

# Frequently Asked Questions

## School Year 2022-2023 Operations

### Guidance Subject to Change – Check dates for the latest version

This FAQ document covers operations for School Year (SY) 2022-2023. It was created based on input from contracting entities (CEs) and Education Service Center (ESC) staff, United States Department of Agriculture (USDA) policy guidance specific to School Year 2022-23 operations and flexibilities, Congressional legislation, and existing USDA and Texas Department of Agriculture (TDA) guidance from the previous school year and summer operations.

This document is the primary source of transitional operational guidance for SY 2022-2023 operations. TDA will continue to provide more detailed guidance as it becomes available. Please read each question and response carefully and thoroughly as each question covers a very specific topic; **you should not mix responses from multiple questions to arrive at an answer for any questions you may have.** Please contact your ESC with any questions.

CEs must understand and adhere to all applicable requirements of the program(s) they are operating, including the guidance outlined in this FAQ. All program requirements remain in effect unless specifically waived by USDA and as described in this FAQ. Updates to this document are in yellow.

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This product was funded by USDA.  
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Updated 10/5/2022  
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### TRANSITIONAL OPERATIONS

#### **1. During School Year (SY) 2022-2023, which Child Nutrition Programs (CNPs) can operate?**

School Year (SY) 2022-2023 will represent a shift back to standard National School Lunch Program (NSLP) and School Breakfast Program (SBP) operations. School Food Authorities (SFAs) may also operate the Fresh Fruit and Vegetable Program (FFVP) and the CACFP At-risk program or NSLP Afterschool Snack Program (ASCP) as needed and in accordance with the standard regulations for those programs.

#### **2. How will meal reimbursements differ from SY 2021-2022?**

Program operators in SY 2021-2022 had the option to feed students for free via the Seamless Summer Option (SSO) at the Summer Food Service Program (SFSP) reimbursement rate through September 30, 2022. In SY 2022-2023, standard NSLP and SBP paid, reduced-price, and free meal reimbursement rates will apply. However, the Keep Kids Fed Act (KKFA) of 2022 approved funding to temporarily increase breakfast and lunch reimbursements. As such, in SY 2022-2023, through June 30, 2023, standard reimbursements rates will apply with \$0.15 added for breakfast reimbursement for each category and \$0.40 added for lunch for each category.

New reimbursement rates for SY 2022-2023 have now been published (with KKFA supplements included) on SquareMeals.org at: <https://squaremeals.org/Programs/NationalSchoolLunchProgram/ReimbursementRates.aspx>

#### **3. What other flexibilities does the Keep Kids Fed Act of 2022 provide in SY 2022-2023?**

In addition to temporarily increasing the reimbursement rates for NSLP and SBP in SY 2022-2023 as outlined in [this FAQ question](#), the KKFA will continue the flexibility that waives fiscal action in the event a COVID-19-related supply chain disruption affects the CE's ability to meet the meal pattern. Refer below for more information about supply chain disruptions and the criteria TDA will use in implementing this flexibility.

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#### 4. What resources are available to let families know that meals will not be served free to all students in SY 2022-2023?

TDA has developed a new media release prototype, one-pager, and other resources that can accompany your household letters. These resources are available on the [Back to Student Meal Rates<sup>i</sup>](#) and [School Meals Application pages<sup>ii</sup>](#) on SquareMeals.org.

#### 5. What operational flexibilities are currently available for school year (SY) 2022-2023 to offset safety concerns caused by the COVID-19 public health emergency?

The intent for SY 2022-2023 is that all programs return to standard operations. However, TDA and USDA recognize that there may still be occasional operational challenges resulting from COVID-19. The following flexibilities are currently available on a case-by-case basis if a specific COVID-19 incident affects operations at your school.

