TX-UNPS CACFP Applications Frequently Asked Questions Centers

General

Old Terms		New Term(s)
Proprietary/For Profit/Non Profit ⟶		**Child Care Center**
Sponsor	⟶	Contracting Entity (CE)
Food Service Vendors	⟶	Food Service Contractors (this does not include distributors, only vended meals)

New! Q: Can I just fax my claim in to speed things up because my application hasn't been approved?

A: Faxing in claims will result in longer processing time. It is faster to wait for you application to be approved and then file your claim in TX-UNPS. CACFP CEs that do not have an approved 2011-2012 application on file cannot have claims processed for this program year.

New! Q: I can't add sites/providers because they are still listed under another sponsor but are no longer working with them, what do I do?

A: Providers and sponsored sites must let sponsors know when they are terminating their agreements, as specified in the agreement. Sponsors are then responsible for terminating those sites or providers with TDA. Providers or sponsored sites cannot move to a new sponsor until their agreement with their previous sponsor has been terminated. Also, applications are reviewed on a first submitted first reviewed basis. If you have your packet returned to add sites/providers you will go to the back of the queue when you resubmit. If you allow your submitted application to be approved and then update sites/providers you can file claims sooner and file an amendment for added sites/providers.

Q: Why didn't the system give me and error message when I entered meals that fell outside of operating hours?

A: Not every error will generate a system error message. You still need to carefully check your entries and know that TDA is checking as well. There has to be a human element in the approval process, we don't want the system to automate everything.

Q: Why can't I see my audit screens?

A: Audit screens are not currently available to CEs because TDA is still inputting data. These screens will be available to CEs once this process is complete, hopefully sometime next week.

Q: What exactly does 'Principal' mean?

A: How does state define 'Principal' – 'Any person that holds a management position (decision maker) within the organization, including all members of the Board of Directors.'

Q: How do I handle projections on the Sponsoring Organization Monitoring Form?

A: CEs must show that they have existing staff sufficient to monitor the projected growth.

Q: Why can't I print?

A: CEs should download (free) Mozilla Firefox to use as their browser if they would like to print. Internet Explorer works well with TX-UNPS except for printing.

Q: I thought CACFP CEs could close their own sites?

A: CACFP CEs are now able close their own sites and closed sites will remain visible to the CE. If a CE would like to reactivate a closed site they will need to contact TDA.

Q: How often can I make updates to my application?

A: You can update your CE application, Board of Directors, Budget and sites anytime you like. However, each time you make an update to one part of the application packet (CE application, Board of Directors, Budget and site applications) the entire packet goes into 'Submitted' status and your claims will not be processed until your packet is in 'Approved' status. It's recommended that you gather all of your changes and update everything at once each month if possible.

Q: Is there training for TX-UNPS?

A: Training videos, user manuals and other resources are available anytime at the TX-UNPS Training Page, at http://www.texasagriculture.gov/txunps-training/

Q: When can I get into TX-UNPS to submit my application?

A: User ID and Password were sent in two emails, to users that had a User ID and Password in SNAPs. If you did not receive your User ID and Password call (877) TEX-MEAL or (877) 839-6325 to either get your User ID and Password or to request the FND 101 form to add yourself as a user for TX-UNPS.

Q: How long will it take to process my application?

A: Applications submitted in TX-UNPS will still be reviewed by Food and Nutrition (F&N) staff. Approval is not automatic when you submit in TX-UNPS.

Q: What do I have to do to submit my application?

A: The red 'Submit for Approval' button will only appear after each part of your application packet is complete and error free. Your Center - Contracting Entity Application, Board of Directors, Budget Detail, Site Applications and checklist items are all parts of the application packet. Review the CACFP Application Instructions and CACFP Application Info Sheet, links located on the main page of the TX-UNPS Project Website (http://TXUNPS.TexasAgriculture.gov) for more information.

Q: Do I have to mail anything in or is it all online?

A: Checklist items are items that are physically mailed in as part of the application packet. Not all checklist items apply to all CEs. Within TX-UNPS, you must check all checklist items that apply to you and edit the date these items were mailed.

Q: Will I have to fill all of this out again next year?

A: Next year, most of the information you verified or entered this year will already appear in your application renewal and you will just need to update any changes.

