public school districts and 40 open-enrollment charter schools, representing more than 1.2 million students, 105,000 educators, and 1,500 campuses. Region 4 provides nationally recognized professional development; technical assistance services; and high-quality, economical products for school districts and charter schools.

The Region 4 Board of Directors and staff are committed to the continuous improvement of all services and programs to support our customer districts' initiatives for student achievement.

**DISTRICT  
ADVANCEMENT**  
*Champions*





# QUICK REFERENCE

## Food Distributor

Company Name: \_\_\_\_\_

Salesperson: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Milk Vendor

Company Name: \_\_\_\_\_

Salesperson: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Bread Vendor

Company Name: \_\_\_\_\_

Salesperson: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Paper Products Vendor

Company Name: \_\_\_\_\_

Salesperson: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Produce Vendor

Company Name: \_\_\_\_\_

Salesperson: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_

Company Name: \_\_\_\_\_

Salesperson: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

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Company Name: \_\_\_\_\_

Salesperson: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_

Company Name: \_\_\_\_\_

Salesperson: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Chart 5A: Preschool Meal Pattern: Breakfast

Select all three components for a reimbursable meal

Meal Component <sup>1</sup>	Minimum Quantities	
	Ages 1 - 2	Ages 3 - 5
Fluid Milk <sup>2</sup>	4 fl oz	6 fl oz
Vegetables, fruits, or portions of both <sup>3</sup>	1/4 cup	1/2 cup
Grains (oz eq) <sup>4, 5, 6, 7</sup>	1/2 oz eq	1/2 oz eq

<sup>1</sup> Must serve all three components for a reimbursable meal.

<sup>2</sup> Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old.

<sup>3</sup> Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

<sup>4</sup> At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.

<sup>5</sup> Meats and meat alternates may be used to meet the entire grains requirement a maximum of three times a week. One ounce of meat and meat alternates is equal to one-ounce equivalent of grains.

<sup>6</sup> Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams of sucrose and other sugars per 100 grams of dry cereal).

<sup>7</sup> Refer to FNS guidance for additional information on crediting different types of grains.



## Chart 5B: Preschool Meal Pattern: Lunch

Select all five components for a reimbursable meal

Meal Component <sup>1</sup>		Minimum Quantities	
		Ages 1 - 2	Ages 3 - 5
Fluid Milk <sup>2</sup>		4 fl oz	6 fl oz
Meats/Meat Alternates (Edible portion as served)	Lean meat, poultry, or fish	1 oz eq	1-1/2 oz eq
	Tofu, soy products, or alternate protein products <sup>3</sup>	1 oz eq	1-1/2 oz eq
	Cheese	1 oz eq	1-1/2 oz eq
	Large egg	1/2	3/4
	Cooked dry beans or peas	1/4 cup	3/8 cup
	Peanut butter or soy nut butter or other nut or seed butters	2 Tbsp	3 Tbsp
	Yogurt, plain or flavored unsweetened or sweetened <sup>4</sup>	4 ounces or 1/2 cup	6 ounces or 3/4 cup
	The following may be used to meet no more than 50% of the requirement: Peanuts, soy nuts, tree nuts, or seeds, as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternate (1 ounce of nuts/seeds = 1 ounce of cooked lean meat, poultry, or fish)	1/2 oz eq = 50%	3/4 oz eq = 50%
Vegetable <sup>5, 6</sup>		1/8 cup	1/4 cup
Fruits <sup>5, 6</sup>		1/8 cup	1/4 cup
Grains (oz eq) <sup>7, 8, 9</sup>		1/2 oz eq	1/2 oz eq

<sup>1</sup> Must serve all five components for a reimbursable meal.

<sup>2</sup> Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old.

<sup>3</sup> Alternate protein products must meet the requirements in Appendix A of 7 CFR Part 226.

<sup>4</sup> Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

<sup>5</sup> Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

<sup>6</sup> A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.

<sup>7</sup> At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards the grains requirement.

<sup>8</sup> Refer to FNS guidance for additional information on crediting different types of grains.

<sup>9</sup> Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams of sucrose and other sugars per 100 grams of dry cereal).

Chart 1A: School Breakfast Program (SBP)

Meal Components	Grades K - 5	Grades 6 - 8	Grades 9 - 12
<b>Amount of Food<sup>1</sup> Per Week (Minimum per day)</b>			
Fruits (cups) <sup>2,3</sup>	5 (1)	5 (1)	5 (1)
Vegetables (cups) <sup>2,3</sup>	0	0	0
➤ Dark Green	0	0	0
➤ Red/Orange	0	0	0
➤ Beans and Peas (Legumes)	0	0	0
➤ Starchy	0	0	0
➤ Other	0	0	0
Grains (oz eq) <sup>4</sup>	7-10 (1)	8-10 (1)	9-10 (1)
Meats/Meat Alternates (oz eq) <sup>5</sup>	0	0	0
Fluid Milk (cups) <sup>6</sup>	5 (1)	5 (1)	5 (1)
<b>Other Specifications: Daily Amount Based on the Average for a 5-Day Week</b>			
Min - Max Calories (kcal) <sup>7,8</sup>	350-500	400-550	450-600
Saturated Fat (% of total calories) <sup>8</sup>	< 10	< 10	< 10
Sodium Target 1 (mg) (SY 2022-2023 SY 2023-2024)	≤ 540	≤ 600	≤ 640
<u>Trans Fat</u> <sup>9</sup>	Nutrition label or manufacturer specifications must indicate zero grams of <u>trans fat</u> per serving.		

<sup>1</sup> Food items included in each group and subgroup and amount equivalents. Minimum creditable serving is 1/8 cup.

<sup>2</sup> One quarter cup of dried fruit counts as 1/2 cup of fruit; 1 cup of leafy greens counts as 1/2 cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100% full-strength.