- Non-congregate Meal Service
- Alternative Meal Service Times
- Parent Pick-up of Meals with No Child Present
- Waiver of Offer Versus Serve (OVS) in Senior High Schools participating in NSLP

TDA will authorize these flexibilities on a case-by-case basis if affected CEs meet the following criteria:

- The CE must submit a notification form (currently under development for release in July).
- Requests must include a start and end date for the waiver. A retroactive start date may be entered.
- Within the request form, the CE must provide justification that one of the following COVID-related circumstances is in effect around the site area:
  - Mandated quarantine of an entire classroom/select population due to COVID-19 exposure (**NOTE:** If quarantine protocols are not in place,

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waivers cannot be used to feed individual participants who are absent due to being infected with COVID-19 or other reasons).

- Justification of non-congregate service based on nutrition staffing issues caused by a COVID-19 outbreak. **NOTE:** Waivers may not be used for routine absences or staff vacancies.
- Requesters must provide a plan of how non-congregate meals will be served according to the regulations of the applicable program and a plan for how the waiver will be implemented.
- CEs approved for this waiver may only use these waivers for the timeframe requested up to a maximum of 14 days.
- Any meals served under a waiver not approved may be disallowed.

The [SY 2022-2023 Non-congregate, Meal Service Times, Parent Pick-up, and Offer vs Serve in Senior High School Waiver Request Form](https://squaremeals.org/FandNResources/CoronavirusUpdateforContractingEntities/IntakeForms.aspx)<sup>iii</sup> is located on the Intake Forms page of SquareMeals.org:  
<https://squaremeals.org/FandNResources/CoronavirusUpdateforContractingEntities/IntakeForms.aspx>

### 6. What guidelines must be followed if approved to operate non-congregate service temporarily in response to a COVID-19-related incident?

If approved to operate non-congregate service, CEs must adhere to the following guidelines:

- Parent pick-up – Schools must have a means of verifying proof of guardianship
- Meal bundling – Not to exceed more than a week's worth of meals at a time nor the daily allowed maximum number of meals.
- Home delivery – Must receive consent from each household.
- Meals served must be recorded at the correct eligibility status, meal price, and in a manner compliant with the board-approved charge policy.

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### 7. If my school is implementing a hybrid virtual/onsite model, may we offer non-congregate feeding options to the virtual students?

No. Per the most recent guidance, non-congregate feeding and associated waivers will only be approved in the event of a specific COVID-19 outbreak. Non-congregate service must not be used to feed students that are voluntarily choosing a remote learning option. If, however, a classroom of children is unexpectedly forced to stay home and learn remotely for a set period per a school's COVID quarantine protocols, only those students could utilize non-congregate and parent pick-up waivers.

Schools operating under a hybrid model must ensure that onsite access to congregate meals is provided to all virtual students.

### 8. If my school must shut down temporarily due to a COVID-19 outbreak or other unanticipated event, and no virtual instruction is provided, can we continue to serve meals to students?

If a school closes due to an unanticipated event without plans to offer instruction, the school can serve meals under “unanticipated school closure” (USC) requirements as follows:

- **Operate an SSO or SFSP site under USC requirements.** TDA will approve school sites to serve meals under SSO or SFSP during a USC. Additionally, USDA has issued a waiver allowing schools to serve SSO or SFSP meals at the school site during a USC.
- **Operate CACFP At-Risk.** The school may offer a lunch and snack that meet all CACFP At-Risk regulations, including roster and enrichment activity requirements. These sites can be located at the school.

Under either option, the site may operate under non-congregate meal service, meal service time deviations, and parent pick-up waivers. TDA is developing an updated USC Notification Form that can be used to notify the agency of waiver usage should a USC occur.

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### 9. My school is switching to a 4-day week calendar. May we send meals home with students on Thursday afternoon to be consumed on Friday?

No. Non-congregate meal service and associated waivers will only be allowed if operations are affected by a specific COVID-19 incident. For schools operating on a 4-day schedule, the additional day off will be considered part of the weekend. Schools may operate a standard CACFP At-risk program onsite on the extra day.

### 10. What are the flexibilities in place for sites experiencing a disruption to the supply chain as result of COVID-19?

