



REGION 

Child
Nutrition

SCHOOL
Nutrition
PROGRAMS
CALENDAR

2025 – 2026



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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Food and Nutrition Division
www.SquareMeals.org



Updated 6/6/2024
National School Lunch Program

Shortcuts

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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



Contact Us

Your Region 4 Child Nutrition Team

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

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For updates and additional training opportunities, please visit the Region 4 Child Nutrition Services website: <https://esc4.net/service/child-nutrition/>

Dr Rodney Watson

Executive Director
Region 4 Education Service Center

Jorgannie Carter, EdD

Chief, Center for Finance and Business Services
Region 4 Education Service Center



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: _____

Company Name: _____

Salesperson: _____

Phone Number: _____

E-mail: _____

Company Name: _____

Salesperson: _____

Phone Number: _____

E-mail: _____

SY 2025-2026 Meal Pattern Chart

National School Breakfast Program

Minimum Amount of Each Food Component Per Week (Minimum Offering Per Day)

Pre-Kindergarten (Pre-K) Daily			School Age Daily and Weekly					
Meal Pattern Components	Age 1-2	Age 3-5	Meal Pattern Components	Grades K-5	Grades K-8	Grades 6-8	Grades 9-12	Grades K-12
Milk, Unflavored: Age 1, Whole Age 2-5, low-fat or fat-free	½ Cup	¾ Cup	⁴ Milk Unflavored/flavored ⁵ 1% low fat or fat free	5 (1) cups	5 (1) cups	5 (1) cups	5 (1) cups	5 (1) cups
Fruits and Vegetables	¼ Cup	½ Cup	⁶ Fruits and Vegetables	5 (1) cups	5 (1) cups	5 (1) cups	5 (1) cups	5 (1) cups
^{1,2} Grains: Whole Grain-Rich or Enriched			⁷ Grains* 80 % WG-Rich	7 – 10 (1 oz eq)	8 – 10 (1 oz eq)	8 – 10 (1 oz eq)	9 – 10 (1 oz eq)	9 – 10 (1 oz eq)
Bread Product: (e.g., biscuit, roll, muffin)	0.5 oz eq		Nutrient Specifications: Daily Amount Based on Average 5- Day Week					
Cooked: Cereal, Cereal Grain, Pasta	0.5 oz eq		Min.–Max. Calories (kcal)	350–500	400-500	400–550	450–600	450–500
³ Ready-to-Eat Breakfast Cereal, Dry or Cold: Flakes or Rounds Puffed Cereal Granola	½ Cup ¾ Cup ½ Cup		Saturated Fat % of total calories	< 10	< 10	< 10	< 10	< 10
			Sodium Target (mg)	≤ 540	≤ 540	≤ 600	≤ 640	≤ 540
			Trans Fat	Product nutrition label/manufacturer specification must indicate 0 grams of <u>trans</u> fat per serving.				

¹CACFP: grain-based desserts are not creditable toward the grains component

²CACFP: one whole-grain rich food item must be served each day across all meals

³CACFP: Beginning October 1, 2025, breakfast cereals may have no more than 6 grams of added sugar per dry ounce.

⁴One choice of milk must be unflavored at each meal service.

⁵Beginning July 1, 2025, flavored milk must contain no more than 10 grams of added sugars per 8 fluid ounces, or for flavored milk sold à la carte in middle and high schools, 15 grams of added sugars per 12 fluid ounces.

⁶Beginning July 1, 2025, vegetables from at least two different vegetable subgroups must be offered when substituting vegetables for fruits at breakfast on two or more days per school week.

⁷At least 80% of weekly grains offered must be whole grain rich.

+ A Meat/Meat Alternate may be offered as a substitute for grain.

For detailed guidance on regulatory requirements see TDA's Administrative Reference Manual Sections 7, 8, and 9.

SY 2025-2026 Meal Pattern Chart

National School Lunch Program

Minimum Amount of Each Food Component Per Week (Minimum Offering Per Day)

