



Welcome!

Preparing for CACFP in the Texas Automated System (TANS)

Presenters: Faith Chonko



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER





Meet our Speakers!



Faith Chonko, MS

TDA F&N Assistant Director of Program Advancement

Texas Department of Agriculture



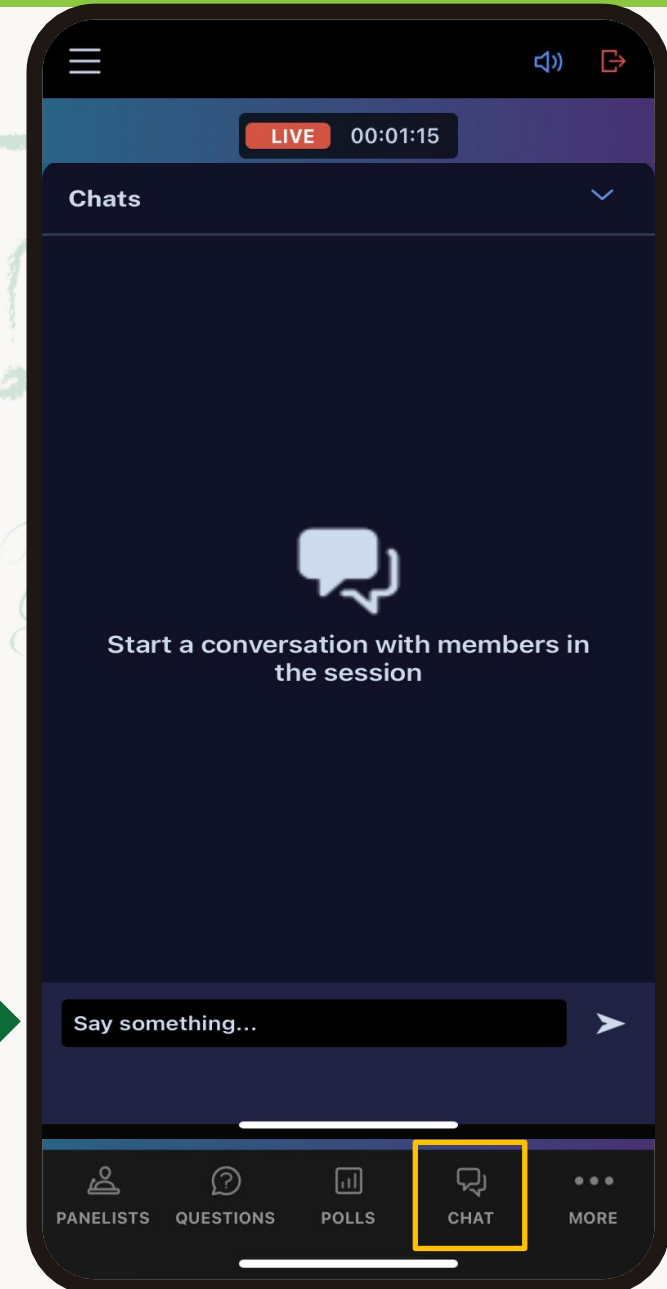
Acknowledgement Statement

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.



Submit ALL Questions Via The App





1. **Learn the differences between TX-UNPS and TANS**
2. **Hear more about when you will begin using TANS**
3. **See where updates and training can be accessed**

Objectives



Agenda

Where it Started

Orchard

Where it's headed

Texas Automated Nutrition System (TANS)

What's next

System Rollout

What's happening

Updates and Training

Questions



Where It Started

Washington D.C. OSSE'S Orchard

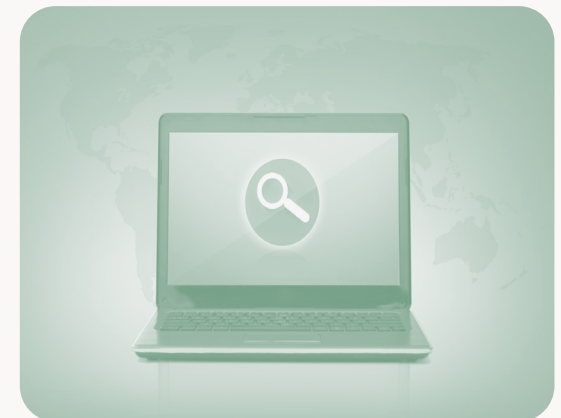


Where it Started: Orchard

System Discovery

TDA evaluated existing solutions across the nation, looking for a system that was:

- User friendly
- Good program coverage
- Easy to modify
- Well-documented





Where it Started: Orchard

Selecting Orchard

Washington D.C.'s Office of the State Superintendent of Education developed a custom software that met many of our state's needs.

