

The Administrative Review Process: TEFAP & CSFP



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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Updated 11/20/2025



Outline



I. Introduction



II. Administrative Review Process



III. Corrective Action Document (CAD) Process



IV. Administrative Review Closure



V. Training Team: TANS Live Demo



VI. Reminders and Questions

Acknowledgement Statement:

You understand and acknowledge that:

- The training you are about to take does not cover the entire scope of the program; and that
- You are responsible for knowing and understanding all handbooks, manuals, alerts, notices, and guidance, as well as any other forms of communication that provide further guidance, clarification, or instruction on operating the program.

I. Introduction

A solid orange horizontal bar spanning the width of the slide, located at the bottom.

Introduction: Terminology/Acronym:

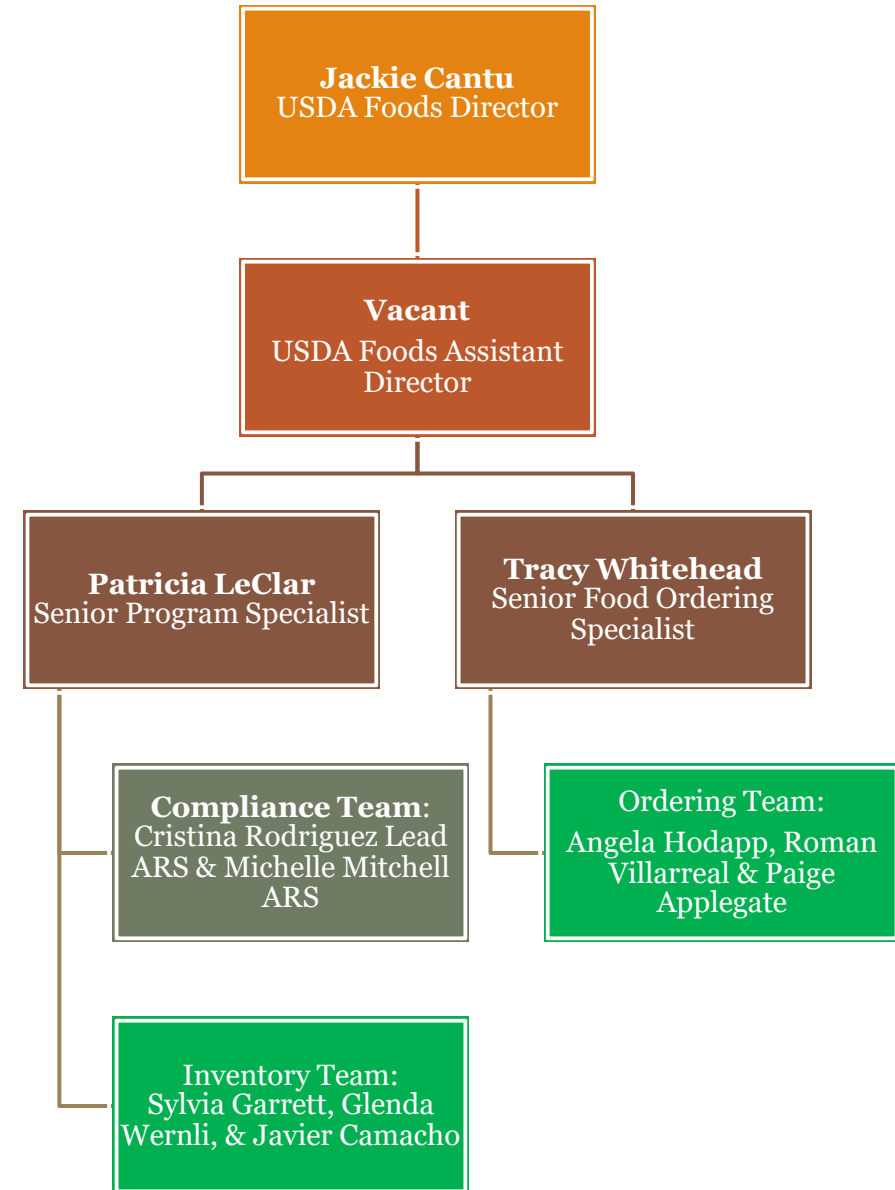
- **AR:** Administrative Review
- **CAD:** Corrective Action Document
- **DOR:** Date of Review
- **MOR:** Month of Review
- **ORG:** Organization (Formerly Contracting Entity (CE))
- **SA:** State Agency / Texas Department of Agriculture (TDA)
- **SDAs:** Subdistributing Agencies
- **TANS:** Texas Automated Nutrition System – web-based system replacing TX-UNPS
- **UAM:** User Access Manager

Introduction: Things to Consider



- **Changes:** AR Process, TANS System Updates, Desk AR List
- **Identify:**
 - Determine which staff will participate in the AR process.
 - Confirm that each identified individual has a unique TANS username.
- **Compliance:** Verify that all related documents, procedures, and processes are current and compliant.
- **Point Person:** Designate a primary contact responsible for meeting deadlines and coordinating internal communication.

Introduction: USDA Foods Team



Introduction: Compliance Team



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II. Administrative Review Process

Administrative Review Process: TEFAP Code of Federal Regulations (CFR)

7 CFR 251.11, the State agency must monitor the operation of the program to ensure that it is being administered in accordance with Federal and State requirements.

Organizations Monitor:

The state must review at least 25% of its Organizations (ORG) each year.

**** Each ORG. must be reviewed no less than once every four years.***

Site Monitoring:

The state must conduct an annual review of 20 sites that receive TEFAP during the distribution of commodities and/or meal service, and eligibility determinations.

Reviews cover: Eligibility determinations, food ordering procedures, storage and warehousing practices, inventory controls, approval of distribution sites, reporting and recordkeeping requirements, and civil rights.

If deficiencies are found through the review, the State agency must submit a report of the findings to the CE and ensure that corrective action is taken to eliminate the deficiencies identified.

Administrative Review Process: CSFP Code of Regulation (CFR)

01

7 CFR 247.34—The State must perform an on-site review of its organizations and storage facilities at least **once every two years**.

02

Must review: Certification procedures, nutrition education, civil rights compliance, food storage practices, inventory controls, and financial management systems.

03

If deficiencies are identified during the review, corrective action procedures are in place to ensure ORG correct all areas that are out of compliance.

