

# NSLP Financial Coding

## Participant Guide

This participant guide provides resources, hand-outs, activities, and space to write notes during class. It is designed to supplement the class rather than directly mirror the PowerPoint slides in a one-to-one manner.

### Training Overview

<b>Length</b>	<b>3 Hours</b>
<b>Description</b>	This session will assist you in understanding financial account code structure and how to make the connection between financial information and compliance. Participants will gain knowledge on budgeting, forecasting, coding and how to utilize this accounting information for program compliance and reporting.
<b>USDA Key Areas</b>	3000 Administration
<b>USDA Professional Standards Codes</b>	Financial Analysis: 3340 Communicate Financial Information: 3360 Budgets: 3330
<b>Learning Objective(s)</b>	<ol style="list-style-type: none"><li>1. Identify account code structure and how it tells a story.</li><li>2. Identify connection between budgeting/forecasting and procurement.</li><li>3. Identify the connection between financial information and compliance.</li></ol>



TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

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Food and Nutrition Division  
Nutrition Assistance Programs

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	<ol style="list-style-type: none"> <li>4. Understand need for collaboration between District Business Office Officials and CN Officials</li> <li>5. Determine best practices in utilizing account coding to ease burden of monitoring and reporting.</li> </ol>
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### Common Acronyms

<b>CACFP</b>	Child & Adult Care Food Program
<b>CE</b>	Contracting Entity (same as RA)
<b>FND/F&amp;N</b>	Food & Nutrition
<b>NSLP</b>	National School Lunch Program
<b>RA</b>	Recipient Agency (same as CE). This term is more common in USDA
<b>TDA</b>	Texas Department of Agriculture
<b>USDA</b>	United States Department of Agriculture

## Resources

<b>SquareMeals.org</b>	TDA Food & Nutrition Website	News, resources, and trainings for all 12 Food & Nutrition programs in Texas
<b>ARM</b>	Administrative Review Manual (located on SquareMeals.org)	A reference document used to provide guidance on the administration of federally funded programs.
<b>TASB.org</b>	Texas Association of School Boards Website	TASB is a voluntary, nonprofit, statewide educational association that serves and represents local Texas school boards to share information through publications and training to help Texas board members serve their communities more effectively.
<b>TheICN.org</b>	Institute of Child Nutrition Website	The ICN is the only federally funded national center dedicated to applied research, education and training, and technical assistance for child nutrition programs.
<b><a href="https://tea.texas.gov/media/document/244044">https://tea.texas.gov/media/document/244044</a></b>	Financial Accountability System Resource Guide	The purpose of this appendix is to specify the accounting code structure that must be used by the following local education agencies.
<b><a href="https://squaremeals.org/Programs/National-School-Lunch-Program/Administration-Forms">https://squaremeals.org/Programs/National-School-Lunch-Program/Administration-Forms</a></b>	Administration and Forms for NSLP	Includes administration and forms for NSLP, including the Administrator's Reference Manual (ARM).
<b><a href="https://tea.texas.gov/finance-and-grants/grants/federal-fiscal-compliance-and-">https://tea.texas.gov/finance-and-grants/grants/federal-fiscal-compliance-and-</a></b>	Indirect Cost Rates	The US Department of Education (USDE) has given TEA authority to issue indirect cost rates for independent school districts (districts), open-enrollment charter

<b>reporting/indirect-cost-rates</b>		schools, and certain other government entities.
<b><a href="https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-A/part-210">https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-A/part-210</a></b>	NSLP Code of Federal Regulations	Codification of the general and permanent rules of the National School Lunch Program.
<b><a href="https://rise.articulate.com/share/s_r5vyvYh5EczCE9qP715vMA1sqKj84m#/">https://rise.articulate.com/share/s_r5vyvYh5EczCE9qP715vMA1sqKj84m#/</a></b>	What is an Object Code?	This training will cover how Object codes can help you understand this flow of funds and identify the information you need to validate the information reported by CE for the PR and/or Resource Management Summary

# Why does this Matter?

## Me

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- How will this class help me?

## My Organization

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- Which specific areas within this course topic does their organization needs help or guidance with?

## My Food Program Participants

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- How will this class help the recipients of my food program?

**Notes**

## Next Steps

### 1. Identify Key Take-Aways

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### 2. Create a Plan

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### 3. Contact for TA

- My ESC Number:
- My ESC Contact Name:
- My ESC Contact Email:
- My ESC Contact Phone Number
- Other Info:

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3. **email:**  
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