

**INSTRUCTIONS FOR
CERTIFICATE OF AUTHORITY FOR EXTERNAL USERS
FORM FND-101**

IMPORTANT: Users must log in to TX-UNPS every 90 days or their account will be deactivated. If a user's account is deactivated, a new FND-101 must be submitted to TDA, unless your entity has a User Access Manager.

SECTION A (REQUIRED TO ADD, MODIFY OR REMOVE USERS)

1. CONTRACTING ENTITY (CE) NAME

- Legal Name of Organization – Enter the full legal name of the contracting entity.
- DBA Name – If contracting entity operates under a doing business name (DBA) enter the full name otherwise leave blank.

2. CONTRACTING ENTITY (CE) IDENTIFIER

- CE ID - Enter five-digit Contracting Entity Identification (CE ID) for the organization.
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SECTION B (REQUIRED TO ADD A NEW USER OR MODIFY AN EXISTING USER)

1. USER INFORMATION:

Check the appropriate box to indicate if adding a new user or modifying an existing user.

- First Name – Enter the first name of the Contracting Entity user that is being added or modified. This must be the legal first name of the user and not a nickname.
- Middle Initial - Enter the middle initial of the Contracting Entity user that is being added or modified.
- Last Name - Enter the last name of the Contracting Entity user that is being added or modified.
- Title – Enter the title of the TX-UNPS user being added or modified.
- TX-UNPS User ID (if modifying an existing user) – Enter the TX-UNPS User ID for the person being modified.
- Business E-mail (For new users, logon information will be emailed to this address.) – Enter the business email address for the person being added or modified.
- Business Phone – Enter the business telephone number for the person being added or modified.
- Extension – If the business phone has an extension for the person being added or modified enter the extension otherwise leave blank.
- Signature of User – The person being added or modified signs this field.
- Date (mm/dd/yy) – Enter the date in MM/DD/YY format when the person being added or modified signs the form.

2. REPRESENTATIVE TYPE (Must be participating in the Program):

Check the appropriate box to designate the Contracting Entity's representative type. A Contracting Entity user can request multiple user representative types based on functionality needs but only if the entity is participating in the School Nutrition Programs (SNP), Food Distribution Program (FDP), Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP). Check the ADD box(es) to add groups or check the REMOVE box(es) to remove groups.

School Nutrition Programs (SNP) Groups:

- SNP CE Admin - User who has edit access to application-related screens, including food safety inspections, verification, capital expenditures, Texas summer mandate, summer cost reporting, community eligibility provision (CEP), annual audit, etc. User also has Add/Edit/Delete access to Meal Pattern Compliance Dashboard, Attestation, Menus; read-only access to Meal Pattern Compliance Dashboard Months Certified. This user can also access the direct certification lists. User has read-only access to claim screens.
- SNP CE Support - User who has edit access to claim screens and read-only access to application-related screens. User also has read-only access to Meal Pattern Compliance Dashboard, Attestation, Menus; and Months Certified.

- Food Service Management Company (FSMC) Representative - Used only for Food Service Management Company (FSMC) employee who is designated by the Contracting Entity to access TX-UNPS. All application-related screens are read-only except Food Safety Inspections. Note: This is only for CEs operating under an approved FSMC contract. User also has read-only access to Meal Pattern Compliance Dashboard, Attestation, Menus; and Months Certified.
- MENU CE Support – Admin – User who has Add/Edit/Delete access to the CE’s application-related navigation screens, including MENU Planning, Production, System, and Teamwork modules. Individual school/site users under the CE will have their role and permissions assigned by their CE official of record. The CE official of record is typically the Child Nutrition Director (CND).
- MENU CE Support – Staff – User will have access to the CE’s application-related navigation screen, including MENU Planning, Production, System, and Teamwork modules based on the assignments provided by the CE official of record.