<sup>3</sup> Schools must offer 1 cup of fruit daily and 5 cups of fruit weekly. Vegetables may be substituted for fruits, but the first two cups per week of any such substitution must be from the dark green, red/orange, beans and peas (legumes) or “Other vegetables” subgroups, as defined in §210.10(c)(2)(iii) of this chapter.

<sup>4</sup> At least eighty percent of the grains offered weekly must be whole grain-rich as specified in FNS guidance, and the remaining grain items offered must be enriched. Schools may substitute 1 oz eq of meat/meat alternate for 1 oz eq of grains after the minimum daily grains requirement is met.

<sup>5</sup> There is no meats/meat alternates requirement.

<sup>6</sup> All fluid milk must be fat-free (skim) or low-fat (1 percent fat or less). Milk may be unflavored or flavored provided that unflavored milk is offered at each meal service.

<sup>7</sup> The average daily calories for a 5-day school week menu must be within the range (at least the minimum and no more than the maximum values).

<sup>8</sup> Discretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, trans fat, and sodium. Foods of minimal nutritional value and fluid milk with fat content greater than 1 percent milk fat are not allowed.

<sup>9</sup> Food products and ingredients must contain zero grams of trans fat (less than 0.5 grams) per serving.

**Chart 1B: National School Lunch Program (NSLP)**

Meal Components	Grades K - 5	Grades 6 - 8	Grades 9 - 12
<b>Amount of Food<sup>1</sup> Per Week (Minimum per day)</b>			
Fruits (cups) <sup>2</sup>	2-1/2 (1/2)	2-1/2 (1/2)	5 (1)
Vegetables (cups) <sup>2</sup>	3-3/4 (3/4)	3-3/4 (3/4)	5 (1)
➤ Dark Green <sup>3</sup>	1/2	1/2	1/2
➤ Red/Orange <sup>3</sup>	3/4	3/4	1-1/4
➤ Beans and Peas (Legumes) <sup>3</sup>	1/2	1/2	1/2
➤ Starchy <sup>3</sup>	1/2	1/2	1/2
➤ Other <sup>3, 4</sup>	1/2	1/2	3/4
Additional Vegetable to Reach Total <sup>5</sup>	1	1	1-1/2
Grains (oz eq) <sup>6</sup>	8-9 (1)	8-10 (1)	10-12 (2)
Meats/Meat Alternates (oz eq)	8-10 (1)	9-10 (1)	10-12 (2)
Fluid Milk (cups) <sup>7</sup>	5 (1)	5 (1)	5 (1)
<b>Other Specifications: Daily Amount Based on the Average for a 5-Day Week</b>			
Min - Max Calories (kcal) <sup>8</sup>	550-650	600-700	750-850
Saturated Fat (% of total calories) <sup>8</sup>	< 10	< 10	< 10
Sodium Target 1 (mg) (SY 2022-2023)	≤ 1,230	≤ 1,360	≤ 1,420
Sodium Target 1A (mg) (SY 2023-2024)	≤ 1,110	≤ 1,225	≤ 1,280
<u>Trans Fat</u> <sup>9</sup>	Nutrition label or manufacturer specifications must indicate zero grams of <u>trans fat</u> per serving.		

<sup>1</sup> Food items included in each group and subgroup and amount equivalents. Minimum creditable serving is 1/8 cup.

<sup>2</sup> One quarter-cup of dried fruit counts as 1/2 cup of fruit; 1 cup of leafy greens counts as 1/2 cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100% full-strength.

<sup>3</sup> Larger amounts of these vegetables may be served.

<sup>4</sup> This category consists of "Other vegetables" as defined in paragraph (c)(2)(iii)(E) of this section. For the purposes of the NSLP, the "Other vegetables" requirement may be met with any additional amounts from the dark green, red/orange, and beans/peas (legumes) vegetable subgroups as defined in paragraph (c)(2)(iii) of this section.

<sup>5</sup> Any vegetable subgroup may be offered to meet the total weekly vegetable requirement.

<sup>6</sup> At least eighty percent of the grains offered weekly must be whole grain-rich as specified in FNS guidance, and the remaining grain items offered must be enriched.

<sup>7</sup> All fluid milk must be fat-free (skim) or low-fat (1 percent fat or less). Milk may be unflavored or flavored provided that unflavored milk is offered at each meal service.

<sup>8</sup> The average daily calories for a 5-day school week menu must be within the range (at least the minimum and no more than the maximum values). Discretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, trans fat, and sodium. Foods of minimal nutritional value and fluid milk with fat content greater than 1 percent are not allowed.

<sup>9</sup> Food products and ingredients must contain zero grams of trans fat (less than 0.5 grams) per serving.

# Basics at a Glance

## Recipe Abbreviations

approx.	= approximate
tsp or t	= teaspoon
Tbsp or T	= tablespoon
c	= cup
pt	= pint
qt	= quart
gal	= gallon
wt	= weight
oz	= ounce
lb or #	= pound (e.g., 3#)
g	= gram
kg	= kilogram
vol	= volume
mL	= milliliter
L	= liter
fl oz	= fluid ounce
No. or #	= number (e.g., #3)
in. or "	= inches (e.g., 12")
°F	= degree Fahrenheit
°C	= degree Celsius or centigrade

## Volume Equivalents for Liquids

60 drops	= 1 tsp
1 Tbsp	= 3 tsp = 0.5 fl oz
1/8 cup	= 2 Tbsp = 1 fl oz
1/4 cup	= 4 Tbsp = 2 fl oz
1/3 cup	= 5 Tbsp + 1 tsp = 2.65 fl oz
3/8 cup	= 6 Tbsp = 3 fl oz
1/2 cup	= 8 Tbsp = 4 fl oz
5/8 cup	= 10 Tbsp = 5 fl oz
2/3 cup	= 10 Tbsp + 2 tsp = 5.3 fl oz
3/4 cup	= 12 Tbsp = 6 fl oz
7/8 cup	= 14 Tbsp = 7 fl oz
1 cup	= 16 Tbsp = 8 fl oz
1/2 pint	= 1 cup = 8 fl oz
1 pint	= 2 cups = 16 fl oz
1 quart	= 2 pt = 32 fl oz
1 gallon	= 4 qt = 128 fl oz

