The site naming convention CVGG and CVHD will no longer be used in PY 2020-2021.

CACFP CEs with the following site/provider types must take action in TX-UNPS:

- **Approved provider/sites that include “CVGG” or “CVHD” in the name.**
- **Created, but not approved, provider/sites that include “CVGG” or “CVHD” in the name.**

All non-CVGG and non-CVHD sites should be reviewed to ensure they reflect actual meal service operations. CACFP CEs should create as needed a new site/provider application that does not include CVGG or CVHD in the site/provider name.

Follow the directions on the next page before submitting an application for approval in TX-UNPS.
**DIRECTIONS:** Read each question and complete the instructions below. When all necessary steps have been completed, submit the PY21 application for approval in TX-UNPS.

**QUESTION 1:** Have any CVGG or CVHD site/provider application(s) been approved at one time in 2021?

- **Yes**
  - Close the site/provider. Effective 9/30/2020

- **No**

**QUESTION 2:** Have any CVGG or CVHD site/provider application(s) been created but have not been approved in 2021?

- **Yes**
  - Delete the site/provider application. Retain any information needed to complete a new non-CVGG or non-CVHD site/provider before deleting.

- **No**

**QUESTION 3:** Is there a regular non-CVGG or non-CVHD site/provider application already approved or submitted for all closed or deleted CVGG or CVHD site/provider applications in 2021?

- **Yes**
  - Amend and submit if necessary, the regular non-CVGG or non-CVHD site/provider application to reflect the entirety of the meal service operations.

- **No**
  - Create a new site/provider application. Do not include CVGG or CVHD in the site name.
To Delete A Site Application:

1. In TX-UNPS navigate to the Site Application list in the Application Packet.
2. Under Site Applications, select Site Application(s). The CACFP - Application Packet Site List displays.
3. Select Modify next to the site whose application you would like to delete. The Site Application is displayed.
4. Select DELETE on the Edit menu in the top-right corner.
5. The system transfers you to the bottom of the screen and a warning message is displayed. Select DELETE.

To Delete A Provider Application:

1. In TX-UNPS navigate to the Provider Application list in the Application Packet.
2. Select Provider Application(s). The CACFP - Application Packet DCH Provider List displays.
3. Select Details next to the provider whose application you would like to delete.
4. Select DELETE on the Edit menu in the top-right corner.
5. The system transfers you to the bottom of the screen and a warning message is displayed. Select Delete button.

WARNING:

Only a site or provider application that has not been approved can be deleted.

Once the application has been deleted, it is permanently removed and cannot be restored.

Use caution before deleting an application.
To Close A Site:

1. In TX-UNPS navigate to the Site Application list in the Application Packet.
2. Under Site Applications, select **Site Application(s)**. The CACFP - Application Packet Site List displays.
3. Select the link under the Latest Version column for the desired site. The Application History screen is displayed.
4. Select **Close Site**. The End Site Agreement screen is displayed.
5. Enter the **Closed/Terminated Date**. If the Contracting Entity is entering site level claims, the Days of Operation fields for this site will edit check with this date to ensure meals aren’t claimed after the entered date.
6. Select the **Closed/Terminated Code** and enter the **Closed/Terminated Reason**.
7. If desired, provide a description as to why the site is being closed in the **Closed/Terminated Comment**. Select **Save**.

To Close A Provider:

1. In TX-UNPS navigate to the Provider Application list in the Application Packet.
2. Select **Provider Application(s)**. The CACFP - Application Packet DCH Provider List displays.
3. Select **Details** next to the provider you would like to close.
4. Select **Close Provider**. The End Site Agreement screen is displayed.
5. Enter the **Closed/Terminated Date**. If the Contracting Entity is entering site level claims, the Days of Operation fields for this site will edit check with this date to ensure meals aren’t claimed after the entered date.
6. Select the **Closed/Terminated Code** and enter the **Closed/Terminated Reason**.
7. If desired, provide a description as to why the site is being closed in the **Comment(s)**. Select **Save**.