

COMMUNITY ELIGIBILITY PROVISION: *TX-UNPS GUIDANCE FOR CE'S*



Log on to TX-UNPS via

<https://txunps1.texasagriculture.gov/>

TX-UNPS



Welcome to the Texas Unified Nutrition Programs System!

Last Updated: 5/2/2013

If you are currently operating a Nutrition Program and would like to request access to TX-UNPS, or have questions about TX-UNPS, please

Returning Users: Log On

User ID:

Password:

[Forgot Your Password?](#)

Log On

From the TX-UNPS Home Page, enter your **User ID** and **Password** information and click the **Log On** button.

their own
how their
the

"Forgot Your Password?" link on the Log On screen to have one automatically generated and emailed to them.

- (05/02/2013) If your TX-UNPS account has been locked, you must wait AT LEAST ten full minutes before you can log in with your temporary one-time use password.
- (03/28/2013) Once a valid user name and email address is entered, an automated email will be generated and sent to the requester. This email will be from TX-UNPS Help Desk (squaremeals@TexasAgriculture.gov). Please check your spam filter if you do not receive the message.
- (03/28/2013) The email address used for the forgot password feature may be different than that used in the Contracting Entity Applications. If changes are needed, the user will need to submit a completed and valid FND-101. The form is available from the SquareMeals web site at http://squaremeals.org/Portals/8/FND%20Forms/Program%20Forms/fnd_101_certificate_of_authority_external-combined-030113.doc.

Links

- [Need Help?](#)
- [Interested in Applying?](#)
- [TX-UNPS Project Website](#)

School Nutrition Programs



Programs



School Nutrition Programs

Food Distribution Program

After logging in, click the **School Nutrition Programs** button.

From the TX-UNPS Welcome screen, click on the **Applications** hyperlink on the top left corner of the screen.

ion Programs

TX-UNPS 

[Applications](#)

[Claims](#)

[Compliance](#)

[Reports](#)

[Security](#)

[Search](#)



[Year](#)

[Help](#)

[Log Out](#)

Welcome to the Texas Unified Nutrition Programs System

School Nutrition Programs

TX-UNPS 

Applications | Claims | Compliance | Reports | Security | Search



Year | Help | Log Out

Applications >

School Year: 2013 - 2014

Item

Description

Application Packet	
Verification Report	
Food Safety Inspections	
Annual Audits	
Fresh Fruit and Vegetable Program Grant	
Summer Nutrition Program Costs	Total Costs Associated with Operating a Summer Nutrition Program
Capital Expenditure Request	Request for funds to purchase capital items > \$5,000
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Texas Summer Mandate	Summer Nutrition Programs Intent Declaration
Direct Certification / Direct Verification	Direct Certification / Direct Verification screens
Download Forms	Forms Available for Downloading

From the **Applications** screen select **Community Eligibility Provision** from the **Item** list.

School Nutrition Programs

TX-UNPS

Applications | Claims | Compliance | Reports | Security | Search

Year | Help | Log Out

Applications > CEP Year List >

School Year: 2013 - 2014

Community Eligibility Provis

Status: Prior to successfully completing the data entry process for CEP in TX-UNPS, the CE status displays as "Not Started."

0000 Status: Active
ANYTOWN ISD
DBA:
100 Anytown St.
Anytown, TX 1000
County District Code:100-000
ESC: 0 TDA Region: 0

Action	School Year	Reporting Date	Status
Detail	2013 - 2014	April 1, 2014	Not Started

Detail Link: Click **Detail** to proceed to the CEP Eligibility Screen.

< Back

Community Eligibility Provision (CEP) - Site Eligibility For School Year: 2013 - 2014

0000 Status: Active
ANYTOWN ISD
 DBA:
 100 Anytown St.
 Anytown, TX 1000
 County District Code:100-000
 ESC: 0 TDA Region: 0

General Information

Reporting Date: April 1, 2014
 Due Date: March 20, 2014

Instructions

The CEP data entry page details **General Information**, as well as **Instructions** on how to fill out the site CEP information.

The Community Eligibility Provision (CEP) for the National School Lunch Program (NSLP) provides an alternative to household applications for free and reduced price meals for economically disadvantaged students in local educational agencies (LEAs) and schools. Sites that elect this option agree to serve all students free lunches and breakfasts for four (4) successive school years and claim the meals based on a percentage of Identified Students multiplied by a USDA-defined multiplier factor.

Sites which have an Identified Student Percentage (ISP) of 40% or greater are eligible for this option. Sites whose ISP is between 30.00% - 39.99% are potentially eligible.