Administrative Review Process: Timeline



Two-part review:

Desk AR and Onsite AR



January:

All requested Desk AR documents are due to TDA



January – April:

SA conducts TEFAP and CSFP Administrative Reviews



**By May 31-
Beginning of June:**
Target date to complete and close out all ARs

**Exceptions may occur*

Administrative Review Process

Phase 1: Planning

- Identify Organizations due for an AR
- TEFAP/CSFP Site Selections
- Notify Organizations via announcement and date of review letters
- Set up TANS
- Schedule Entrance Conference
- Organizations upload Desk Review documents in TANS

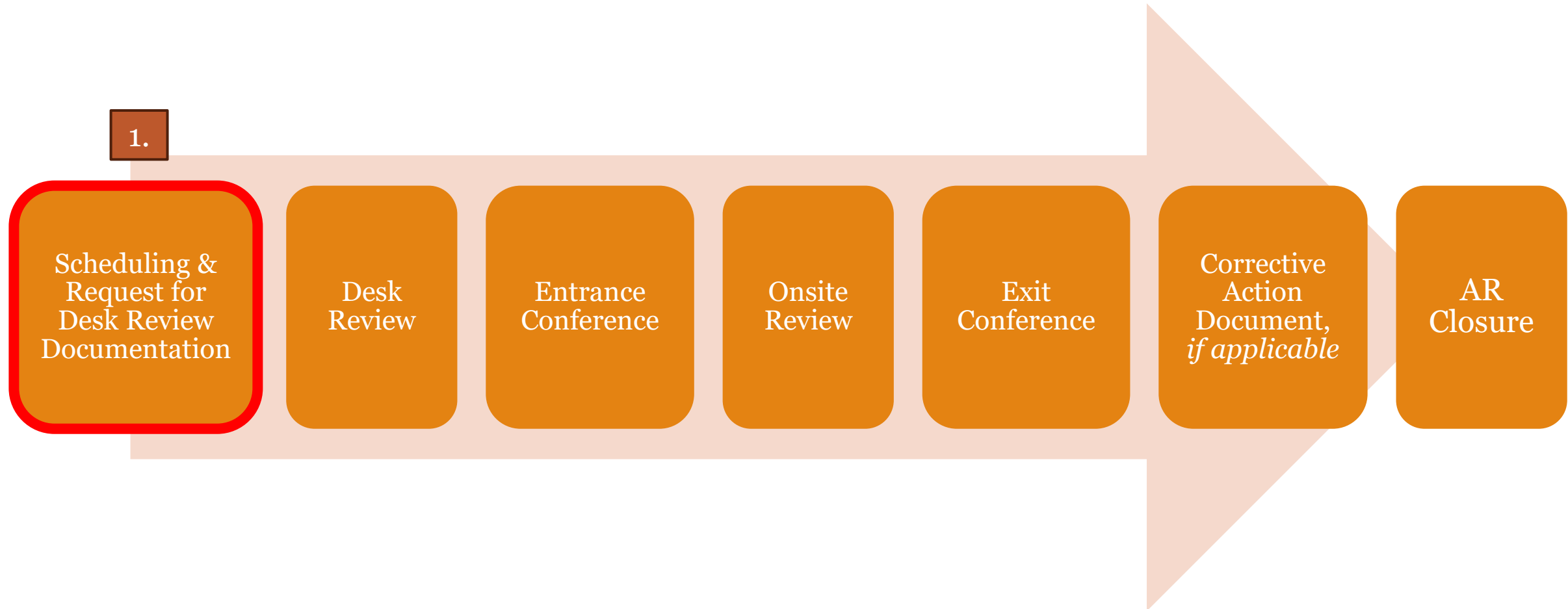
Phase 2: Review

- ARS reviews Desk AR documents in TANS
- Hold Entrance Conference
- Conduct Onsite AR
- Complete the AR tool in TANS
- Hold Exit Conference

Phase 3: Close-out

- If applicable, create Corrective Action Documents (CAD) in TANS
- If applicable, review and approve CAD in TANS
- Close out AR in TANS
- Send Close Out Letter Notification to organization

Administrative Review Process: Overview



Administrative Review Process: Scheduling

Scheduling:


- The ARS will send the Announcement & Date of Review letters to each organization that is due for a review.

Letters includes:

- Federal program(s) due for a review
- TEFAP & CSFP Desk Review List
- Due dates/submission deadlines

Copies:

- You may save the email as a copy and/or
- Letters will be stored in TANS under Notifications


1. 

Nutrition Management- Reports- News- Help-

AR Overview

Timeline

Notifications

2. 

Agreements

Monitoring & Compliance

Enrollment & Eligibility


Payments

Administrative Review

Community Eligibility Provision (CEP)

Claims

Second Review of Applications

3. 

AR Overview

Timeline

Notifications

Documents

TEFAP ADMINISTRATIVE REVIEW: Abundant Baskets Community Food Bank In Progress Notification

State Agency Notifications

Document Type	Date	Document	Comments	Flagged
AR Announcement Letter	10/15/2025	4. 	Announcement of the start of the Administrative Review period.	<input type="checkbox"/>

TANS: Notifications

➤ All formal letters can be found under:

TANS > Nutrition Management> Administrative Review>Notifications

AR Overview

Timeline

Notifications

Documents

TEFAP ADMINISTRATIVE REVIEW: Abundant Baskets Community Food Bank

In Progress

Timeline

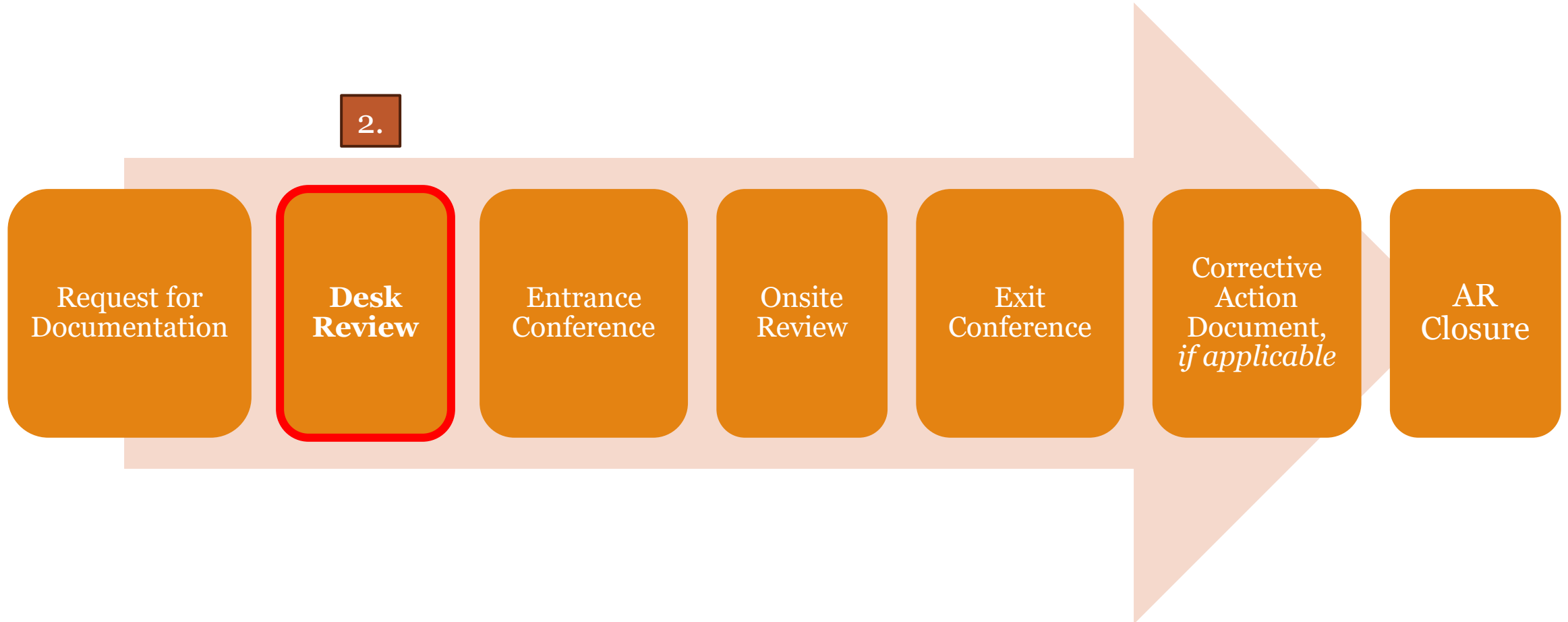
Program	Year of Review	AR Status	Reviewer
TEFAP	2026	In Progress	Willow Brook
Review Schedule			
Introduction to Administrative Review (AR)	10/1/2025	Closed	
On-Site Review	2/9/2026	Month of Review	February 2026
Entrance Conference	1/30/2026	Follow-Up Review	
Exit Conference	2/13/2026	AR Report	
Initial Due Dates			
Month of Desk Review Documentation	1/5/2026	Finance Documentation	1/5/2026
Corrective Action Response			
Status			
On Site Review	Not Started	Fiscal Review	
Off Site Review / Desk Review	In Progress	Corrective Action Response	
Fiscal Action Information			
Fiscal Action Status			

TANS: Timeline

- ARS Review Schedule
- Initial Due Dates
- Status of the Review

Administrative Review Process: Overview

2.



Administrative Review Process: Request for Desk Review Documentation:

1. Organization must use the respective program's Desk Review List document

2. Rename each document according to the corresponding prompt number or question listed in the Desk Review document.

3. Submit & upload all requested documents to TDA via TANS

4. If an item does not apply to your Org., submit as Not Applicable "N/A". Do not leave any fields blank.

Section	Number	Document Upload
100 Civil Rights	102 & 104	Multilingual Outreach materials (3 samples)
100 Civil Rights	103	Public Notification Process for TEFAP Availability
100 Civil Rights	106	TEFAP Agreement between Organization and TDA
100 Civil Rights	107	TEFAP Agreement between Organization and Subdistributing agency
100 Civil Rights	108	TEFAP Agreement between Organization and site
100 Civil Rights	109 & 112	Civil Rights Complaint Process
100 Civil Rights	110	Civil Rights Written Materials
100 Civil Rights	111	Civil Rights complaints filed within the past 12 months, and disposition
100 Civil Rights	113	Reasonable Accommodation Process for Individuals with Disabilities
100 Civil Rights	115	Written Notice of Beneficiary Rights Process

The screenshot displays the TANS (Texas Administrative Notification System) interface. The top navigation bar includes links for Library, Nutrition Management, Reports, News, and Help. The user is logged in as 'ORG Compliance: Poppy St Clair'. The left sidebar shows a menu with 'AR Overview', 'Documents', 'Reviewer Uploads', and 'Organization Uploads' (highlighted by an orange arrow). The main content area is titled 'TEFAP ADMINISTRATIVE REVIEW: Abundant Baskets Community Food Bank' and 'In Progress'. It features a table of documents for review, with columns for Document Type, Upload Date, Document, Reviewer Comments, Verification, and Flagged. The table lists various documents related to Civil Rights, all with an upload date of 11/06/2025 and a status of 'Pending Review'. An orange bracket highlights the entire table. At the bottom, there are buttons for 'Prev Form', 'Save', 'Cancel', and 'Next Form'. The footer indicates the system is © 2025 Texas Department of Agriculture, Version 1.48.0.

Document Type	Upload Date	Document	Reviewer Comments	Verification	Flagged
Civil Rights - 100					
Multilingual Outreach materials (3 samples)	11/06/2025			Pending Review	<input type="checkbox"/>
Public Notification Process for TEFAP Availability	11/06/2025			Pending Review	<input type="checkbox"/>
TEFAP Agreement between Organization and TDA	11/06/2025			Pending Review	<input type="checkbox"/>
TEFAP Agreement between Organization and Subdistributing agency	11/06/2025			Pending Review	<input type="checkbox"/>
TEFAP Agreement between Organization and site	11/06/2025			Pending Review	<input type="checkbox"/>
Civil Rights Complaint Process	11/06/2025			Pending Review	<input type="checkbox"/>
Civil Rights Written Materials	11/06/2025			Pending Review	<input type="checkbox"/>
Civil Rights complaints filed within the past 12 months, and disposition	11/06/2025			Pending Review	<input type="checkbox"/>
Reasonable Accommodation Process for Individuals with Disabilities	11/06/2025			Pending Review	<input type="checkbox"/>
Written Notice of Beneficiary Rights Process	11/06/2025			Pending Review	<input type="checkbox"/>
Civil Right Training Attendance Records (e.g. Sign-in	11/06/2025			Pending Review	<input type="checkbox"/>

TANS: Organization Uploads

- Location where the Organization will upload required TEFAP/CSFP AR Desk Documents