Pre-Kindergarten (Pre-K) Daily			School Age Daily and Weekly				
Meal Pattern Components	Age 1–2	Age 3–5	Meal Pattern Components	Grades K–5	Grades 6–8	Grades K–8	Grades 9–12
Milk: Unflavored			⁴ Milk				
Age 1, whole milk	½ cup	¾ cup	Unflavored or flavored ⁵	5 (1) cups	5 (1) cups	5 (1) cups	5 (1) cups
Age 2-5, 1 percent low fat or fat free unflavored			1% low fat or fat free				
Fruits	½ cup	¼ cup	Fruits	2½ (½) cups	2½ (½) cups	2½ (½) cups	5 (1) cups
Vegetables	½ cup	¼ cup	Vegetables	3¾ (¾) cups	3¾ (¾) cups	3¾ (¾) cups	5 (1) cups
^{1,2} Grains: Whole Grain-Rich or Enriched			Dark Greens	½ cup	½ cup	½ cup	½ cup
Bread product (e.g., biscuit, roll, or muffin)	0.5 oz eq	0.5 oz eq	Red/Orange	¾ cup	¾ cup	¾ cup	1¼ cups
Pasta	0.5 oz eq		Beans, Peas, and Lentils	½ cup	½ cup	½ cup	½ cup
Meat/Meat Alternates			Starchy	½ cup	½ cup	½ cup	½ cup
Lean meat, poultry, or fish	1 oz	1.5 oz	Other	½ cup	½ cup	½ cup	¾ cup
Tofu, soy product, or alternate protein products	1.0 oz	1.5 oz	Additional Vegetable	1 cup	1 cup	1 cup	1½ cups
Cheese	1 oz	1.5 oz	⁶ Grains	8 – 9 (1 oz eq)	8 – 10 (1 oz eq)	8 – 9 (1 oz eq)	10 – 12 (2 oz eq)
Large egg	½ egg	¾ egg	80 % Whole Grain-Rich				
Bean, peas, and lentils	0.5 oz eq	0.75 oz eq	Meat/Meat Alternates	8 – 10 (1 oz eq)	9 – 10 (1 oz eq)	9 – 10 (1 oz eq)	10 – 12 (2 oz eq)
Peanut butter, soy nut butter, or other nut or seed butter	2 Tbsp	3 Tbsp	Nutrient Specifications: Daily Amount Based on Average 5-Day Week				
³ Yogurt, plain or flavored, unsweetened or sweetened	4 oz	6 oz	Min.-Max. Calories{kcal}	550–650	600–700	600–650	750–850
Peanuts, soy nuts, tree nuts, or seeds	0.5 oz	0.75 oz	Saturated Fat	< 10	< 10	< 10	< 10
			% of total calories				
			Sodium Target {mg}	≤ 1,110	≤ 1,225	≤ 1,110	≤ 1,280
			Trans Fat	Product nutrition label/manufacture specification must indicate 0 grams of <u>trans</u> fat per serving.			

¹CACFP: grain-based desserts are not creditable toward the grains component

²CACFP: one whole-grain rich food item must be served each day across all meals

³CACFP: Beginning October 1, 2025, yogurt may have no more than 12 grams of added sugars per 6 ounces.

⁴One choice of milk must be unflavored at each meal service

⁵Beginning July 1, 2025, flavored milk must contain no more than 10 grams of added sugars per 8 fluid ounces, or for flavored milk sold à la carte in middle and high schools, 15 grams of added sugars per 12 fluid ounces.

⁶At least 80% of weekly grains offered must be whole grain rich with the remaining enriched

For detailed guidance on regulatory requirements see TDA's Administrative Reference Manual Sections 7, 8, and 9.

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

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
Ounces (oz)	Grams (g)
1 oz	= 28.35 g
4 oz	= 113.4 g
8 oz	= 226.8 g
16 oz	= 453.6 g
Pounds (lb)	Grams (g)
1 lb	= 453.6 g
2 lb	= 907.2 g
Pounds (lb)	Kilograms (kg)
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

Scoops (Dishers)



Size/No. ¹	Level Measure	Color Code ²
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	

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



²Use 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 handles that are heat-resistant. Level spoons, 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.

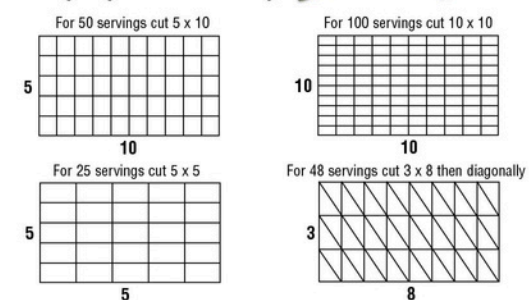
Steamtable Pan Capacity

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

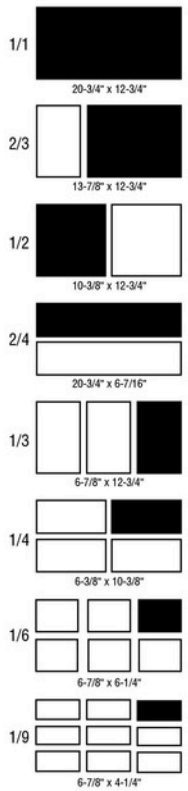
Approximate Dimensions of Serving Sizes from Different Pan Sizes