Enter each Site's Number of Identified Students and Enrollment as of the Reporting Date.

Site ID	Site Name	Nbr of Identified Students	Enrollment	ISP	Eligible?	Potentially Eligible?
0101	ANYTOWN EL	<input type="text" value="0"/>	<input type="text" value="0"/>	0.00 %		
0102	ANYTOWN HS	<input type="text" value="0"/>	<input type="text" value="0"/>	0.00 %		

School Nutrition Programs

TX-UNPS

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

Applications > CEP Year List > CEP Site Eligibility >

School Year: 2013 - 2014

VIEW | MODIFY | DELETE | INTERNAL USE ONLY

General Information: Includes the “Reporting Date” and the “Due Date.” TDA would like all CE’s to complete the CEP Site Eligibility data entry from **March 1st – 20th, 2014.**

General Information

Reporting Date: April 1, 2014

Due Date: March 20, 2014

Instructions

The Community Eligibility Provision (CEP) allows eligible schools to serve free and reduced-price meals to all students in the school based on household applications for free and reduced-price meals from local education agencies (LEAs) and schools. Sites that elect CEP are required to submit the following information to UNPS:

the means based on a percentage of Identified Students multiplied by a

percentage (ISP) of 40% or greater are eligible for this option. Sites whose ISP is less than 40% are potentially eligible.

Students and Enrollment as of the Reporting Date.

Site Data Entry Table: Enter the most recent Number of Identified Students and Enrollment for each site as of the Reporting Date.

Site ID	Site Name	Nbr of Identified Students	Enrollment	ISP	Eligible?	Potentially Eligible?
0101	ANYTOWN EL	<input type="text" value="0"/>	<input type="text" value="0"/>	0.00 %		
0102	ANYTOWN HS	<input type="text" value="0"/>	<input type="text" value="0"/>	0.00 %		

School Nutrition Programs

USDA-Defined Multiplier Factor
Because CEP schools do not collect household applications for school meals, the USDA defines a multiplier factor that is intended to estimate the number of free and reduced price meals that would have been served at the participating school based on income eligibility and categorical eligibility if applications were collected.
Effective July 1, 2014, then multiplier factor is 1.6. Although the factor may change, schools receiving approval by the State to implement CEP on their SNP Application Packet are guaranteed the factor determined in the initial year for an entire 4-year cycle.

Key Terminology: Key terms are hyperlinked and their respective definitions are displayed once clicked.

means other than individual household applications in the
cally eligible (including Homeless, Foster, Migrant, Head

ESC: 0 TDA Region: 0
General Information
Reporting Date: April 1, 2014
Due Date: March 27, 2014
Instructions

The Community Eligibility Provision (CEP) for the National School Lunch Program (NSLP) provides an alternative to household applications for free and reduced price meals for economically disadvantaged students in local educational agencies (LEAs) and schools. Sites that elect this option agree to serve all students free lunches and breakfasts for four (4) consecutive school years and claim the meals based on a percentage of **Identified Students** multiplied by a **USDA-defined multiplier factor**.
Sites which have an Identified Student Percentage (ISP) of 40% or greater are eligible for this option. Sites whose ISP is between 30.00% - 39.99% are **potentially eligible**.

Enter each Site's Number

Potentially Eligible
Schools with an Identified Student Percentage (ISP) that is less than 40 percent, but greater than or equal to 30 percent, may be eligible to participate in CEP in the subsequent year if they meet the eligibility requirements.

Site ID	Site Name				
0101	ANYTOWN EL	0	0	0.00 %	
0102	ANYTOWN HS	0	0	0.00 %	

Identified Students

Identified Students are students certified for free meals through means other than individual household applications in the School Year prior to implementing the provision.

This includes both students who are directly certified and categorically eligible (including Homeless, Foster, Migrant, Head Start, Runaway and non-applicant students).

Close

USDA-Defined Multiplier Factor

Because CEP schools do not collect household applications for school meals, the USDA defines a multiplier factor that is intended to estimate the number of free and reduced price meals that would have been served at the participating school based on income eligibility and categorical eligibility if applications were collected.

Effective July 1, 2014, then multiplier factor is 1.6. Although the factor may change, schools receiving approval by the State to implement CEP on their SNP Application Packet are guaranteed the factor determined in the initial year for an entire 4-year cycle.

Close

Enter each Site's Number of Identified Students and Enrollment as of the Reporting Date.