## Equivalent Weights

16 oz	= 1 lb = 1.000 lb
12 oz	= 3/4 lb = 0.750 lb
8 oz	= 1/2 lb = 0.500 lb
4 oz	= 1/4 lb = 0.250 lb
1 oz	= 1/16 lb = 0.063 lb

## Scoops (Dishers)

Size/No. <sup>1</sup>	Level Measure	Color Code <sup>2</sup>
6	2/3 cup	
8	1/2 cup	
10	3/8 cup	
12	1/3 cup	
16	1/4 cup	
20	3-1/3 Tbsp	
24	2-2/3 Tbsp	
30	2 Tbsp	
40	1-2/3 Tbsp	
50	3-3/4 tsp	
60	3-1/4 tsp	
70	2-3/4 tsp	
100	2 tsp	

<sup>1</sup> Scoops are left or right hand or squeeze-type that can be used for both hands. Number on the scoop indicates how many level scoopfuls make one quart. For example, eight No. 8 scoops = 1 quart.

<sup>2</sup> Use colored dots matching the brand-specific color coding of scoop sizes.

## Ladles Portion Servers

Ladle fl oz	Approx. Measure	Portion Server fl oz
1 oz	1/8 cup	1 oz
2 oz	1/4 cup	2 oz
3 oz	3/8 cup	3 oz
4 oz	1/2 cup	4 oz
6 oz	3/4 cup	6 oz
8 oz	1 cup	8 oz
12 oz	1-1/2 cups	—

Ladles and portion servers (measuring-serving spoons that are volume-standardized) are labeled "oz." "Fl oz" would be more accurate since they measure volume, not weight.

Use ladles for serving soups, stews, creamed dishes, sauces, gravies, and other liquid products.

Use portion servers (solid or perforated) for portioning solids and semi-solids such as fruits and vegetables, and condiments.

## Cooking or Serving Spoons



Spoons vary in length (11", 13", 15", 18", 21") for ease of use in cooking or serving. Spoons can have plastic handle that are heat-resistant. Level scoops, ladles, and portion servers provide more accurate portion control than serving spoons that are not volume-standardized measure.

## Specialty Spoons



A thumb notch on a server or spoon handle prevents the spoon from slipping into the pan and prevents hands from sliding into the food. Triple-edge (solid or perforated) spoons have a flat edge that increases the area where the spoon touches the bottom of the pan when stirring.

## Fraction to Decimal Equivalents

1/8	= 0.125
1/4	= 0.250
1/3	= 0.333
3/8	= 0.375
1/2	= 0.500
5/8	= 0.625
2/3	= 0.666
3/4	= 0.750
7/8	= 0.875

## Metric Equivalents by Weight

Customary Unit (avoirdupois)	Metric Unit
<b>Ounces (oz)</b>	<b>Grams (g)</b>
1 oz	= 28.35 g
4 oz	= 113.4 g
8 oz	= 226.8 g
16 oz	= 453.6 g
<b>Pounds (lb)</b>	<b>Grams (g)</b>
1 lb	= 453.6 g
2 lb	= 907.2 g
<b>Pounds (lb)</b>	<b>Kilograms (kg)</b>
2.2 lb	= 1 kg (1000 g)

## Metric Equivalents by Volume

Customary Unit (fl oz)	Metric Unit
1 cup (8 fl oz)	= 236.59 mL
1 quart (32 fl oz)	= 946.36 mL
1.5 quarts (48 fl oz)	= 1.42 L
33.818 fl oz	= 1.0 L

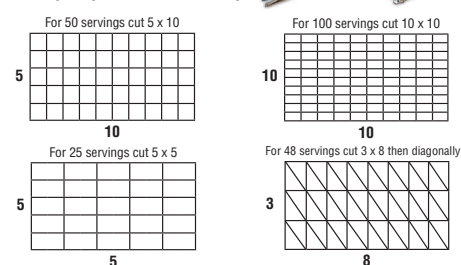
## Steamtable Pan Capacity

Pan Size	Approx. Capacity	Serving Size	Ladle (fl oz)	Scoop #	Approx. # Servings
12" x 20" x 2-1/2"	2 gal	1/2 cup 3/8 cup 1/3 cup 1/4 cup	4 oz 3 oz 2.65 oz 2 oz	8 10 12 16	64 80 96 128
12" x 20" x 4"	3-1/2 gal	1/2 cup 3/8 cup 1/3 cup 1/4 cup	4 oz 3 oz 2.65 oz 2 oz	8 10 12 16	112 135 168 224
12" x 20" x 6"	5 gal	1/2 cup 3/8 cup 1/3 cup 1/4 cup	4 oz 3 oz 2.65 oz 2 oz	8 10 12 16	160 200 240 320

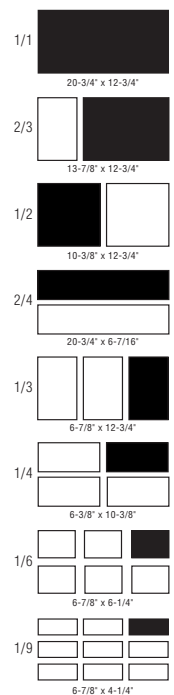
## Approximate Dimensions of Serving Sizes from Different Pan Sizes

Pan	Approx. Size	No. and Approx. Size Servings per Pan
Baking or steamtable	12" x 20" x 2-1/2"	25 2" x 3-3/4"
Sheet or bun	18" x 26" x 1"	50 3-1/4" x 5"
		100 3-1/4" x 2-1/2"
		200 1-3/4" x 2-1/2"

## Cutting Diagrams for Portioning



## Other Pan Sizes



Steamtable or counter pans are available in various sizes. Smaller size pans may require the use of an adapter bar.