Administrative Review Process: TEFAP Desk Review

*Section names and section numbers may have changed

Programs: Organization & Subdistributing Agency

- 100- Civil Rights
- 200- Eligibility
- 300- Compliance Monitoring*
- 400- Record Keeping & Complaints*
- 500- Private Distribution Model*

Warehouse: Organization & Subdistributing Agency

- 700- Warehouse Storage & Handling
- 900-Inventory*

Finance: Organizations only

- 1000- Fiscal Integrity*
- 2000- Procurement*

Administrative Review Process: CSFP Desk Review

*Section names and section numbers may have changed

Programs:

Organizations & Subdistributing Agency

- 100- Civil Rights
- 200- Eligibility*
- 300- Compliance Monitoring*
- 400- Record Keeping and Complaints
- 500- Notifications*
- 600- Caseload Management*
- 700- Nutrition Education & Health Services*
- 800- Private Distribution Model*

Warehouse:

Organizations & Subdistributing Agency

- 900- Warehouse Storage & Handling
- 1000- Inventory*

Finance:

Organizations & Subdistributing Agency

- 3000- Fiscal Integrity*
- 4000- Procurement*

Administrative Review Process: Desk Review List Guide

1. Section: Identifies the specific compliance area being reviewed.

2. Number: Corresponds to the question number in the desk review.

3. Document Upload: Lists the required document(s) and specifies the proper file naming format for uploading into TANS.

4. Instructions: Provides guidance on what information or details should be included in each document.

5. Changes: Highlights any updates or differences from the previous year's desk review.

***Note:** Do not upload documents using last year's numbering. Sections may have been renumbered or questions removed from the review.

1

2

3

4

5

A					B					C					D					E				
Section	Number	Document Upload	Instructions	Changes																				
100 Civil Rights	102 & 104	Multilingual Outreach materials (3 samples)	Upload (3) examples of program information provided to participants and applicants in English and other languages (e.g., handouts, flyers, notifications, etc.).	No changes																				
100 Civil Rights	103	Public Notification Process for TEFAP Availability	Upload Process used to inform participants of TEFAP availability, rights, complaint procedures, and nondiscrimination policies. Include alternative formats if available.	No changes																				
100 Civil Rights	106	TEFAP Agreement between Organization and TDA	Upload the most current signed agreement between the Organization and TDA that includes written assurances of compliance with all applicable nondiscrimination laws and policies.	No changes																				
100 Civil Rights	107	TEFAP Agreement between Organization and Subdistributing agency	Upload the most current signed agreement between the Organization and subdistributing agency that includes written assurances of compliance with all applicable nondiscrimination laws and policies.	Previously in Section 200, Eligibility; moved to Section 100 Civil Rights																				
100 Civil Rights	108	TEFAP Agreement between Organization and site	If not applicable, state "N/A". Upload the most current signed agreement between the Organization and selected site(s) for review that includes written assurances of compliance with all applicable nondiscrimination laws and policies.	Previously in both Section 100 (Civil Rights) and Section 200 (Eligibility); it will now appear only in Section 100.																				
100 Civil Rights	109 & 112	Civil Rights Complaint Process	Upload your written procedures for receiving, processing, and resolving civil rights complaints.	No changes																				
100 Civil Rights	110	Civil Rights Written Materials	Upload written materials provided to participants that explain how to file a civil rights complaint (e.g., USDA Complaint form).	No changes																				
100 Civil Rights	111	Civil Rights complaints filed within the past 12 months, and disposition	If any civil rights complaints were filed within the past 12 months, upload documentation showing how they were accepted, investigated, and resolved. If no complaints were filed, state "No complaints filed".	No changes																				
100 Civil Rights	113	Reasonable Accommodation Process for Individuals with Disabilities	Upload documentation or a policy explaining how the organization ensures reasonable accommodations are provided to participants with disabilities.	No changes																				
100 Civil Rights	115	Written Notice of Beneficiary Rights Process	Upload process outlining how participants are informed of their Beneficiary Rights. This should include: How the information is distributed (e.g., handouts), and/or how it is displayed (e.g., signage at sites or other prominent locations)	No changes																				
100 Civil Rights	116	Civil Right Training Attendance Records (e.g. Sign-in sheets, certificates)	Upload documentation confirming that Civil Rights training was completed within the past 12 months by staff and volunteers at the Organization, subdistributing agencies, and sites (e.g., sign-in sheets or training certificates). Please include the following: 1. A list of site staff from the site Administrative Review selection. 2. A list of Organization staff who administer the TEFAP program. 3. TDA will select a sample of staff from both the sites and the Organization. The Organization will be responsible for providing Civil Rights training records for the individuals selected.	Previously in Section 300- Training; moved to Section 100 Civil Rights																				
100 Civil Rights	117	Civil Rights Training Materials (e.g., PowerPoint, handouts, etc.)	Upload the civil rights training materials used, ensuring they include all required topics: nondiscrimination, complaint procedures, accommodations for LEP and persons with disabilities, etc.	Previously in Section 300- Training; moved to Section 100 Civil Rights																				
200 Eligibility	201	Pre-approval Site Visit Documentation (1 completed copy)	Upload documentation and a written description outlining the Organization's process for pre-approving sites	No changes																				

Update:

Desk Review #108 will be reviewed onsite.