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"

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**

United States Department of
Agriculture (USDA) Food and
Nutrition Service (FNS)
fns.usda.gov



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Texas Department of Agriculture (TDA)
Food and Nutrition Division (FND)
www.squaremeals.org



Institute of Child Nutrition (ICN)
www.theicn.org



Child
Nutrition

Region 4 Child Nutrition
Services
esc4.net/service/child-nutrition



JULY 2025



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Attachment B Module opens in TX- UNPS	2	3 Region 4 Closed	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 Region 4 Summer Workshop Last day to submit May claim	31		

Monthly Reminders

Early July:

- Upload enrollment roster in Texas Eligibility List Management System (ELMS) to generate direct certification (DC) list.
- Determine method to distribute 2025-2026 school meal applications.
- 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).
- Complete Paid Lunch Equity (PLE) tool and Adult Meal Pricing Worksheet and update all prices in site applications on TX-UNPS.

Ongoing:

- Update School Nutrition Program (SNP) application packet in Texas Unified Nutrition Program System (TX-UNPS) as needed
- Send media (public) release.

Ongoing:

- 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 2025-2026 school meal applications may be distributed.
- Review/update Attachment B, if necessary.
- Receive USDA Foods for Summer Food Service Program (SFSP) and SSO.
- Update contacts in Web-based Supply Chain Management System (WBSCM) as needed.
- Review USDA Foods Reports in WBSCM - Requisition Status Report; Value of Commodities Received.
- Review USDA Foods allocated to processing in processor databases (Processor Link and K12)

AUGUST 2025



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6 <u>Eligibility</u> Session ID: 1902787 8:00 a.m.-3:00 p.m. MCC 203	7	8	9
10	11	12	13	14 <u>The AR and PR Process</u> Session ID: 1902788 8:00 a.m.-3:00 p.m. MCC 203	15	16
17	18	19 <u>Essential Key Performance Indicators</u> Session ID: 1904698 8:00 a.m.-12:00 p.m. MCC 103	20	21	22	23
24	25	26	27	28	29	30
31					Last day to submit JUNE claim	

Monthly Reminders

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.

Upcoming:

- Summer Nutrition Program costs report deadline in TX-UNPS

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.
- 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 2025-2026 school meal applications may be distributed.
- Distribute letter to households of approval/denial of benefits.
- Review USDA Foods Reports in WBSCM - Requisition Status Report; Value of Commodities Received.
- Review USDA Foods allocated to processing in processor databases (Processor Link and K12)

SEPTEMBER 2025



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 LABOR DAY Region 4 Closed	2	3	4	5 Check Texas ELMS for new DC data	6
7 Grandparent's Day	8 <u>Eligibility</u> <u>Session ID: 1902913</u> <u>8:00 a.m.-3:00 p.m.</u> <u>MCC 201</u>	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29 Last day to submit JULY claim	30				

Monthly Reminders

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).

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.

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.
- Review Attachment B (policy statement) and update in TX-UNPS as needed.
- Request first health inspection as needed.
- Review USDA Foods Reports in WBSCM – Requisition Status Report; Value of Commodities Received.
- Review USDA Foods allocated to processing in processor databases (Processor Link and K12)

OCTOBER 2025



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Direct Verification (DV) Module in Texas ELMS opens Count total number of approved applications	2 Yom Kippur	3	4
5	6 Check Texas ELMS for new DC data	7	8	9 Summer Nutrition Cost Report Due	10	11
12	13	14	15	16	17	18
National School Lunch Week						
	Indigenous Peoples Day			Boss' Day		
19	20	21	22	23	24	25
	Diwali					
26	27	28	29	30 Last day to submit AUGUST claim	31 Attachment B: Upload Attachments due in TX-UNPS Count number of students enrolled (eligible for SNP) for verification reporting Happy Halloween!	

Monthly Reminders

To Do:

October 1:

- Verification process begins.
- Count approved free and reduced-price meal applications for verification.
- Conduct Direct Verification (DV) in Texas Eligibility List Management System (ELMS) before sending out verification notification letters.

Early October:

- 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.
- Prior year approved application status expiration (to be calculated by CE)
- Summer Nutrition Program cost report deadline in Texas Unified Nutrition Program System (TX-UNPS)

October 31:

- Conduct official count of students enrolled in SNPs.