To acquire the system:

- Code Sharing Agreement
- Received code
- “Stood up” system

[Library](#)[Help](#)[Login](#)[Learn more »](#)

Welcome to Orchard

The Child Nutrition Program (CNP) Portal System for the District of Columbia

The Office of the State Superintendent of Education (OSSE), [Division of Health & Wellness \(H&W\)](#) serves as the State Agency (SA) for the District of Columbia. As the SA, OSSE is responsible for overseeing the administration of the federally regulated CNPs operated throughout the district. OSSE is proud to serve as the link between the United States Department of Agriculture (USDA), Food Nutrition Services (FNS) agency and local program operators, to ensure CNPs are managed according to the federal requirements. Orchard is the SA database that supports online applications and compliance monitoring for [CNPs](#).



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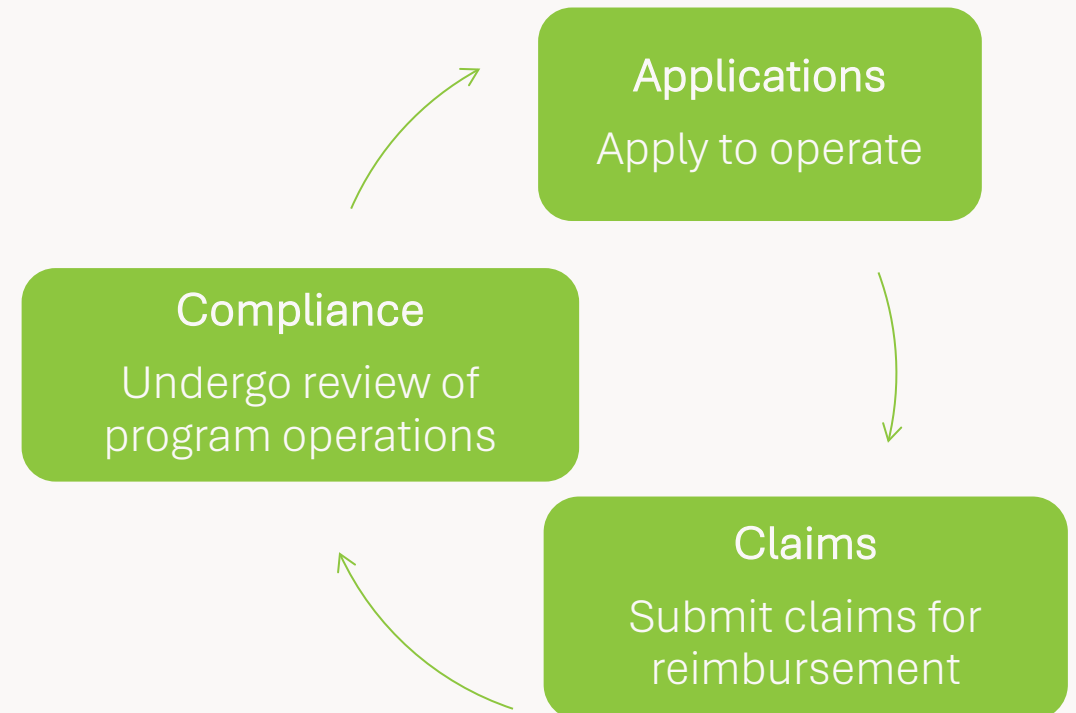


Where it Started: Orchard

Gap Analysis

TDA evaluated OSSE's Orchard to determine where modifications would be needed to meet:

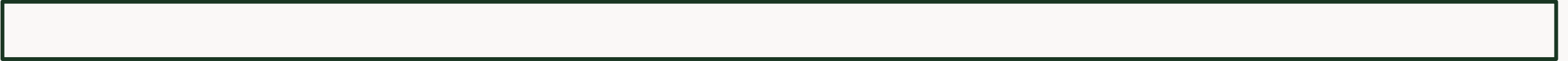
- USDA Regulations
- Texas State-Mandated Regulations
- Operational Needs