ORG will not upload any documents for this question

Section	Number	Document Upload	Instructions	PY 26 AR Changes
100 Civil Rights	102 & 104	Multilingual Outreach materials (3 samples)	Upload (3) examples of program information provided to participants and applicants in English and other languages (e.g., handouts, flyers, notifications, etc.).	No changes
100 Civil Rights	103	Public Notification Process for TEFAP Availability	Upload Process used to inform participants of TEFAP availability, rights, complaint procedures, and nondiscrimination policies. Include alternative formats if available.	No changes
100 Civil Rights	106	TEFAP Agreement between Organization and TDA	Upload the most current signed agreement between the Organization and TDA that includes written assurances of compliance with all applicable nondiscrimination laws and policies.	No changes
100 Civil Rights	107	TEFAP Agreement between Organization and Subdistributing agency	Upload the most current signed agreement between the Organization and subdistributing agency that includes written assurances of compliance with all applicable nondiscrimination laws and policies.	Section Change: Previously located in Section 200 Eligibility; now moved to Section 100 Civil Rights
100 Civil Rights	108	TEFAP Agreement between Organization and site	If not applicable, state "N/A". Upload the most current signed agreement between the Organization and selected site(s) for review that includes written assurances of compliance with all applicable nondiscrimination laws and policies.	Section Change: Previously located in Section 100 Civil Rights and Section 200 Eligibility; it will now appear only in Section 100 Civil Rights
100 Civil Rights	109 & 112	Civil Rights Complaint Process	Upload your written procedures for receiving, processing, and resolving civil rights complaints.	No changes
100 Civil Rights	110	Civil Rights Written Materials	Upload written materials provided to participants that explain how to file a civil rights complaint (e.g., USDA Complaint form).	No changes
100 Civil Rights	111	Civil Rights complaints filed within the past 12 months, and disposition	If any civil rights complaints were filed within the past 12 months, upload documentation showing how they were accepted, investigated, and resolved. If no complaints were filed, state "No complaints filed".	No changes
100 Civil Rights	113	Reasonable Accommodation Process for Individuals with Disabilities	Upload documentation or a policy explaining how the organization ensures reasonable accommodations are provided to participants with disabilities.	No changes
100 Civil Rights	115	Written Notice of Beneficiary Rights Process	Upload process outlining how participants are informed of their Beneficiary Rights. This should include: How the information is distributed (e.g., handouts), and/or how it is displayed (e.g., signage at sites or other prominent locations)	No changes
100 Civil Rights	116	Civil Right Training Attendance Records (e.g. Sign-in sheets, certificates)	Upload documentation confirming that Civil Rights training was completed within the past 12 months by staff and volunteers at the Organization, subdistributing agencies, and sites (e.g., sign-in sheets or training certificates). Please include the following: 1. A list of site staff from the site Administrative Review selection. 2. A list of Organization staff who administer the TEFAP program. 3. TDA will select a sample of staff from both the sites and the Organization. The Organization will be responsible for providing Civil Rights training records for the individuals selected.	Section Change: Previously located in Section 300 Training; now moved to Section 100 Civil Rights
100 Civil Rights	117	Civil Rights Training Materials (e.g., PowerPoint, handouts, etc.)	Upload the civil rights training materials used, ensuring they include all required topics: nondiscrimination, complaint procedures, accommodations for LEP and persons with disabilities, etc.	Section Change: Previously located in Section 300 Training; now moved to Section 100 Civil Rights
200 Eligibility	201	Pre-approval Site Visit Documentation (1 completed copy)	Upload documentation and a written description outlining the Organization's process for pre-approving sites and subdistributing agencies prior to their operation of the TEFAP program. Include documentation that the Organization conducts pre-approval visits, such as a completed visit reports, checklists, or approval forms.	No changes

Administrative Review Process: Desk Review:

Cross-walk Example 2

100 Civil Rights	116	Civil Rights Training Attendance Records (e.g., Sign-in sheets, certificates)	Upload documentation confirming that Civil Rights training was completed within the past 12 months by staff and volunteers at the Organization, subdistributing agencies, and sites (e.g., sign-in sheets or training certificates). Please include the following: 1. A list of site staff from the site Administrative Review selection. 2. A list of Organization staff who administer the TEFAP program. 3. TDA will select a sample of staff from both the sites and the Organization. The Organization will be responsible for providing Civil Rights training records for the individuals selected.	Section Change: Previously located in Section 300 Training; now moved to Section 100 Civil Rights
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1. Section 100- Civil Rights
2. Desk Review prompt number #116
3. Document Upload
4. Instructions
5. PY 26 Changes: Section Change

Administrative Review Process: Desk Review:

Cross-walk Example 3

300- Compliance Monitoring	308	TEFAP Monitoring Schedule for Sites and Subdistributing Agencies – Prior and Current Years	Submit your organization’s monitoring schedule and/or tracking system used to manage and track site and subdistributing agency reviews for both the prior and current program years. Your submission should include: <ul style="list-style-type: none">•Dates of each site visit•Names of the sites and/or subdistributing agencies visited•Type of monitoring conducted (e.g., on-site, virtual, desk review)•Status (e.g., completed, scheduled, rescheduled).	Section Renumbered: Previously Section 500 Compliance Monitoring; now renumbered to Section 300 Compliance Monitoring
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1. Section 300- Compliance Monitoring
2. Desk Review prompt number #308
3. Document Upload
4. Instructions
5. PY 26 Changes: Renumbered

Administrative Review Process: Desk Review:

Cross-walk Example 4

700-Warehouse Storage & Handling	701	Salvage License	Upload a copy of the Organization's current salvage license. Note: Expired licenses will not be accepted—please ensure the license is valid and up to date.	No Changes
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1. Section 700-Warehouse Storage & Handling
2. Desk Review prompt number #701
3. Document Upload
4. Instructions
5. PY 26 Changes: No Changes

TEXAS Health and Human Services
Texas Department of State Health Services, John Hellestedt, M.D., Commissioner

June 27, 2022

LICENSE TYPE: Salvage Establishment/Salvage Broker - 2405
FILE # 802
LICENSE # 1000104

RE: [Redacted]

This letter is in response to your request regarding your firm's status with the Texas Department of State Health Services, Regulatory Licensing Unit. A review of our records reveals the following:

Operation:	Salvage Establishment/Broker Establishment
License Number:	Food 1000104
File Number:	802
Document Number:	501946
Issue Date:	January 05, 2022
Expiration Date:	December 27, 2023

Salvage License expired →

You may use this letter in lieu of the original document. If there are any questions, please direct them to this office at 512-834-6626.

Sincerely,
Kamie Martinez
Business Filing & Verification Section
Drug & Device Licensing Group, DSHS

P.O. Box 149347 • Austin, Texas 78714-9347 • Phone: 888-963-7111 • TTY: 800-735-2889 • www.dshs.texas.gov

Administrative Review Process Overview

3.

Request for
Documentation

Desk
Review

Entrance
Conference

Onsite
Review

Exit
Conference

Corrective
Action
Document,
if applicable

AR
Closure

Administrative Review Process: Entrance Conference



Scheduling:

1-2 weeks prior to the onsite portion of the Administrative Review.



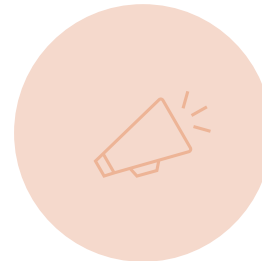
Conference Call:

Conducted virtually via Microsoft Teams.



Onsite Review Schedule:

Go over dates/times & staff required.



Site(s) Selection:

Will be announced onsite.

Administrative Review Process: Entrance Conference



30 TEFAP and CSFP Participant Applications

Overview: The Organization will work with the selected site to ensure copies are made.