First, CEs experiencing supply chain issues, such as unanticipated cancellation of food and supply contracts and unexpected substitutions of food products by suppliers, may use emergency procurement processes **without submitting a request to TDA** via the online request form on SquareMeals. CEs must document proof that the emergency procurement resulted from a supply chain issue and maintain all other supporting documentation usually required when submitting an emergency procurement request. Please refer to the USDA-provided [Questions and Answers for Child Nutrition Programs Emergency Procurement Due to Supply Chain Disruptions](#)<sup>iv</sup> for more information on emergency procurement options.

Second, USDA issued a Nationwide Waiver allowing TDA to waive fiscal action for CEs that fail to meet meal pattern requirements because of a pandemic-related supply chain disruption. During an administrative review, CEs will have to show documentation, such as vendor notification, proving that the meal pattern deviations resulted from a supply chain issue.

To assist CEs and sites in these efforts, TDA has developed the [Monthly Record of Meal Pattern Deviations Due to Supply Chain Disruptions Form](#),<sup>v</sup> in which CEs can document instances when required food components were unavailable due to supply chain disruptions. Refer to the form instructions for more information about how this form is to be used.

Finally, TDA has developed a [Navigating Supply Chain Issues - SY 2022-23 resource](#)<sup>vi</sup> that provides useful tips on how to continue to meet the meal pattern in the event of a supply chain disruption.

CEs must follow normal procurement requirements, including capital purchases, for non-pandemic related goods and services.



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### 11. Are there any additional flexibilities available for school year (SY) 2022-2023 to help schools transition back to traditional operations?

Yes. While the intent of SY 2022-2023 is to return to standard operations, USDA acknowledges CEs continue to recover and respond to the COVID-19 pandemic. To support access to nutritious meals while CEs manage the operational challenges caused by COVID-19, USDA is allowing the following additional flexibilities during SY 2022-2023:

- [Offsite monitoring flexibilities](#)
- [Paid Lunch Equity \(PLE\) flexibilities](#)
- [30-day carryover flexibilities](#)
- [Local Wellness Policy \(LWP\) triennial assessment extension](#)

Each flexibility is discussed in more detail in the following questions.

### 12. What are the offsite monitoring flexibilities available for SY 2022-2023?

For the duration and extent that it is needed, USDA is allowing CEs the flexibility to complete the onsite monitoring requirements offsite during SY 2022-2023.

While the requirement to conduct reviews onsite is waived, the monitoring requirements themselves are still required. CEs must notify TDA of its intent to use this waiver via the [Summer 2022 Non-congregate and Parent Pick-up Opt-In Form](#)<sup>vii</sup> located on the [SquareMeals COVID-19 Intake Forms Page](#).<sup>viii</sup>

If any requirements cannot be completed via an offsite review, the CE **must document** the reasons. For NSLP, each CE must, at a minimum, review each school in its jurisdiction at least one time prior to February 1, 2023.

CEs must thoroughly document the desk audit, including, but not limited to:

- When it was conducted.
- Who the CE interacted with at the site.
- What technical assistance was provided.

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- Those areas of the review that could not be completed as part of the desk audit.

To the extent possible, CEs should incorporate technology as part of the desk audit, including video, photographs, and teleconferencing. Many of these technologies are widely available.

CEs must notify TDA of their intent to use this flexibility. Once the notification form is developed, it will be available on the Intake Forms page of SquareMeals.org: <https://squaremeals.org/FandNResources/CoronavirusUpdateforContractingEntities/IntakeForms.aspx>

### 13. What are the Paid Lunch Equity (PLE) requirements for SY 2022-2023?

When completing the PLE tool for SY 2022-2023, CEs should use the price they last charged students as the basis for their SY 2022-23 PLE calculation. For many CEs, this may be SY 2019-2020 prices.

**NOTE:** The latest PLE tool indicates CEs should enter claims data from October 2021, but CEs that do not have October 2021 data because they were operating SSO may enter the most recent claims data they have into this field.

