

**School Nutrition Programs
Administrator's Reference Manual (ARM)
Update Guide
Program Year 2011–12 Changes**

Section 1	Updated to include Special Milk Program (SMP)	August 2011
Section 1	Changed Child Nutrition Programs to School Nutrition Programs when referring only to the NSLP, SBP, ASCP, SSO and SMP	August 2011
Sections 1-14, 16, 17, 27	Updated to include TX-UNPS	August 2011
Section 6	6.2, 6.3, 6.4 Added foster children to categorical eligibility	August 2011
Section 6	Entire Section - Deleted requirement for SSN to be collected for verification	August 2011
Section 6	6.19 Added "Income Exclusions"	August 2011
Section 6	6.34 Deleted Verification Forms and added placeholder	August 2011
Section 7	7.22 Revised Prototype Checklist for SFAs for Annual On-site Reviews	August 2011
Section 8	8.2 Included Outreach to Households	August 2011
Section 8	8.2 Updated information regarding new milk requirements in school year 2011-2012	August 2011
Section 8	8.15 Deleted Simple Averaging	August 2011
Section 8	8.16 Added Shelf-stable, Dry or Semi-Dry Meat Snacks	August 2011
Section 8	8.32 Revised list of approved nutrient analysis software	August 2011
Section 9	9.2 Added Water Availability during Meal Service	August 2011
Section 9	9.13 Added Shelf-stable, Dry or Semi-Dry Meat Snacks	August 2011
Section 9	9.49 Updated information regarding new milk requirements in school year 2011-2012	August 2011
Section 9	9.76 Deleted Simple Averaging	August 2011
Section 9	9.79 Changed example to reflect new milk requirements	August 2011
Section 9	9.94 Added Q&As regarding Salad Bars	August 2011
Section 9	9.102 Revised list of approved nutrient analysis software	August 2011
Section 10	10.3, 10.10 Deleted information regarding Schedule A	August 2011
Section 10	10.5 Added Expanded Learning Time Programs	August 2011
Section 10	10.8 Added Shelf-stable, Dry or Semi-Dry Meat Snacks	August 2011
Section 11	11.6 Added Shelf-stable, Dry or Semi-Dry Meat Snacks	August 2011
Section 12	12.1 Added "Outreach"	August 2011
Section 12	12.2 Revised the first bullet to state fewer than 100 children eligible for free and reduced-price meals	August 2011
Section 12	12.4 Added clarification regarding open sites with accredited summer school	August 2011
Section 12	12.10 added TPSNP	August 2011

Section 12	12.4 Added clarification regarding open sites with accredited summer school	August 2011
Section 13	13.5 Added clarification regarding fat content of fluid milk substitutes	August 2011
Section 27	Added Section 27, Special Milk Program	August 2011
Section 14	Entire section updated for CE and School Nutrition Program terms	August 2011
Section 14	Entire section updated for TX-UNPS	August 2011
Section 14	14.10 Added Indirect Costs	August 2011
Section 14	14.20 Removed “.10” from line 8 on the Summary of Food Costs Worksheet	August 2011
Section 16	Entire Section Replaced SFA for Contracting Entity	August 2011
Section 16	16.1 Added Fraud Statement for Special Milk Program	August 2011
Section 17	17.6 Added “Cost Reimbursable Contracts”	August 2011
Section 17	17.6 Added “Bonding Requirements”	August 2011
Section 17	17.7 Added bonding requirements under Procurement by Sealed Bids	August 2011
Section 17	17.8 Added bonding requirements under Procurement by Competitive Proposals	August 2011
Section 17	17.12 Added Bonding Requirement	August 2011
Section 17	17.32 Deleted definition for SFA and added definition for CE	August 2011
Section 17	17.33 Added last sentence to answer of Question 1	August 2011
Section 4	4.3 Revised list of foreign languages	August 2011
Section 5	5.13 Revised calculation to make correct	August 2011
Sections 1-14, 16, 17, 27	Revised to replace Child Nutrition Programs with School Nutrition Programs (SNPs)	August 2011
Sections 1-14, 16, 17, 27	Revised to replace school food authority (SFA) with contracting entity (CE)	August 2011
Sections 1-14, 16, 17, 27	Revised to replace Food and Nutrition Division (FND) to F&N	August 2011
Section 2	2.10 Deleted Request for a Child Nutrition Program Application/Agreement Package	August 2011
Section 6	6.12 Removed requirement to include Privacy Act Statement	September 2011
Section 6	6.23, 6.35 Removed “Optional” from references to the Verification Record	October 2011
Section 17	17.13 Added CE responsibilities regarding Debarment and Suspension	October 2011
Section 17	17.a, 17.27 Deleted U.S. Department of Agriculture, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions	October 2011
Section 13	13.5 Removed doctor/parent note requirement for fluid milk substitutions	November 2011
Section 13	13.5 Added current list of approved fluid milk substitutions	November 2011
Section 3	3.2 Added “Completed in TX-UNPS” to all applicable records	November 2011
Section 4	4.4 Added Requests for Additional Information on Applications	November 2011