35 expense invoice/receipt samples Overview

TDA will select expenses from Organization's GL & request to see the invoices during the onsite review



Follow-up questions based on documents provided via TANS review process



Other

Administrative Review Process: Overview

4.

Request for
Documentation

Desk
Review

Entrance
Conference

Onsite
Review

Exit
Conference

Corrective
Action
Document,
if applicable

AR
Closure

Administrative Review Process: Onsite Review



Warehouse walk-through



Physical Inventory Sample Count



TEFAP/CSFP Site Monitoring

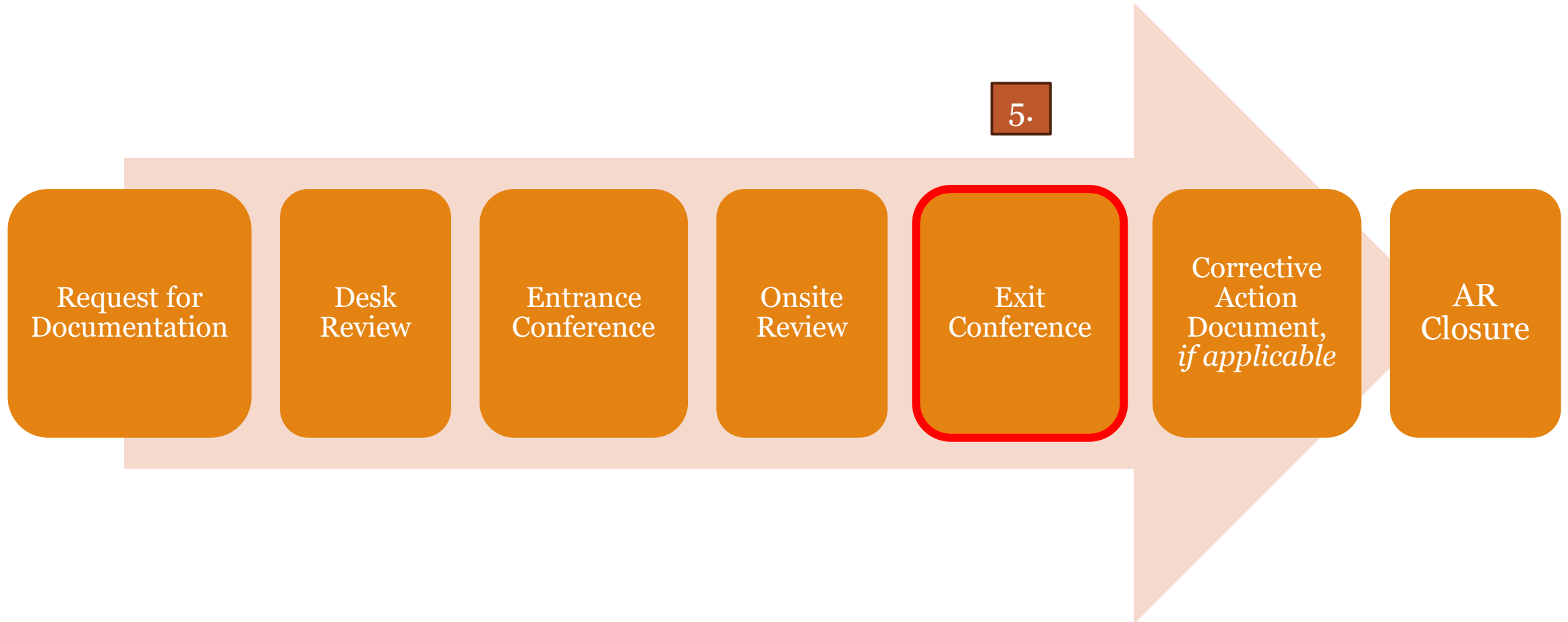


TEFAP/CSFP Records and Postings

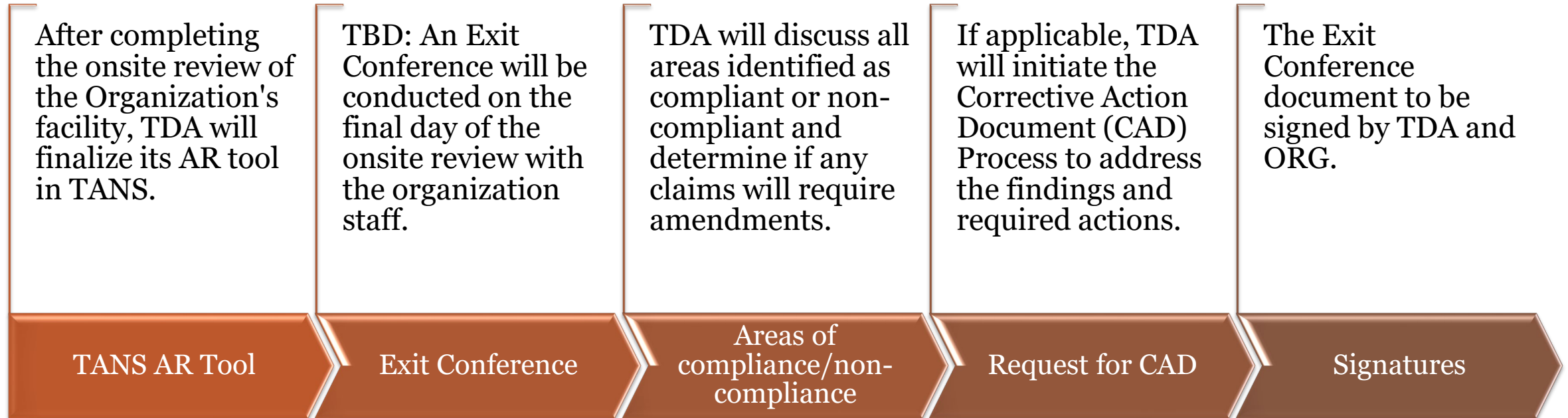


Financial Documentation

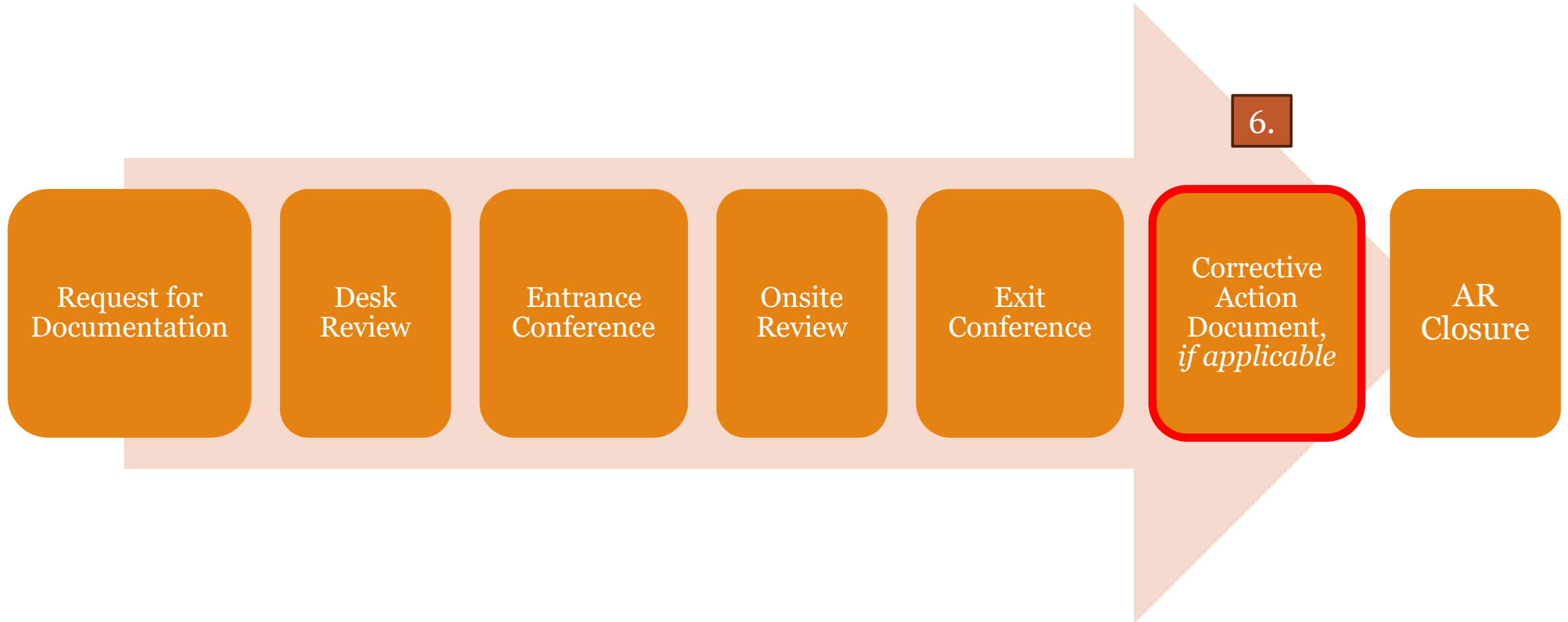
Administrative Review Process: Overview



Administrative Review Process: Exit Conference

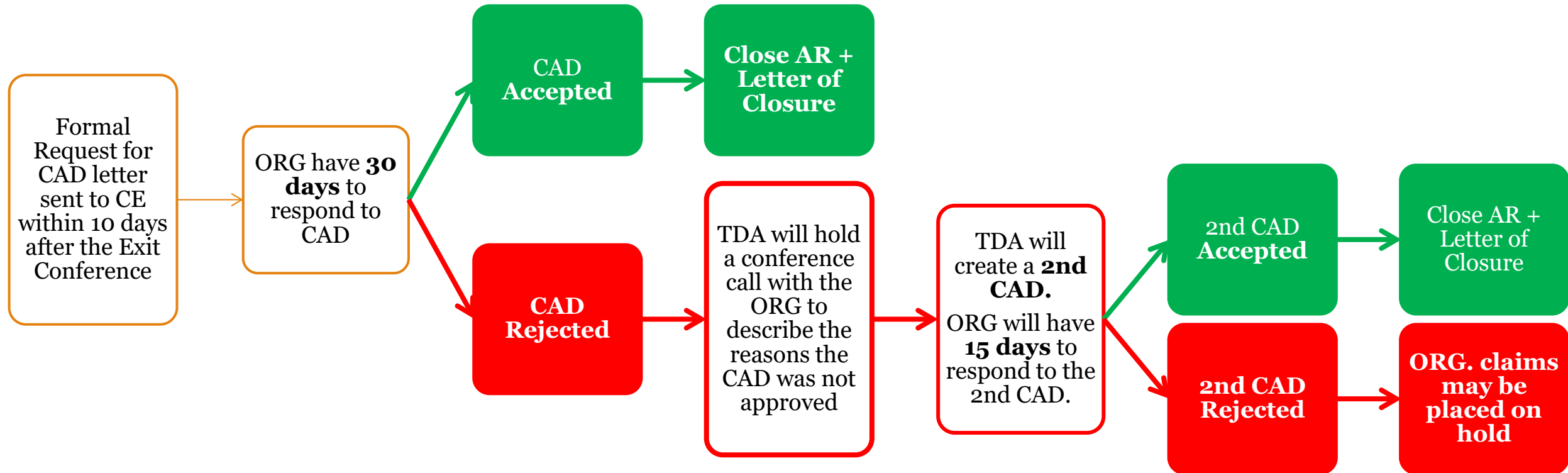


Administrative Review Process: Overview

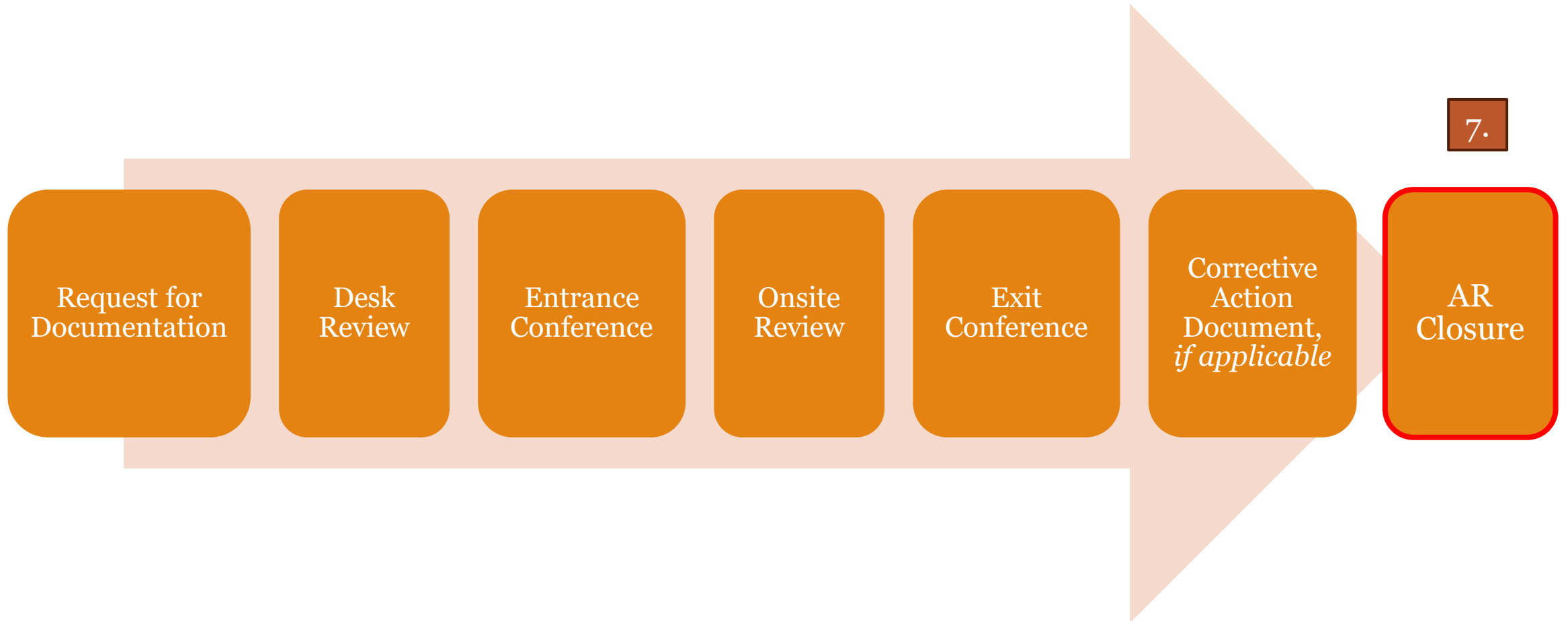


III. Corrective Action Document (CAD) Process & Timeline

Corrective Action Document (CAD) Timeline



Administrative Review Process: Overview



IV. Closing Administrative Reviews

IV. Closing Administrative Reviews: No findings




- **AR Closure Letter:** If no areas of noncompliance are identified, the organization will receive a **Letter of Closure** indicating that the review is complete and no further action is required.
- **Notifications:** The letter will be saved in TANS under 'Notifications'
- **AR Status:** The status within **TANS > Timeline** corresponding to each program reviewed will be updated and subsequently closed by the ARS.

1.

Library Nutrition Management Reports Admin News Help Compliance Specialist: q Compliance Logoff

TEFAP ADMINISTRATIVE REVIEW: ALPHA FOOD BANK In Progress Notifications

State Agency Notifications Add New