Per the Consolidated Appropriations Act, any NSLP CE with a positive or zero balance in its nonprofit school food service account as of December 31, 2021, is exempt from PLE pricing requirements for SY 2022-2023. CEs must document use of this flexibility but are **not** required to notify TDA.

To assist CEs and families in transitioning from universal free meal service to paid meals, USDA is exempting CEs with a negative nonprofit food service account balance as of December 31, 2021, from raising meal prices in accordance with PLE requirements. CEs with a negative balance planning to use this flexibility must notify TDA by completing the [Notification of Paid Lunch Equity \(PLE\) Requirement Exemption Form](https://squaremeals.org/FandNResources/CoronavirusUpdateforContractingEntities/IntakeForms.aspx)<sup>ix</sup>, which is available on the Intake Forms page of SquareMeals.org: <https://squaremeals.org/FandNResources/CoronavirusUpdateforContractingEntities/IntakeForms.aspx>

**NOTE:** Schools should carefully review their budgets before adjusting their paid lunch prices in SY 2022-2023. Some considerations include:

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- Reimbursement will return to NSLP rates plus additional reimbursements per the Keep Kids Fed Act.
- Reimbursement still be based on the eligibility of a child
- Increased food costs
- Fluctuation in participation
- Meal quality should not decrease if a school lowers their paid lunch prices

### 14. How is 30-day carryover eligibility applied for SY 2022-2023?

Schools that operated NSLP in SY 2021-2022 must apply a 30-day carryover in accordance with standard program operations based on SY 2021-2022 eligibility data.

Schools that operated SSO in SY 2021-2022 have the following options when determining the 30-day carryover based on how or if they processed applications in SY 2021-2022 or 2020-2021:

- SSO operators that processed and conducted verification on household applications district-wide in SY 2021-2022, in accordance with regulations, must use SY 2021-2022 eligibility data.
- SSO operators that processed any applications in either SY 2021-2022 or SY 2020-2021 for P-EBT or other purposes but did not conduct district-wide application processing in either of those two years have two options:
  - Option 1 - Use **only** data from the last year applications that were processed in their entirety. This may be SY 2019-2020 data.
  - Option 2 - Use last documented eligibility for each student, which may include applications processed in School Years 2021-2022, 2020-2021, and 2019-2020. CEs using this option must use the student's most recent status and not choose an earlier year's status, even if that appears to be more beneficial to the student.

**CEs must notify TDA by October 15, 2022** if they intend to use data from a year other than SY 2021-2022 for carryover eligibility by completing the [30-Day Carryover Eligibility Flexibility Notification Form](#)<sup>x</sup> available on the Intake Forms page of

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SquareMeals.org:

<https://squaremeals.org/FandNResources/CoronavirusUpdateforContractingEntities/IntakeForms.aspx>

### **15. Did USDA extend the deadline to complete the Local Wellness Policy (LWP) triennial assessment?**

Yes. USDA issued a waiver allowing CEs to complete their first triennial Local Wellness Policy assessment by **June 30, 2023**. CEs electing to use a new deadline must complete the second triennial assessment by June 30, 2026. For operators that completed their triennial assessments by the original extended date of June 30, 2022, second assessments will be due June 20, 2025.

CEs must have notified TDA by **July 15, 2022** if they intended to use this flexibility.

### **16. Will P-EBT funding be available in SY 2022-2023?**

USDA announced P-EBT for SY 22-23 and Summer 2023. Texas has not submitted a plan to USDA and is in the process of determining next steps for the program. Federal guidelines on eligibility can be found here:

<https://www.fns.usda.gov/snap/state-guidance-coronavirus-pandemic-ebt-pebt>.

### **17. Are CEs operating NSLP in SY 2022-2023 eligible for additional reimbursement amounts, including the NSLP 8-cent performance-based reimbursement, and severe need reimbursement?**

Yes. Per standard regulations, CEs are eligible to receive supplemental reimbursements associated with operation of NSLP and SBP. The 8-cent performance-based reimbursement (increased this school year from the previous 7-cent amount) will be applied in accordance with standard regulations. Eligibility for severe need lunch (2-cent differential) and severe need breakfast reimbursement will be determined as outlined in [the following FAQ question](#).