CE Application

Q: I don't have a Claims Preparer, Authorized Individual 1 or Authorized Individual 2?

A: That is okay. Just click the box indicating these positions are all the same as the Contracting Entity Administer.

Q: I have saved my CE Application but does that mean it is submitted?

A: No, the application packet must be submitted as a whole with all the parts error-free, completed and saved. You will be able to check the status of the application packet in the application packet screen. All items will show 'submitted'.

[Board of Directors](#)

Q: I don't have a Board of Directors, why do I need to do this?

A: For entities that do not have a Board of Directors, please list the individual(s) responsible for operating the program with the title of 'Board Member'. This part must be completed by all CEs for the application to be submitted.

[Contracting Entity Budget Detail](#)

Most Important! It is better to do your Budget Disclosure and Justification **BEFORE** you complete your Budget Detail screens in TX-UNPS.

Q: What is Anticipated Annual CACFP Reimbursement, Projected Total Annual Revenue?

A: Total non-profit food service revenue. This is what you project for the CACFP non-profit food service only, not the overall organization.

Q: Centers - Operating Expenses?

A: All expenses to be paid from the nonprofit food service account. The figures come from column B page 6 of the Centers Budget Disclosure and Justification.

Q: My Net Operating Amount is negative?

A: It does not matter if C. Net Operating Amount, #1 Difference (A-B) is positive or negative, both are acceptable.

Q: Centers – Administrative Expenses?

A: All expenses to be paid from the nonprofit food service account. The CEs figures come from column A page 6 of the Centers - Budget Justification and Disclosure.

Q: What about section E. Summary, #3 and #4?

A: #3 must make up the difference between E2 and A1. #4 is carried down from section A, #1.

Q: What happened to the 1536?

A: The 1536 is no longer in use. CEs will fill out the Contracting Entity Budget Detail portion of the application packet and upload the Budget Justification and Disclosure form. CEs can download this document to their desktop, fill it out and save, then upload into the Budget Detail portion of the application packet.

Q: Can I update the Budget Justification and Disclosure without updating the Contracting Entity Budget Detail portion of the application packet?

A: The Budget Justification and Disclosure and the Contracting Entity Budget Detail portion of the application should always show the same revision number. Both must be updated at the same time.

Q: What do I enter for Unaffiliated Facility Cost?

A: Because there is no longer a site level budget, this is where we collect information about costs specific to unaffiliated sites only. This is where you would account for the CACFP funds that are passed through to your unaffiliated sites.

Checklist Items

Q: What is a checklist item?

A: A checklist item is one or more paper documents that are submitted on paper outside of TX-UNPS. Some of the checklist items are specific to one form while others are really composed of multiple pieces. Checklist items will have a link that will either take you directly to a single form or to webpage that provides the explanation of the components.

Q: I had a green check mark for my checklist items and it turned back to a red arrow, why?

A: The completion of the site application may trigger new checklist items. Therefore you may want to do your checklist items last.

Site Application

Q: Why do I get a warning message that my site does not match the status listed?

A: TX-UNPS generates a warning message if the CE is non-profit and the site is for profit and vice versa. CEs can still submit with a warning. If your information is correct, ignore the warning.

Q: Why are all of the boxes for months and days of the week checked?

A: All of the months and days needed to be checked to facilitate data conversion. You will need to go in and uncheck months and days that do not apply to this site.

Q: Can I use 'Second Shift' to extend my serving times?

A: No. This is not an opportunity to extend serving times. 'Second Shift' is only for sites that do shift serving, feeding a different set of people from the first shift. It is very rare for a site to do shift serving.

Q: Explain question A18 on the site application, 'Has this site previously participated in the CACFP under a sponsoring organization'.

A: Prior Participation is used to determine unmet need for new sites. This question only applies if the previous sponsor is different from the current sponsor.

Q: My sites show a status of 'approved' when I log on to TX-UNPS, do I have to do anything?

A: YES. Your sites will show a status of 'approved' when you first gain access to TX-UNPS. You <u>must</u> go into each site, update the information and submit. Each part of the application packet must show a status of 'submitted' before application processing can begin. The new application requires more information, so you will have additional information to add. This way F&N staff can be assured you have reviewed all of your information and made the necessary changes.