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 TX-UNPS as needed.
- Monitor use of USDA Foods and order per planned needs:
 - Review USDA Foods Reports in WBSCM - Requisition Status Report; Value of Commodities Received.
 - Review USDA Foods allocated to processing in processor databases (Processor Link and K12)

Upcoming:

November

- Verification process completion deadline
- Complete and submit Preliminary Verification Report in TX-UNPS.
- Mandatory annual food safety report deadline

NOVEMBER 2025



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Verification Report Opens Mandatory annual food safety report deadline Summer Mandate waiver available in TX-UNPS
2 Daylight Savings Ends	3	4 Election Day	5 Check Texas ELMS for new DC data	6	7	8
9	10	11	12	13	14	15 Verification Process Completed
16	17	18 Veterans Day	19	20	21	22
23	24	25	26 Verification Report Due??	27 Happy Thanksgiving	28	29
30	Region 4 Closed from the 24 th - 28 th					

Monthly Reminders

Early November:

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

November 15:

- Complete verification process.

Upcoming:

January 15:

- Summer Food Service Program (SFSP) application opens in TX-UNPS.

January 31:

- Texas Summer Mandate deadline in TX-UNPS

February 1:

- On-site monitoring review deadline for breakfast and lunch

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.
- Monitor use of USDA Foods and order per planned needs:
 - Review USDA Foods Reports in WBSCM - Requisition Status Report; Value of Commodities Received.
 - Review USDA Foods allocated to processing in processor databases (Processor Link and K12)

DECEMBER 2025



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Last day to submit SEPTEMBER claim	2	3	4	5 Check Texas ELMS for new DC data	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
Hanukkah Starts						
21	22	23	24 Christmas Eve	25 Christmas Day	26	27
	Hanukkah Ends				Kwanzaa Starts	
28	29	30 Last day to submit OCTOBER claim	31 NEW Year's EVE	Region 4 Closed from the 22 nd to the 2 nd		

Monthly Reminders

Early December:

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

Upcoming:

January 15:

- 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.

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.
- Monitor use of USDA Foods and order per planned needs:
 - Review USDA Foods Reports in WBSCM - Requisition Status Report; Value of Commodities Received.
 - Review USDA Foods allocated to processing in processor databases (Processor Link and K12)

JANUARY 2026



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 NEW Year's DAY Kwanzaa Ends	2	3
4	5 Check Texas ELMS for new DC data	6	7	8	9	10
11	12	13	14	15 SFSP & SSO applications open in TX-UNPS	16	17
18	19 Region 4 Closed	20	21	22	23	24
25	26 MLK Day	27	28	29	30	31
				Last day to submit NOVEMBER claim		

Monthly Reminders

To Do:

Early January:

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

January 15:

- Summer Food Service Program (SFSP) and Seamless Summer Option (SSO) applications open in Texas Unified Nutrition Program System (TX-UNPS).

January 31:

- Texas Summer Mandate deadline in TX-UNPS

Ongoing:

- USDA Foods requisitions opens in Web-Based Supply Chain Management (WBSCM).
- Request second health inspection.
- Conduct after-school care program on-site monitoring review during first four calendar weeks of operation.
- Conduct second after-school care program on-site monitoring review.
- Update School Nutrition Program (SNP) application packet in TX-UNPS as needed.
- Forecast for USDA Foods use and prepare to enter requisitions for direct delivery and processing diversion into WBSCM.
- Monitor Entitlement/Bonus/Summary Report and Requisition Status Report during request period.

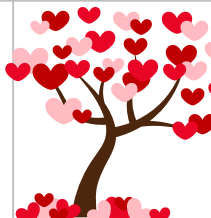
Upcoming

February:

- On-site monitoring review deadline for breakfast and lunch

FEBRUARY 2026

**BLACK
HISTORY
MONTH**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Groundhog Day	3	4	5 Check Texas ELMS for new DC data	6 Lunar New Year	7
8	9	10	11	12	13	14
15	16 President's Day	17	18 Ramadan Starts Ash Wednesday	19	20	21 Valentine's Day
22	23	24	25	26	27	28
						

Monthly Reminders

To Do:

February 1:

- On-site monitoring review deadline for breakfast and lunch
- Register for Region 4 Child Nutrition Showcase.
- FSMC renewal documents deadline to TDA for approval.

Early February:

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

February 15:

- FSMC New Contracts must be approved to publish

Ongoing:

- Request second health inspection.
- Conduct second after-school care program on-site monitoring review.
- Update School Nutrition Program (SNP) application packet in TX-UNPS as needed.