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# RESOURCES



United States Department of Agriculture (USDA) Food and Nutrition Service (FNS)  
[fns.usda.gov](https://fns.usda.gov)



TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

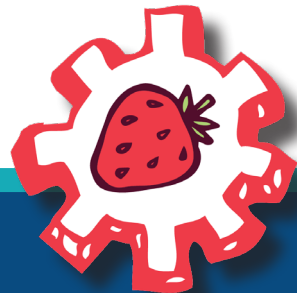
Texas Department of Agriculture (TDA) Food and Nutrition Division (FND)  
[squaremeals.org](https://squaremeals.org)



Region 4 Child Nutrition Services  
[esc4.net/nutrition](https://esc4.net/nutrition)



Institute of Child Nutrition (ICN)  
[theicn.org](https://theicn.org)



Monthly Reminders

MONDAY

TUESDAY

<div><div>To Do</div><div>Early July</div><ul style="list-style-type: none"><li>• Upload enrollment roster in Texas Eligibility List Management System (ELMS) to generate direct certification (DC) list.</li><li>• Determine method to distribute 2024–2025 school meal applications.</li><li>• Conduct Seamless Summer Option (SSO) on-site monitoring during program operation (At least once annually during SSO operation for each site) and retain on file (use TDA's prototype form).</li></ul><div>Ongoing</div><ul style="list-style-type: none"><li>• Update School Nutrition Program (SNP) application packet in Texas Unified Nutrition Program System (TX-UNPS) as needed.</li><li>• Update Food Distribution Program (FDP) contracts and information in TX-UNPS as needed.</li><li>• Send media (public) release.</li><li>• Send out predetermined eligibility letters for directly certified students on the Texas ELMS matched list and "Other Source" directly certified students including migratory, homeless, runaway, foster, and Head Start/ Early Head Start.</li><li>• School Year 2024–2025 school meal applications may be distributed.</li><li>• Receive USDA Foods for Summer Food Service Program (SFSP) and SSO.</li><li>• Update USDA Foods entitlement for National School Lunch Program (NSLP).</li><li>• Review/update Attachment B, if necessary.</li></ul></div>	1	2
	DC database	
	Attachment B module opens in TX-UNPS	
	8	9
	15	16
	22	23
29	30	
NOTES:	Last day to submit MAY claim	

JULY 2024

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY/SUNDAY
3	4	5	6
closed for annual maintenance			7
	Independence Day		
10	11	12	13
			14
17	18	19	20
			21
24	25	26	27
			28
31			

# AUGUST 2024

## Monthly Reminders

## MONDAY

## TUESDAY

**To Do**

*Early August*

- Upload enrollment roster in Texas Eligibility List Management System (ELMS) to generate direct certification (DC) list.
- Use prior year's approval status—start of school + 30 operating days for carryover eligibility (determine this date).
- Prepare for new USDA Foods Allocation.

**Ongoing**

- Conduct after-school care program on-site monitoring review during first four calendar weeks of operation.
- Update School Nutrition Program (SNP) application packet in Texas Unified Nutrition Program System (TX-UNPS) as needed.
- Update Food Distribution Program (FDP) contracts and information in TX-UNPS as needed.
- Send media (public) release.
- Send out predetermined eligibility letters for directly certified students on the Texas ELMS matched list and "Other Source" directly certified students including migratory, homeless, runaway, foster, and Head Start/ Early Head Start.
- School Year 2024–2025 school meal applications may be distributed.
- Distribute letter to households of approval/denial of benefits.

**Upcoming**

- Summer Nutrition Program costs report deadline in TX-UNPS

**NOTES:**

JULY 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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19

20

26

27



# AUGUST 2024

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY/SUNDAY
	1	2	3
	Summer Nutrition Cost Report available in TX-UNPS		4
7	8	9	10
			11
14	15	16	17
			18
21	22	23	24
			25
28	29	30	31
	Last day to submit JUNE claim		

SEPTEMBER 2024

## Monthly Reminders

MONDAY

## TUESDAY

## To Do

### Early September

- Upload enrollment roster in Texas Eligibility List Management System (ELMS) to generate direct certification (DC) list.
- Use prior year's approval status—start of school + 30 operating days for carryover eligibility (determine this date).

**Ongoing**

- Conduct after-school care program on-site monitoring review—during first four calendar weeks of operation.
- Update School Nutrition Program (SNP) application packet in Texas Unified Nutrition Program System (TX-UNPS) as needed.
- Review Attachment B (policy statement) and update in TX-UNPS as needed.
- Request first health inspection as needed.
- Review Requisition Status Report in Web-Based Supply Chain Management (WBSCM) as needed.
- Review Value of Commodities Received Report in WBSCM as needed.

## Upcoming

October 1

- Verification process begins.
- Count approved free and reduced-price meal applications.
- Summer Nutrition Program cost report deadline in TX-UNPS

## October 31

- Complete Attachment B and upload attachments for meal applications in TX-UNPS.