### **18. How are severe need breakfast and lunch reimbursements determined for SY 2022-2023?**

For SY 2022-2023, school sites are eligible for severe need breakfast reimbursement if 40 percent or more of NSLP lunches served to students in SY 2020-2021 were free or reduced-price. CEs are eligible for severe need lunch

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reimbursement, also known as the 2-cent differential, if 60 percent or more of NSLP lunches served to students in SY 2020-2021 were free or reduced-price.

CEs that operated SSO or SFSP during SY 2020-2021, however, will not have the complete data needed to determine eligibility for severe need reimbursements in SY 2022-2023. As a result, the following guidelines apply for determining severe need eligibility:

- CEs that operated NSLP in SY 2021-2022 but claimed meals under a Summer program in SY 2020-2021 will use the SY 2021-2022 data to qualify for severe need in SY 2022-2023.
- CEs that operated SFSP or SSO in SY 2020-2021 and then operated SSO in SY 2021-2022 will use the most beneficial claims data source to qualify for severe need as follows:
  - **Source 1:** The total number of lunches claimed free or reduced-price under NSLP for the time the CE operated NSLP in SY 2019-2020.
  - **Source 2:** The total number of lunches claimed free or reduced-price under NSLP during the first three months of SY 2022-2023. Severe need reimbursement will be retroactive back to the three months used to establish eligibility.

TDA has implemented these updates on behalf of the CEs in TX-UNPS.

### 19. How are adult meal prices calculated for SY 2022-2023?

Schools should calculate their adult meal prices using the **base** NSLP reimbursement rate and any applicable standard supplemental reimbursements (for example, severe need, 8-cent performance-based). Schools **do not** have to factor in the temporary supplemental reimbursements (\$0.40 per lunch, \$0.15 per breakfast) provided by the Keep Kids Fed Act.

The new reimbursement rates are posted, broken down by base rate + KKFA funds, on SquareMeals.org here:

<https://squaremeals.org/Programs/NationalSchoolLunchProgram/ReimbursementRates.aspx>

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Schools that operated SSO in SY 2021-2022 and that typically calculate the adult meal prices using the Paid reimbursement rate and the student paid charge should use the paid charge rate they last had in place when operating NSLP.

Refer to [Administrator's Reference Manual<sup>xi</sup>](#) (ARM), Section 19, *Meal Pricing* for the standard methods used to calculate adult meal prices.

### **20. Are there any area eligibility flexibilities in place for SY 2022-2023?**

The area eligibility waivers that were in effect in SY 2021-2022 that allowed all afterschool programs to operate in any location are currently **not** in effect during SY 2022-2023. NSLP Afterschool Care Program (ASCP) and CACFP At-risk sites must adhere to standard area eligibility guidelines. Remember that schools that do not qualify for area eligibility based on school data but are in the attendance zone of an area eligible school are considered area eligible and may operate an afterschool program.

### **21. How was area eligibility determined for schools that operated SSO in SY 2021-2022?**

Given that many schools did not process applications in SY 2021-2022 and thus did not have accurate free/reduced-price data on hand, area eligibility for non-CEP schools operating SSO in SY 2021-2022 was based on 50% or greater free/reduced-price claiming percentages from February 2020. Sites establishing new eligibility based on February 2020 data may only use this determination through SY 2024-25.

Note that area eligibility for CEP schools, even those operating SSO in SY 2021-2022, was determined using the standard method for CEP schools. All CEP schools were determined area eligible if their Independent Student Percentage (ISP), as reported on their 2021 CEP report, was 31.25 or greater. Determination based on this ISP data is valid for the standard five years.

TDA has recently updated its School Data – Area Eligibility Report to indicate the data source used to derive each listed school's area eligibility.