Potentially Eligible

Schools with an Identified Student Percentage (ISP) that is less than 40 percent, but greater than or equal to 30 percent, may be eligible to participate in CEP in the subsequent year if they meet the eligibility requirements.

Close

School Nutrition Programs

TX-UNPS 

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

Applications > CEP Year List > CEP Site Eligibility >

School Year: 2013 - 2014

VIEW | MODIFY | DELETE | INTERNAL USE ONLY

Community Eligibility Provision (CEP) - Site Eligibility For School Year: 2013 - 2014

0000 Status: Active
ANYTOWN ISD
DBA:
100 Anytown St.
Anytown, TX 1000
County District Code: 100-000
ESC: 0 TDA Region: 0

General Information

Reporting Date: April 1, 2014

Due Date: March 20, 2014

Instructions

Nbr of Identified Students:
Enter the most recent number of Identified Students for each site as of the Reporting Date.

Enrollment: Enter the total enrollment for each site that have access to at least one meal service daily as of the Reporting Date.

Site ID	Site Name	Nbr of Identified Students	Enrollment	ISP	Eligible?	Potentially Eligible?
0101	ANYTOWN EL	<input type="text" value="0"/>	<input type="text" value="0"/>	0.00 %		
0102	ANYTOWN HS	<input type="text" value="0"/>	<input type="text" value="0"/>	0.00 %		

Select sites are eligible for CEP

Site ID	Site Name	Nbr of Identified Students	Enrollment	ISP	Eligible?	Potentially Eligible?
0101	ANYTOWN EL	59	200	29.50 %		
0102	ANYTOWN HS	200	600	33.33 %		X
0103	ANYTOWN MIDDLE SCHOOL	700	1,000	70.00 %	X	
Contracting Entity Totals		959	1,800	53.27 %		

Total Sites: 3

<u>Site ID / Site Name:</u>	Displays Site ID / Displays Site Name.
<u>Number of Identified Students :</u>	Enter the amount of students for each site who are certified for free school meals without the use of a household application.
<u>Enrollment:</u>	Enrollment cannot be less than the Number of Identified Students.
<u>Identified Student Percentage (ISP):</u>	Calculated as Number of Identified Students divided by Enrollment. Does not round.
<u>Eligible?:</u>	Displays "X" if the ISP of Enrollment meets the 40% or greater ISP requirement to be eligible to participate in CEP.
<u>Potentially Eligible?:</u>	Displays "X" if the ISP of Enrollment falls between 30% and 39.99%. An "X" is not displayed if the ISP of Enrollment falls below 30%.

Select sites are eligible for CEP

Site ID	Site Name	Nbr of Identified Students	Enrollment	ISP	Eligible?	Potentially Eligible?
0101	ANYTOWN EL	59	200	29.50 %		
0102	ANYTOWN HS	200	600	33.33 %		X
0103	ANYTOWN MIDDLE SCHOOL			70.00 %	X	
Contracting Entity Totals						

Total Sites: 3

Cancel Button: Click to clear the data entered and re-start the data entry process.

Export

Save Cancel

Save Button: Click to save the data entered for sites.

Export Button: Click to export the data to an Excel spreadsheet file to save for your records.

Community Eligibility Provision (CEP) - Site Eligibility For School Year: 2013 - 2014

0000 Status: Active
ANYTOWN ISD
DBA:
100 Anytown St.
Anytown, TX 1000
County District Code: 100-000
ESC: 0 TDA Region: 0

The Community Eligibility Provision (CEP) Eligibility has been processed.

< Edit

Finish

Edit Button: Click to go back to the previous data entry page and edit information entered.

Finish Button: Click to finish the data entry process for the CE.

School Nutrition Programs



Applications | Claims | Compliance | Reports | Security | Search

Year | Help | Log Out

Applications > CEP Year List >

School Year: 2013 - 2014

Community Eligibility Provision

0000 Status: Active
ANYTOWN ISD
DBA:
100 Anytown St.
Anytown, TX 1000
County District Code:100-000
ESC: 0 TDA Region: 0

Status: After successful completion of the data entry process for CEP in TX-UNPS, the CE status displays as "Submitted".

Action	School Year	Reporting Date	Status
Detail	2013 - 2014	April 1, 2014	Submitted

< Back

Back Button: Click to return back to the Applications screen.



3E'S OF HEALTHY LIVING — EDUCATION, EXERCISE AND EATING RIGHT

The Texas Department of Agriculture's Food and Nutrition Division is funded by the U.S. Department of Agriculture, Food and Nutrition Service.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

CEP: TX-UNPS Guidance for CEs

USDA is an equal opportunity provider and employer.