Ongoing:

- Begin forecasting USDA Foods requisition requests for direct delivery and processing diversions in Web-Based Supply Chain Management (WBSCM).
- Monitor use of USDA Foods and order per planned needs for 25-26 SY:
 - Review USDA Foods Reports in WBSCM – Requisition Status Report; Value of Commodities Received.
 - Review USDA Foods allocated to processing in processor databases (Processor Link and K12)

Upcoming:

March 15:

- Summer Food Service Program (SFSP) application deadline for CEs requesting advance payment

March 20:

- Community Eligibility Program (CEP) Report deadline in TX-UNPS (required by all CEs)

MARCH 2026



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Last day to submit DECEMBER claim	3	4	5 Region 4 Child Nutrition Showcase Check Texas ELMS for new DC data	6	7
8 Daylight Savings Starts	9	10	11	12	13	14
15	16	17 St. Patrick's Day	18	19	20 CEP Report due in TX-UNPS Eid al-Fitr	21
22	23	24	25	26	27	28
29	30	31 NSLP Annual Financial Report due for fiscal year 2024-2025				

Monthly Reminders

To Do:

Early March

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

March 20

- Community Eligibility Program (CEP) Report deadline in TX-UNPS (required by all CEs)

March 31

- NSLP Annual Financial Report Due

Ongoing:

- Request second health inspection.
- Conduct second after-school care program on-site monitoring review.
- Update School Nutrition Program (SNP) application packet in TX-UNPS as needed.
- Monitor use of USDA Foods and order per planned needs for 25-26 SY:
 - Review USDA Foods Reports in WBSCM - Requisition Status Report; Value of Commodities Received.
 - Review USDA Foods allocated to processing in processor databases (Processor Link and K12).

Upcoming:

- Review local wellness implementation plan activities and measurement for School Year 2025-2026.

April 15

- Summer Food Service Program (SFSP) new contracting entity application deadline

APRIL 2026



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Last day to submit JANUARY claim	2	3 Region 4 Closed Good Friday	4
5 Easter	6 Check Texas ELMS for new DC data	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22 Administrative Professionals Day	23	24	25
26	27	28	29	30	31	

Monthly Reminders

To Do:

April 1:

- FSMC new contract selections deadline to TDA for approval to award/execute

Early April:

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

April 15:

- NSLP Application Renewal for SY 2025–2026 opens in Texas Automated Nutrition System (TANS)
- Summer Food Service Program (SFSP) New Contracting Entity application deadline

Ongoing:

- Conduct second after-school care program on-site monitoring review.
- Update School Nutrition Program (SNP) application packet in TANS as needed.
- Register for Region 4 Child Nutrition Summer Workshop.

Ongoing:

- Monitor use of USDA Foods and order per planned needs for 25–26 SY:
 - Review USDA Foods Reports in WBSCM – Requisition Status Report; Value of Commodities Received.
 - Review USDA Foods allocated to processing in processor databases (Processor Link and K12)
- All USDA Foods should be requested from the state-contracted warehouse by April 30.

Upcoming:

May 1

- Summer Food Service Program (SFSP) Renewing Contracting Entity application deadline

May 31

- Seamless Summer Option (SSO) application deadline TANS June 30
- Community Eligibility Program (CEP) application deadline in TANS

MAY 2026



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
		Check Texas ELMS for new DC data				
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
SSO Application deadline 31	Region 4 Closed					

Monthly Reminders

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 USDA Foods reports for 26-27 SY:
 - Requisition Status Report; Value of Commodities Received; foods allocated to processing in processor databases

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.

JUNE 2026



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Last day to submit MARCH claim	2	3	4	5 Check Texas ELMS for new DC data	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23 Region 4 Summer Workshop (June 23-25, 2026)	24	25	26	27
28	29 Last day to submit APRIL claim	30 SY 2025-2026 SNP application packet due in TANS				

Monthly Reminders

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 2025-2026 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.

JULY

2026



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Region 4 Closed	4 4th of July
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	

Monthly Reminders

To Do:

Early July:

- Determine method to distribute School Year 2026-2027 school meal applications.
- Upload enrollment roster in Texas Eligibility List Management System (ELMS) to generate direct certification (DC) list.

Ongoing:

- Update School Nutrition Program (SNP) application packet in Texas Automated Nutrition System (TANS) as needed.
- Review Requisition Status Report, Entitlement Bonus Summary Report and Value of Commodity Received Report in WBSCM as needed.
- Send media (public) release.
- Send out predetermined eligibility letters for direct certification, migratory, homeless, runaway, foster, and Head Start.
- School Year 2026-2027 school meal applications may be distributed.
- Conduct Seamless Summer on-site review during first 3 weeks of operation.



Assistance available in English and Spanish. Please call [877-TEX-MEAL \(877-839-6325\)](tel:877-839-6325) for help. Additional translations services available as well.

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1. Mail:

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Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. Fax: (833) 256-1665 or (202) 690-7442; or

3. Email: program.intake@usda.gov.

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