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**22. If a school that operated SSO in SY 2021-2022 is not listed on the School Data – Area Eligibility Report, are there any additional flexibilities available for determining area eligibility?**

Yes, for Summer 2022 and SY 2022-2023 only, non-CEP schools may also use ISP data to determine area eligibility as follows:

- The school must have reported an ISP of 31.25 or greater on their most recent CEP data report submitted in March 2022; and
- Area eligibility established using the ISP data of a non-CEP school is only valid for Summer 2022 and SY 2022-2023.

**NOTE:** This flexibility is only available to existing schools that operated SSO in SY 2021-2022. New non-CEP schools may not use CEP data to establish area eligibility.

### MEAL PATTERN

**23. What are the transitional meal pattern changes going into effect in SY 2022-2023?**

The following transitional meal pattern changes are in effect for SY 2022-2023:

- **Flavored Milk** – Schools may offer flavored, low-fat (1 percent) milk at lunch and breakfast and as a beverage for sale a la carte; unflavored milk (fat-free or low-fat) must be available at each school meal service.
- **Whole Grains** - At least 80 percent of the weekly grains in the NSLP and SBP be whole grain-rich; the remaining weekly grains offered must be enriched.
- **Sodium** - Sodium Target 1 levels are retained for NSLP and SBP through SY 2022-2023

More detailed information will be published in the Administrator's Reference Manual (ARM) soon. In the meantime, please refer to the [Transitional Nutrition Standards page on SquareMeals.org](#)<sup>xii</sup> for helpful resources.

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### **24. Are there any meal pattern waivers in effect in SY 2022-2023?**

Not at this time. While the Keep Kids Fed Act (KKFA) allows TDA to issue technical assistance in lieu of fiscal action if a CE cannot meet the meal pattern due to a COVID-19-related supply chain disruption, the CE must make every effort to meet the meal pattern requirements and document these efforts [in accordance with the above question](#).

## **FRESH FRUIT AND VEGETABLE PROGRAM**

### **25. Which flexibilities apply when operating the Fresh Fruit and Vegetable Program (FFVP) during SY 2022-2023?**

In SY 2022-2023, non-congregate feeding, parent pick-up, and alternative meal service times can be used when distributing FFVP foods if distribution is affected by a specific COVID-19 incident. FFVP CEs must request a waiver [per the process described above](#).

### **26. Must schools provide an educational component for FFVP been in SY 2022-23?**

Schools must provide an educational component as part of their participation in FFVP. In the event of a COVID-19 incident during which a school is approved to distribute fresh fruits and vegetables to parents, an educational component is not required.

### **27. Can we donate FFVP foods?**

Yes. If fresh produce cannot be used and would otherwise be disposed of, the CE should make efforts to donate it to another FFVP or NSLP/SBP operator.

### **28. How do I change my FFVP site's serving days?**

To change a site's serving days:

- Send an email to [NSLP-SBP.BOPs@TexasAgriculture.gov](mailto:NSLP-SBP.BOPs@TexasAgriculture.gov) with "FFVP" in the subject line and describe the changes to the FFVP service, and



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- Add a description of changes to the CE's FFVP records and retain the records onsite.

### **AFTERSCHOOL PROGRAMS**

#### **29. How are the NSLP Afterschool Care Program (ASCP) operations affected during SY 2022-2023?**

The intent to return to standard operations extends to the ASCP programs. CEs should plan to operate ASCP according to standard program requirements in SY 2022-2023. However, CEs may apply the non-congregate meal service, alternate meal service times, and parent pick-up flexibilities allowed for NSLP/SBP if approved by TDA to use those flexibilities in the event of a specific COVID-19 incident [as described above](#).

For children onsite, ASCP snacks must be provided at the end of the local school day with an onsite enrichment activity. Operators must maintain a daily attendance record to ensure that snacks claimed do not exceed the number of children present.