Food Distribution Program (FDP) Groups:

- FDP CE Admin - (For CEs who receive USDA Foods through a state-contracted warehouse and/or whose processing requests are managed by a Coop Coordinator.) User who has edit access to FDP-related contract, survey (except read-only to Processing Surveys) and Contracting Entities order screens for both NSLP and SFSP and read-only access to allocations and entitlement screens. Note: This is only for CEs participating in either SNP or SFSP.
- FDP CE Direct Ship – (For CEs who receive USDA Foods directly from USDA.) User who has edit access to FDP-related contract, survey and Contracting Entities order screens for both NSLP and SFSP and read-only access to allocations and entitlement screens. Note: This is only for CEs participating in either SNP or SFSP and have a Direct Ship Agreement with TDA.
- FDP CE Non Coop Proc Sch – (For CEs who manage their own processing requests.) User who has edit access to FDP-related contract, survey and Contracting Entities order screens for both NSLP and SFSP and read-only access to allocations and entitlements screens. Note: This is only for CEs participating in either SNP or SFSP.
- FDP Coop - User who has edit access to FDP Coop-related processor surveys and load balancing screens. User has read-only access to assigned Contracting Entities’ (co-op members) contracts, entitlement, allocation screens, and all other surveys. NOTE: A lead school representative is required to sign Section D, Approval Signature, as the “Highest Contracting Entity Official” for private, third party services procured by the cooperative.
- FDP Processor/Broker - User who has edit access to FDP Processor/Broker related screens (e.g., Food Order screen).
- FDP Contracted Warehouse - User who has edit access to FDP Contracted Warehouse related inbound shipment, order, shipping, inventory, and invoicing screens.
- FDP Food Bank – User who has edit access to FDP Food Bank related application, contract, inbound shipment, surveys, allocations, entitlement, and inventory and claim screens for TEFAP and CSFP.
- FMNP/SFMNP CE – User who has edit access to FMNP/SFMNP related application, contract and claim screens.

Child and Adult Care Food Program (CACFP) Groups:

- CACFP Center CE Admin - User who has edit access to application-related screens, including advance requests and annual audit, and read-only access to claim screens. This person is an Authorized Representative and can act on behalf of the contracting entity.
- CACFP Center CE Support - User who has edit access to claim screens and read-only access to application screens. This is someone like the Claim Preparer identified on your Contracting Entity Application.
- CACFP DCH CE Admin - User who has edit access to application-related screens, including advance requests, and read-only access to claim screens. This person is an Authorized Representative and can act on behalf of the contracting entity.

- CACFP DCH CE Support - User who has edit access to claim screens and read-only access to application screens. This is someone like the Claim Preparer identified on your Contracting Entity Application.
- CACFP Read Only - User who has read-only access to application-related and claim screens for Centers and/or Homes, as applicable

Summer Food Service Program (SFSP) Groups:

- SFSP CE Admin - User who has edit access to application-related screens, including advance requests and annual audit, and read-only access to claim screens.
 - SFSP CE Support - User who has edit access to claim screens and read-only access to application screens.
 - SFSP CE Read Only - User who has read-only access to application and claim screens.
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SECTION C (TO REMOVE AN EXISTING USER)

1. USER TO BE REMOVED

- First Name - Enter the first name for the user that is having their TX-UNPS access removed. This must be the legal first name of the user and not a nickname.
 - Middle Initial - Enter the middle initial for the user that is having their TX-UNPS access removed.
 - Last Name - Enter the last name for the user that is having their TX-UNPS access removed.
 - TX-UNPS User ID - Enter the user ID for the person being removed, if known.
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SECTION D (CONTRACTING ENTITY APPROVAL)

1. APPROVAL SIGNATURE

- Name of Highest Official in the Contracting Entity (Example: Superintendent, President of Board, etc) (Print the full legal name and not a nickname) - Print the name of the Contracting Entity's highest official.
 - Signature of Highest Official in the Contracting Entity - The contracting entity highest official identified is the person that must sign in this field to approve the request.
 - Date (mm/dd/yy) - Enter the date the Contracting Entity Highest Official signs the form using the format mm/dd/yy.
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SECTION F (TDA USE ONLY)

1. TDA INTERNAL USE ONLY

This section is used by TDA Food & Nutrition Representatives only.

MAIL, EMAIL OR FAX FORM

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