End of Year Items
SY 2025-2026

Below you will find items and reports listed that need to be completed by the end of School Year 2025-2026 and to take care of before the new school year starts.

Reminders:

- Double check your **TRS State Matching payment** that should have been received in the month of March. This should have been deposited into the Fund 240, and Revenue Code # 5829. This amount may have been substantially higher than you have had in the past.
- **New Year Budget** – Now is the time to prepare your New Year Budget.
- **Menus & Inventory -** New year cycle menus should be complete by now, and you should have a good feel of your leftover inventory from this past school year.
- **Commodity Surveys -** Be checking WBSCM during the summer for USDA Foods.
- **Universal Breakfast Requirement/Waiver -** Make sure this is completed if you were required to offer breakfast free and your CE decided not to serve free. Due date for waiver: June 30th.
- **CEP (Community Eligibility Provision) –** CEs must notify TDA through their New Year Application if they will be operating a non-pricing, (CEP) campus. This will be shown on each site application.

Civil Rights Requirements:

- **Annual Training:** All CNP staff must be trained annually.
    a. Civil Rights is now conducted through squaremeals. https://www.squaremeals.org/FandN-Resources/Training/Civil-Rights
- Update your written complaint procedure if you need to.
- Make sure all employees are trained on how to accept a complaint and where the forms are located.

TX-UNPS Documents:

- Update and submit your New Year Application – this is due June 30th.
- Attachment B – Should be updated as needed.
- Attachment B Uploads – Updated annually
- Food Safety Inspections – This is completed before your new year application is submitted.

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Required Documents for start of year:

- Media Release
- Adult Meal Calculations – Complete only after new reimbursement rates are out and the new commodity rates are posted.
- Paid Lunch Equity –ALL CEs NEED to complete this tool, even CEP schools.
- Free/Reduced Applications printed if need be.
- FND-135 – User Access Manager of TX-UNPS completed for your CE
- Professional Standards – Update Staff's Professional Standards data sheets
- Meal Charge Policy – Update if need be and have board approved.
- Direct Certification – Run these reports throughout the summer months.
- Wellness Policy – Update and assess if needed.

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