Document Type	Date	Document	Comments	Flagged
Letter of Closure - CAD Approved	11/06/2025	  		<input type="checkbox"/>

4.

AR Planning Timeline

PLANNING: ALPHA FOOD BANK In Progress Timeline

TEFAP

Program TEFAP Year of Review 2026 AR Status Closed Reviewer Michelle Mitc

Review Schedule

Introduction to Administrative Review (AR)	9/18/2025	Closed	3/4/2026
On-Site Review	9/30/2025, 10...	Month of Review	November 2025
Entrance Conference	7/6/2025	Follow-Up Review	7/17/2026

Prev Form Save Cancel Next Form

IV. Closing Administrative Reviews: Findings

If any areas of non-compliance are identified:

- A **First Corrective Action Letter (CAD)** will be issued to the organization.
- A **Second Corrective Action Letter** will be issued if the First CAD is not approved.
- A **Letter of Closure** will be sent once either the First or Second CAD has been accepted & saved in TANS.
- The **AR** will then be closed in **TANS**.

TEFAP ADMINISTRATIVE REVIEW: ALPHA FOOD BANK In Progress AR Report

Required Corrective Action:

Corrective Action 1:
submit record keeping process

Response:

SA Response:

Status: **i**
Not Submitted

Doc

1. **Approved** – The submission has been accepted by the State Agency.
2. **Denied** – The submission has not been accepted by the State Agency and requires resubmission
3. **Submitted** – The SFA/organization has entered a response and supporting documentation for review by the State Agency.

AR Planning Timeline

PLANNING: ALPHA FOOD BANK In Progress Timeline

TEFAP

Program TEFAP Year of Review 2026 AR Status Closed Reviewer Michelle Mitc

Review Schedule

Introduction to Administrative Review (AR)	9/18/2025	Closed	3/4/2026
On-Site Review	9/30/2025, 10...	Month of Review	November 2025
Entrance Conference	7/6/2025	Follow-Up Review	7/17/2026