NOTES:

AUGUST 2024

OCTOBER 2024

S M T W T F S

S M T W T F S

	1	2	3
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1	2	3	4	5
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11 12 13 14 15 16 17

13 14 15 16 17 18 19

18 19 20 21 22 23 24

20 21 22 23 24 25 26

25 26 27 28 29 30 31

27 28 29 30 31

2

3

## Labor Day

9

10

16

17

23

24

CACFP PY  
 2025  
 Renewal  
 Applications  
 Due

Last day to submit JULY claim 30

SEPTEMBER 2024

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY/SUNDAY
			1
4	5	6	7
	Check Texas ELMS for new DC data		8  Grandparents Day
11	12	13	14
			15
18	19	20	21
			22
25	26	27	28
			29

OCTOBER 2024

Monthly Reminders

MONDAY

TUESDAY

<div><b>To Do</b> <i>October 1</i><ul style="list-style-type: none"><li>• Verification process begins.</li><li>• Count approved free and reduced-price meal applications for verification.</li><li>• Conduct Direct Verification (DV) in Texas Eligibility List Management System (ELMS) before sending out verification notification letters.</li></ul><i>Early October</i><ul style="list-style-type: none"><li>• Upload enrollment roster in Texas ELMS to generate direct certification (DC) list. Match any to verification sample list prior to sending out verification notification letters.</li><li>• Prior year approved application status expiration (to be calculated by CE)</li><li>• Summer Nutrition Program cost report deadline in Texas Unified Nutrition Program System (TX-UNPS)</li></ul><i>October 31</i><ul style="list-style-type: none"><li>• Conduct official count of students enrolled in SNPs.</li></ul> <b>Ongoing</b><ul style="list-style-type: none"><li>• Conduct after-school care program on-site monitoring review during first four calendar weeks of operation.</li><li>• Update School Nutrition Program (SNP) application packet in TX-UNPS as needed.</li><li>• Review Requisition Status Report in Web-Based Supply Chain Management (WBSCM) as needed.</li><li>• Review Value of Commodities Received Report in WBSCM as needed.</li></ul> <b>Upcoming</b> <i>November</i><ul style="list-style-type: none"><li>• Verification process completion deadline</li><li>• Complete and submit Preliminary Verification Report in TX-UNPS.</li><li>• Mandatory annual food safety report deadline</li></ul></div>		1 Direct Verification (DV) Module in Texas ELMS opens  Fall Farm Fresh Challenge begins  Count total number of approved applications
	7  Check Texas ELMS for new DC data	8  Verification Session ID: 1856340 9:00AM-11:00AM Online
	14	15
	National	
	21	22
28  Food Production Records Session ID: 1858475 8:00AM-3:00PM MCC 201	29	

NOTES:	

SEPTEMBER 2024							NOVEMBER 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7						1	2
8	9	10	11	12	13	14	3	4	5	6	7	8	9
15	16	17	18	19	20	21	10	11	12	13	14	15	16
22	23	24	25	26	27	28	17	18	19	20	21	22	23
29	30						24	25	26	27	28	29	30

# OCTOBER 2024

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY/SUNDAY
2	3	4	5
FSMC packet available	Rosh Hashana		6
9	10	11	12
Summer Nutrition Cost Report Due		Introduction to School Nutrition Leadership Program (ISNLP): Goal Setting; Integrity and Role of the Director Session ID: 1862355 8:00AM-11:00AM Online	13
16	17	18	19
<b>S c h o o l      L u n c h      W e e k</b>			20
23	24	25	26
			27
30	31		
Last day to submit AUGUST claim	Attachment B: Upload Attachments due in TX-UNPS  Count number of students enrolled (eligible for SNP) for verification reporting  Diwali Halloween		

# NOVEMBER 2024

Monthly Reminders														MONDAY							TUESDAY																											
<div><div>To Do</div><div>Early November</div><ul style="list-style-type: none"><li>• Upload enrollment roster in Texas Eligibility List Management System (ELMS) to generate direct certification (DC) list.</li><li>• Texas Summer Mandate notices sent.</li></ul><div>November 15</div><ul style="list-style-type: none"><li>• Complete verification process.</li></ul><div>Ongoing</div><ul style="list-style-type: none"><li>• Conduct after-school care program on-site monitoring review during first four calendar weeks of operation.</li><li>• Update School Nutrition Program (SNP) application packet in TX-UNPS as needed.</li><li>• Review Requisition Status Report in Web Based Supply Chain Management (WBSCM) as needed.</li><li>• Review Value of Commodities Received Report in WBSCM as needed.</li></ul><div>Upcoming</div><div>January 15</div><ul style="list-style-type: none"><li>• Summer Food Service Program (SFSP) application opens in TX-UNPS.</li></ul><div>January 31</div><ul style="list-style-type: none"><li>• Texas Summer Mandate deadline in TX-UNPS</li></ul><div>February 1</div><ul style="list-style-type: none"><li>• On-site monitoring review deadline for breakfast and lunch</li></ul></div>																																																
																												4														5						
																																										Check Texas ELMS for new DC data						
														11																																		
														12																																		

NOVEMBER 2024

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY/SUNDAY
		1 Mandatory annual food safety report deadline  Verification Report Opens  Summer Mandate waiver available in TX-UNPS	2
			3
6  USDA Foods for Schools Ordering for Success Session ID: 1857200 8:00AM-3:30PM MCC 100DE	7	8	9
			10
13	14	15  Verification Process Completed	16
			17
20	21	22	23
			24
27	28  Thanksgiving Day	29  NSLP Fall Farm Fresh Challenge documentation due  Last day to submit SEPTEMBER claim	30