#### **30. How are CACFP At-Risk operations affected during SY 2022-2023?**

The intent to return to standard operations extends to CACFP At-Risk. CEs should plan to operate CACFP At-Risk according to standard program requirements in SY 2022-2023. All At-risk operations must have onsite meal service and onsite enrichment that occurs after the school day ends. CEs may apply the non-congregate meal service, alternate meal service times, and parent pick-up flexibilities allowed for CACFP if approved by TDA to use those flexibilities [as described above](#).

Refer to the [CACFP COVID-19 Operations PY 2022-2023 FAQs](#)<sup>xiii</sup> on SquareMeals.org for more information on At-risk operations.

#### **31. Am I allowed to switch from NSLP ASCP to CACFP At-Risk or vice versa during the school year?**

Yes. As in a standard operational year, CEs may switch between afterschool programs. CEs must ensure all application packets and site applications are submitted and/or updated according to standard processes for the respective programs.

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### CIVIL RIGHTS

#### **32. What are the requirements for updating program materials with the new Nondiscrimination Statement (NDS) on program materials?**

On May 5, 2022, USDA issued a memorandum on *Bostock v. Clayton County* and its application to the Child Nutrition Programs. The memorandum informed recipients that the prohibition of discrimination based on sex in Title IX and the Food and Nutrition Act includes gender identity and sexual orientation. This change impacted the USDA Nondiscrimination Statement (NDS).

The revised USDA NDS includes updated language for all Child Nutrition Programs. TDA is updating its handbooks, forms, and resources to reflect the new NDS, which can be found here: <https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs>

CEs using their own materials that include the NDS must update those materials when the current supply on hand is exhausted or by September 30, 2023. By this date, all new printing materials should use the updated NDS.

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# Frequently Asked Questions

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In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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, audiotope, 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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

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<sup>i</sup> <https://squaremeals.org/Programs/NationalSchoolLunchProgram/BacktoStudentMealRates.aspx>

<sup>ii</sup>

<https://squaremeals.org/Programs/NationalSchoolLunchProgram/EligibilityandVerification/HouseholdApplications.aspx>

<sup>iii</sup> <https://app.smartsheet.com/b/publish?EQBCT=3c072d10423b4c0da5d05ae46015bf80>

<sup>iv</sup> <https://www.fns.usda.gov/cn/sp23-cacfp18-2021>

<sup>v</sup>

[https://squaremeals.org/Portals/8/files/H1N1/Coronavirus/Documentation\\_of\\_Supply\\_Chain\\_Disruption\\_211116.doc](https://squaremeals.org/Portals/8/files/H1N1/Coronavirus/Documentation_of_Supply_Chain_Disruption_211116.doc)

<sup>vi</sup>

<https://squaremeals.org/Portals/8/files/NSLP%20Resources/MP%20Procurement%20Challenges%20Resource%20for%20CEs-%20final.pdf>

<sup>vii</sup> <https://app.smartsheet.com/b/publish?EQBCT=43fed0acbb1f486a914a9861124e9b49>

<sup>viii</sup> <https://squaremeals.org/FandNResources/CoronavirusUpdateforContractingEntities/IntakeForms.aspx>

<sup>ix</sup> <https://app.smartsheet.com/b/publish?EQBCT=851ca9848ea54406ab08428a94ee4a43>

<sup>x</sup> <https://app.smartsheet.com/b/publish?EQBCT=931afaf6bc6f4d6fb2b9c34b768af5af>

<sup>xi</sup> <https://squaremeals.org/Programs/NationalSchoolLunchProgram/NSLPPolicy&ARM.aspx>

<sup>xii</sup> <https://squaremeals.org/Programs/NationalSchoolLunchProgram/MealPatternSupportforSY2223.aspx>

<sup>xiii</sup> [https://squaremeals.org/Portals/8/files/H1N1/Coronavirus/COVID-19%20Website\\_FAQs%20CACFP\\_220603\\_REV%201.pdf](https://squaremeals.org/Portals/8/files/H1N1/Coronavirus/COVID-19%20Website_FAQs%20CACFP_220603_REV%201.pdf)