Prev Form Save Cancel Next Form

IV. Closing Administrative Reviews: Findings & CAD Not Approved

➤ If the First or Second CAD is not approved:

➤ A conference call will be scheduled.

➤ Administrative funds may be placed on hold.

➤ Once the organization submits the corrected CAD, a Letter of Closure will be issued, and the AR status will be closed.

1.

TEFAP ADMINISTRATIVE REVIEW: ALPHA FOOD BANK In Progress AR Report

Required Corrective Action:

Corrective Action 1:
submit record keeping process

Response:

SA Response:

Status: **i**
Not Submitted

Doc

1. **Approved** – The submission has been accepted by the State Agency.
2. **Denied** – The submission has not been accepted by the State Agency and requires resubmission
3. **Submitted** – The SFA/organization has entered a response and supporting documentation for review by the State Agency.

2.

Status **i**

On Site Review Completed

Off Site Review / Desk Review Completed

Fiscal Review

Corrective Action Response AR not approved

3.

AR Planning Timeline

PLANNING: ALPHA FOOD BANK In Progress Timeline

TEFAP

Program TEFAP

Year of Review 2026

AR Status Closed

Reviewer Michelle Mitc

Summary

1

Designate a point person to lead the AR process & identify staff that will be involved

2

Upload all Desk AR documents into TANS

3

Review TDA due dates and set internal deadlines to ensure timely completion

4

Start Early—Do not wait until the final day to begin the AR process

Training Group: TANS Live Demo

- INTRO: TRAINER WILL DISCUSS HOW TO NAVIGATE TANS
- NOTIFICATIONS PAGE
- TIMELINE
- ORGANIZATION UPLOADS
- SQ MEAL RESOURCES



Questions?

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1. **mail:**
U.S. Department of Agriculture
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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