DECEMBER 2024

Monthly Reminders

MONDAY

TUESDAY

<div><b>To Do</b></div> <div><i>Early December</i></div> <div><ul style="list-style-type: none"><li>• Upload enrollment roster in Texas Eligibility List Management System (ELMS) to generate direct certification (DC) list.</li></ul></div> <div><b>Ongoing</b></div> <div><ul style="list-style-type: none"><li>• Conduct after-school care program on-site monitoring review during first four calendar weeks of operation.</li><li>• Update School Nutrition Program (SNP) application packet in Texas Unified Nutrition Program System (TX-UNPS) as needed.</li><li>• Review Value of Commodities Received Report in WBSCM as needed.</li><li>• Review Requisition Status Report in Web-Based Supply Chain Management (WBSCM) as needed.</li></ul></div> <div><b>Upcoming</b></div> <div><i>January 15</i></div> <div><ul style="list-style-type: none"><li>• Summer Food Service Program (SFSP) application opens in TX-UNPS.</li></ul></div> <div><i>January 31</i></div> <div><ul style="list-style-type: none"><li>• Texas Summer Mandate deadline in TX-UNPS</li></ul></div> <div><i>February 1</i></div> <div><ul style="list-style-type: none"><li>• School Food Authority (SFA) Verification Summary Report (FNS-742) deadline in TX-UNPS</li><li>• On-site monitoring review deadline for breakfast and lunch</li></ul></div>		
	2	3 <div>NSLP Financial Coding (Revenues, Expenses, Budgets) and Financial Reporting Lab Session ID: 1862562 8:00AM-12:00PM MCC 204</div>
	9	10
<div>NOTES:</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	16	17 <div>USDA Foods for Schools Ordering for Success Session ID: 1862360 8:00AM-3:30PM MCC 204</div>
	23 <div>Last day to submit OCTOBER claim 30</div>	24 Christmas Eve <div>Deadline to submit new FSMC Contracts to TDA for approval 31</div> <div>New Year's Eve</div>



DECEMBER 2024

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY/SUNDAY
			1
4	5	6	7
			8
11	12	13	
			14
Meal Patterns in School Nutrition Programs Session ID: 1862347 8:00AM-3:00PM MCC 204	Check Texas ELMS for new DC data		15
18	19	20	21
			22
25	26	27	28
			29
Christmas Day	Hanukkah Kwanzaa		

# JANUARY 2025

Monthly Reminders	MONDAY	TUESDAY																																																																																				
<div><div>To Do</div><div>Early January</div><ul style="list-style-type: none"><li>• Upload enrollment roster in Texas Eligibility List Management System (ELMS) to generate direct certification (DC) list.</li></ul><div>January 15</div><ul style="list-style-type: none"><li>• Summer Food Service Program (SFSP) and Seamless Summer Option (SSO) applications open in Texas Unified Nutrition Program System (TX-UNPS).</li></ul><div>January 31</div><ul style="list-style-type: none"><li>• Texas Summer Mandate deadline in TX-UNPS</li></ul><div>Ongoing</div><ul style="list-style-type: none"><li>• USDA Foods requisitions opens in Web-Based Supply Chain Management (WBSCM).</li><li>• Request second health inspection.</li><li>• Conduct after-school care program on-site monitoring review during first four calendar weeks of operation.</li><li>• Conduct second after-school care program on-site monitoring review.</li><li>• Update School Nutrition Program (SNP) application packet in TX-UNPS as needed.</li><li>• Begin forecasting USDA Foods requisition requests for direct delivery and processing diversions in WBSCM.</li></ul><div>Upcoming</div><div>February 1</div><ul style="list-style-type: none"><li>• On-site monitoring review deadline for breakfast and lunch</li></ul></div>																																																																																						
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	Martin Luther King Jr. Day																																																																																					
	27	28																																																																																				
<div><div>DECEMBER 2024</div><table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr></table></div> <div><div>FEBRUARY 2025</div><table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr><tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td></td></tr></table></div>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28		CEP - Operating and Understanding CEP and Is It Right for Me Session ID: 1862354 8:30AM-11:30AM MCC 202	
S	M	T	W	T	F	S																																																																																
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23	24	25	26	27	28																																																																																	

JANUARY 2025

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY/SUNDAY
1       New Year's Day	2	3	4
			5
8	9	10	11
			12
15  SFSP and SSO applications open in TX-UNPS.	16	17	18
			19
22  ISNLP: Menu Planning for Healthy School Meals and Meal Accommodations Session ID: 1862416 8:00AM-12:00PM Online	23	24	25
			26
29     Last day to submit NOVEMBER claim  Lunar New Year	30	31  Texas Summer Mandate Intent form due in TX-UNPS   FSMC renewal documents due for PY 2026	

# FEBRUARY 2025

## Monthly Reminders

## MONDAY

## TUESDAY

<div><div>To Do</div><div><div>February 1</div><div><ul style="list-style-type: none"><li>On-site monitoring review deadline for breakfast and lunch</li><li>Register for Region 4 Child Nutrition Showcase.</li><li>FSMC renewal documents deadline to TDA for approval.</li></ul></div><div><div>Early February</div><div><ul style="list-style-type: none"><li>Upload enrollment roster in Texas Eligibility List Management System (ELMS) to generate direct certification (DC) list.</li></ul></div></div><div><div>February 15</div><div><ul style="list-style-type: none"><li>FSMC New Contracts must be approved to publish</li></ul></div></div></div><div><div>Ongoing</div><div><ul style="list-style-type: none"><li>Request second health inspection.</li><li>Conduct second after-school care program on-site monitoring review.</li><li>Update School Nutrition Program (SNP) application packet in TX-UNPS as needed.</li><li>Begin forecasting USDA Foods requisition requests for direct delivery and processing diversions in Web-Based Supply Chain Management (WBSCM).</li></ul></div></div><div><div>Upcoming</div><div><div>March 15</div><div><ul style="list-style-type: none"><li>Summer Food Service Program (SFSP) application deadline for CEs requesting advance payment</li></ul></div></div><div><div>March 20</div><div><ul style="list-style-type: none"><li>Community Eligibility Program (CEP) Report deadline in TX-UNPS (required by all CEs)</li></ul></div></div></div></div>		
	3	4
	10	11
	17	18
	24	25
<div>NOTES:</div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	Presidents' Day	
<div><div>JANUARY 2025</div><div><div>S</div><div>M</div><div>T</div><div>W</div><div>T</div><div>F</div><div>S</div></div><div><div></div><div></div><div>1</div><div>2</div><div>3</div><div>4</div><div></div></div><div><div>5</div><div>6</div><div>7</div><div>8</div><div>9</div><div>10</div><div>11</div></div><div><div>12</div><div>13</div><div>14</div><div>15</div><div>16</div><div>17</div><div>18</div></div><div><div>19</div><div>20</div><div>21</div><div>22</div><div>23</div><div>24</div><div>25</div></div><div><div>26</div><div>27</div><div>28</div><div>29</div><div>30</div><div>31</div><div></div></div></div> <div><div>MARCH 2025</div><div><div>S</div><div>M</div><div>T</div><div>W</div><div>T</div><div>F</div><div>S</div></div><div><div></div><div></div><div></div><div></div><div></div><div></div><div>1</div></div><div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div></div><div><div>9</div><div>10</div><div>11</div><div>12</div><div>13</div><div>14</div><div>15</div></div><div><div>16</div><div>17</div><div>18</div><div>19</div><div>20</div><div>21</div><div>22</div></div><div><div>23</div><div>24</div><div>25</div><div>26</div><div>27</div><div>28</div><div>29</div></div><div><div>30</div><div>31</div><div></div></div></div>		