Section 4	4.6 Added Questions and Answers: Applications Requesting Non-Required Information	November 2011
Section 6	6.19 Added Verification of Foster Children	November 2011
Section 6	6.20 Added Reporting Foster Children on Verification Report	November 2011
Section 6	6.2 Fixed typo: Changed November 1 to November 15	November 2011
Section 12	12.1 Revised "State Mandated Summer Feeding Program Participation" to show 50% mandate and additional requirements for CEs wishing to request a waiver of participation in a Summer Feeding Program	November 2011
Section 4	4.13, 4.44, 4.51 Revised to remove temporary approval of applications. Zero income applications are approved for the entire year. Temporary approval is no longer applicable	November 2011
Section 4	4.59 Revised Letter to Households of Approval/Denial of Benefits to remove temporary approval	November 2011
Section 27	27.33, 27.44, 27.46 Revised to remove temporary approval of applications. Zero income applications are approved for the entire year. Temporary approval is no longer applicable	November 2011
Section 27	27.20 Revised Letter to Households of Approval/Denial of Benefits to remove temporary approval	November 2011
Section 9	9.21 and 9.22 Add information regarding CN Labels	November 2011
Section 6	6.24 Added information regarding verification of applications indicating no income	December 2011
Section 10	10.2 Added At-Risk Afterschool Care Component in the Child and Adult Care Food Program (CACFP)	December 2011
Section 5	5.15 Changed #6, Monthly Total of all income, line 5 + line 6 to line 4 + line 5	December 2011
Section 4	4.a. 4.3 Applications and Other Household Materials for Limited English Proficient Households	January 2012
Section 27	27.a, 27.22 Applications and Other Household Materials for Limited English Proficient Households	January 2012
Section 17	17.8 Revised Bonding Requirements	January 2012
Section 18	18.1 Added that all schools in CE, both preparation-service and service-only schools require a food safety inspection	January 2012
Section 19	19.1 Added Note	January 2012
Section 19	19.a, 19.11 Moved "Denial of Meals as a Disciplinary Action," "Regulations Regarding Disciplinary Action" and "Offer versus Serve in Disciplinary Situations" to after "Meal Access for In-School Suspension (ISS) Students"	January 2012
Section 21	21.6 Revised to state to state that freezer/cooler checks every day	January 2012
Section 21	21.7 Added HACCP requirement	January 2012
Section 21	21.11 Question 1 was outdated and was deleted. Created a new Question 1.	January 2012
Section 21	21.13 Deleted Question 5 as it was a duplicate question	January 2012
Section 22	22.4 Included language regarding adding a Summer Feeding Program under "Substantive Changes to Contracts"	January 2012

Section 5	5.a, 5.8 Added Student Transfers from Provision 2 School	February 2012
Section 5	5.a, 5.9 Added Paid Lunch Equity	February 2012
Section 4	4.2 Added information regarding the LEA should continue to timely process applications regardless of the 30-day carryover of eligibility from the previous school year.	February 2012
Section 4	4.2 Added information regarding the 30-day carryover of eligibility from the previous school year for the Provision 2 student.	February 2012
Section 4	4.7 Added information regarding using applications to collection additional information from the household	February 2012
Section 4	4.14 Added information regarding homeless students obtaining permanent housing	February 2012
Section 4	4.17 Added LEAs must not require a household to complete a separate application for categorical eligibility and income eligibility	February 2012
Section 4	4.32 Added LEAs cannot count SNAP/TANF letters provided by the household as direct certification	February 2012
Section 4	4.33 Added if any member of the household receives SNAP/TANF benefits, all children listed on the application are eligible for free meals. If income is provided, it must be ignored	February 2012
Section 4	4.46 Added "Provision 2" under "Information Regarding the Transferring of Eligibility Status"	February 2012
Section 4	4.47 Added the new eligibility determination should be implemented only after the household has been notified	February 2012
Section 6	6.2 Changed the March 1 st deadline to February 1 st	February 2012
Section 6	6.1, 6.13 Added "Verification for Cause"	February 2012
Section 3	3.2, 3.3 Changed due date of Verification Summary Report from March 1 to February 1	February 2012
Section 14	14.a, 14.6 Added Paid Lunch Equity	February 2012
Section 14	14.a, 14.12 Added Revenue from Nonprogram Foods	February 2012
Section 6	6.6 Added if a child is not on Direct Verification list, the CE must continue with the normal verification process	March 2012
Section 12	12.12 Revised information to state that all CEs (both public and private) must submit applications through TX-UNPS	April 2012