FEBRUARY 2025

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY/SUNDAY
			1 Complete NSLP/SBP on-site monitoring review
			2
5	6	7	8
Check Texas ELMS for new DC data			9
12	13	14	15 New FSMC Contracts must be approved to publish
		Valentine's Day	16
19	20	21	22
			23
26 ISNLP: Customer Experience, Merchandising, Marketing and Food Presentation Session ID: 1862418 8:00AM-12:30PM Online	27	28	

MARCH 2025

Monthly Reminders

MONDAY

TUESDAY

<div><b>To Do</b></div> <div><i>Early March</i></div> <div><ul style="list-style-type: none"><li>• Upload enrollment roster in Texas Eligibility List Management System (ELMS) to generate direct certification (DC) list.</li></ul></div> <div><i>March 20</i></div> <div><ul style="list-style-type: none"><li>• Community Eligibility Program (CEP) Report deadline in TX-UNPS (required by all CEs)</li></ul></div> <div><i>March 31</i></div> <div><ul style="list-style-type: none"><li>• NSLP Annual Financial Report Due</li></ul></div> <div><b>Ongoing</b></div> <div><ul style="list-style-type: none"><li>• Request second health inspection.</li><li>• Conduct second after-school care program on-site monitoring review.</li><li>• Update School Nutrition Program (SNP) application packet in TX-UNPS as needed.</li><li>• Enter requisition requests for direct delivery and processing in Web-Based Supply Chain Management (WBSCM).</li></ul></div> <div><b>Upcoming</b></div> <div><ul style="list-style-type: none"><li>• Review local wellness implementation plan activities and measurement for School Year 2024–2025.</li></ul></div> <div><i>April 15</i></div> <div><ul style="list-style-type: none"><li>• Summer Food Service Program (SFSP) new contracting entity application deadline</li></ul></div>		
	3	4
	Last day to submit DECEMBER claim	
	National	
	10	11
17	18	
CEP - Operating and Understanding CEP and Is It Right for Me Session ID: 1862567 8:30AM-11:30AM MCC 202		
24	25	
NSLP Annual Financial Report Due for fiscal year 2023-2024 31 Eid al-Fitr		

NOTES:

FEBRUARY 2025

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						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

APRIL 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY/SUNDAY
CEP Report (in TX-UNPS) and Financial Report open			1  Ramadan
			2
5	6	7	8
School Breakfast Week			9
Check Texas ELMS for new DC data	Region 4 Child Nutrition Showcase		
12	13	14	15 SFSP deadline for advance payment request
			16
19	20  CEP report due in TX-UNPS	21	22
			23
26	27	28	29
			30

Monthly Reminders

MONDAY

TUESDAY

<div><b>To Do</b></div> <div><i>April 1</i></div> <div><ul style="list-style-type: none"><li>FSMC new contract selections deadline to TDA for approval to award/execute</li></ul></div> <div><i>Early April</i></div> <div><ul style="list-style-type: none"><li>Upload enrollment roster in Texas Eligibility List Management System (ELMS) to generate direct certification (DC) list.</li></ul></div> <div><i>April 15</i></div> <div><ul style="list-style-type: none"><li>NSLP Application Renewal for SY 2025–2026 opens in Texas Unified Nutrition Program System (TX-UNPS)</li><li>Summer Food Service Program (SFSP) New Contracting Entity application deadline</li></ul></div> <div><b>Ongoing</b></div> <div><ul style="list-style-type: none"><li>Enter requisition requests for direct delivery and processing in Web-Based Supply Chain Management (WBSCM).</li><li>Review Requisition Status Report in WBSCM.</li><li>Conduct second after-school care program on-site monitoring review.</li><li>Update School Nutrition Program (SNP) application packet in TANS as needed.</li><li>Register for Region 4 Child Nutrition Summer Workshop.</li></ul></div> <div><b>Upcoming</b></div> <div><i>May 1</i></div> <div><ul style="list-style-type: none"><li>Summer Food Service Program (SFSP) Renewing Contracting Entity application deadline</li></ul></div> <div><i>May 31</i></div> <div><ul style="list-style-type: none"><li>Seamless Summer Option (SSO) application deadline in TX-UNPS</li></ul></div> <div><i>June 30</i></div> <div><ul style="list-style-type: none"><li>Community Eligibility Program (CEP) application deadline in TANS</li></ul></div>		1		
		7	8	Last day to submit JANUARY claim
		14	15	ISNLP: Procurement and Inventory Management Session ID: 1862397 8:30AM-12:00PM Online SFSP new contracting entity application deadline NSLP application renewal opens in TANS
		21	22	
	28	29	ISNLP: Food Safety, Workplace Safety, Emergency Preparedness and Wrap Up Session ID: 1862436 9:00AM-12:15PM MCC 203 Last day to submit FEBRUARY claim	

NOTES:

MARCH 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MAY 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Last day to submit  
JANUARY claim

Check Texas ELMS for  
new DC data

ISNLP:  
Procurement and  
Inventory Management  
Session ID: 1862397  
8:30AM-12:00PM  
Online  
SFSP new contracting  
entity application deadline  
NSLP application  
renewal opens in TANS

ISNLP: Food Safety,  
Workplace Safety,  
Emergency Preparedness  
and Wrap Up  
Session ID: 1862436  
9:00AM-12:15PM  
MCC 203  
Last day to submit  
FEBRUARY claim



**APRIL 2025**

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY/SUNDAY

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## Passover

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Good Friday

## Easter

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## Administrative Professionals Day

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## MAY 2025

## Monthly Reminders

MONDAY

## TUESDAY

## To Do

*Early May*

- Upload enrollment roster in Texas Eligibility List Management System (ELMS) to generate direct certification (DC) list.
- Summer Food Service Program (SFSP) Renewing Contracting Entity application deadline

## May 31

- Seamless Summer Option (SSO) application deadline in Texas Unified Nutrition Program System (TX-UNPS)

**Ongoing**

- Complete and submit SNP Application Agreement and Renewal for School Year 2025–2026 in TANS by July 1.
- Conduct second after-school care program on-site monitoring review.
- Register for Region 4 Child Nutrition Summer workshop.
- Review Requisition Status Report in Web-Based Supply Chain Management (WBSCM) as needed.
- Review Commodities Received Report in WBSCM as needed.

## Upcoming

June 30

- SY 2025–2026 application packet deadline in TANS
- Community Eligibility Program (CEP) application deadline in TANS
- Mandatory Annual Food Safety Report deadline in TANS
- Complete Paid Lunch Equity (PLE) tool to calculate any necessary increase in paid lunch prices for SY 2025–2026.
- Review adult meal prices and adjust for SY 2025–2026.
- Settle outstanding unpaid meal charges and maintain documentation of payment from nonfederal sources for bad debt.

NOTES:

APRIL 2025

JUNE 2025

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Check Texas ELMS for  
new DC data

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## Memorial Day

# MAY 2025

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY/SUNDAY
	1  SFSP renewing contracting entity application deadline	2	3
			4
7	8	9  School Lunch Hero Day	10
			11  Mother's Day
14  Meal Counting and Claiming System Session ID: 1862577 8:00AM-3:00PM MCC 204	15	16	17  Armed Forces Day
			18
21	22	23	24
			25
28	29	30	31  SSO application deadline
			TDA's Mega Con, Henry B. Gonzalez Convention Center, San Antonio, TX (May 28 - 30, 2025)
		Last day to submit MARCH claim	

**JUNE 2025**

## Monthly Reminders

MONDAY

## TUESDAY

## To Do

*Early June*

- Upload enrollment roster in Texas Eligibility List Management System (ELMS) to generate direct certification (DC) list.

*June 30*

- Distribute results of the Local Wellness Policy triennial assessment to the public if applicable.
- School Year 2024–2025 SNP application packet deadline in Texas Automated Nutrition System (TANS)
- Community Eligibility Program (CEP) application deadline in TANS
- Mandatory annual food safety report deadline in TANS
- Complete Paid Lunch Equity (PLE) tool to calculate any necessary increase in paid lunch prices for SY 2025–2026.
- Review adult meal prices and adjust for SY 2025–2026.
- Settle outstanding unpaid meal charges and maintain documentation of payment from nonfederal sources for bad debt.
- Assess revenue from program and non-program food.
- Complete annual training hours for professional standards.

**Ongoing**

- Conduct Seamless Summer on-site review during first 3 weeks of operation.
- Review Entitlement Bonus Summary Report and the Value of Commodities Received Report in Web-Based Supply Chain Management (WBSCM).

## Upcoming

*Early July*

- Upload enrollment roster in Texas ELMS to generate direct certification (DC) list.

NOTES:

MAY 2025

JULY 2025

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Universal  
Breakfast  
waiver due  
Last day to  
submit APRIL claim

SY 2025–2026 SNP  
application packet  
due in TANS

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## DC database

JUNE 2025

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY/SUNDAY
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4	5	6	7
	Check Texas ELMS for new DC data		8
11	12	13	14
			Flag Day
			15
			Father's Day
18	19	20	21
			22
25	26	27	28
closed for annual maintenance (June 27-July 1)			29

Monthly Reminders

MONDAY

TUESDAY

<div>To Do</div> <div>Early July</div> <ul style="list-style-type: none"><li>• Determine method to distribute School Year 2025–2026 school meal applications.</li><li>• Upload enrollment roster in Texas Employee Labor Management System (ELMS) to generate direct certification (DC) list.</li></ul> <div>Ongoing</div> <ul style="list-style-type: none"><li>• Update School Nutrition Program (SNP) application packet in Texas Automated Nutrition System (TANS) as needed.</li><li>• Review Requisition Status Report, Entitlement Bonus Summary Report and Value of Commodity Received Report in WBSCM as needed.</li><li>• Send media (public) release.</li><li>• Send out predetermined eligibility letters for direct certification, migratory, homeless, runaway, foster, and Head Start.</li><li>• School Year 2025–2026 school meal applications may be distributed.</li><li>• Conduct Seamless Summer on-site review during first 3 weeks of operation.</li></ul>		1																																																																																			
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JULY 2025

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closed for annual maintenance (June 27–July 1)							
				Independence Day		6	
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Workshop (July 29-31, 2025)							
Last day to submit MAY claim							

2024

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## NOTES

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- (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) e-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

### Region 4 Education Service Center

7145 West Tidwell Road  
Houston, Texas 77092-2096  
713.462.7708



*Our services are provided through the Texas Department of Agriculture's Food and Nutrition Division funded by the US Department of Agriculture, Food and Nutrition Service.*