Discovery Begins

January 2022





Discovery Begins

January 2022

Orchard
Selected
May 2023



**Discovery
Begins**

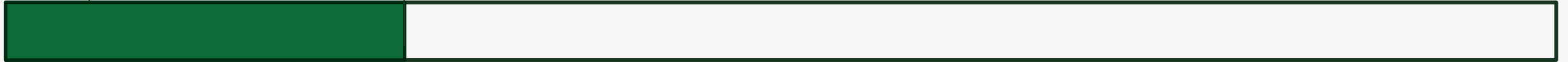
January 2022

**Code
Received**

October 2023

**Orchard
Selected**

May 2023





**Discovery
Begins**

January 2022

**Code
Received**

October 2023

**Gap
Analysis
Complete**

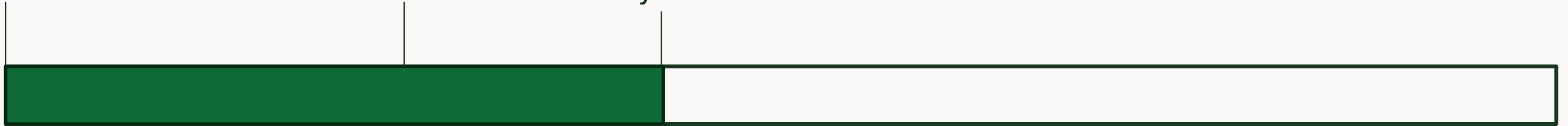
May 2024

**Orchard
Selected**

May 2023

**Development
Begins**

May 2024





Where It's Headed:

Texas Automated Nutrition System






Where it's headed: TANS




Welcome to Orchard

The Child Nutrition Program (CNP) Portal System for the District of Columbia

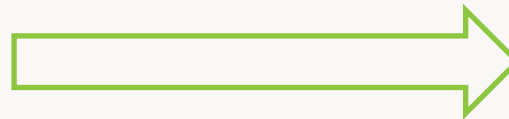
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★ ★ ★


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Filling the gaps



TEXAS AUTOMATED NUTRITION SYSTEM (TANS)

The Texas Department of Agriculture's Food and Nutrition Division administrators 12 federal child and special nutrition programs. The Texas Automated Nutrition System (TANS) helps ensure TDA fulfills its mission to advance compliant federal nutrition programs by providing administrators, state users, and sponsors with web-based access to program applications, claims, compliance reviews, and related nutrition program functions.



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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This product was funded by USDA



Where it's headed: TANS



System Access



Applications

Claims

Compliance



Where it's headed: TANS



System Access



Applications

Claims

Compliance



Where it's headed: TANS

System Access



Security Roles

User Access Managers

Account Creation

Logging In

Security Roles

- Streamlined security roles
- Not program specific
- Cross-functional transparency

ORG View Only	ORG Application	ORG Claims	ORG Compliance
View	Edit		



Where it's headed: TANS

System Access

- ↶ Security Roles
- ✓ User Access Managers
- Account Creation
- Logging In

User Access Managers

- Requested by security form
- Limit of 2
- Ability to add, deactivate, and modify users



Where it's headed: TANS

System Access

- ↶ Security Roles
- ✓ User Access Managers
- ↶ Account Creation
- Logging In

Account Creation

- No “pending” accounts
- Login ID generated during creation process
- Immediate access



Where it's headed: TANS

System Access

- ↑ Security Roles
- ✓ User Access Managers
- ↑ Account Creation
- ↑ Logging In

Logging In

- Same user Login ID (existing TX-UNPS users)
- Multiple browser windows
- Self-service password reset



Where it's headed: TANS

System Access

Let's Take a Look!

- ↶ Security Roles
- ✓ User Access Managers
- ↶ Account Creation
- ↶ Logging In





Where it's headed: TANS



System Access



Applications

Claims

Compliance



Where it's headed: TANS

Applications

↑ Navigating Applications
Application Completion
Version Management
Program Requirements

Navigating Applications

- View all program applications
- Easily sort, filter, and select
- Customizable views



Where it's headed: TANS

Applications

- ↑ Navigating Applications
- ↑ Application Completion
- Version Management
- Program Requirements

Application Completion

- Easily navigate between application sections
- Easily navigate between site applications
- Increased transparency



Where it's headed: TANS

Applications

- ↑ Navigating Applications
- ↑ Application Completion
- ↑ Version Management
- Program Requirements

Version Management

- Consolidated view of application version history
- Easily view changes – old and new values



Where it's headed: TANS

Applications

- ↶ Navigating Applications
- ↶ Application Completion
- ↶ Version Management
- ✓ Program Requirements

Program Requirements

- Operational requirements remain
- Processes may look different



Where it's headed: TANS

Applications

Let's Take a Look!

- ↑ Navigating Applications
- ↑ Application Completion
- ↑ Version Management
- ✓ Program Requirements





Where it's headed: TANS



System Access



Applications

Claims

Compliance



Where it's headed: TANS

Claims

- ↑ Navigating Claims
 - Claims Management
 - Special Requests
 - Program Requirements

Navigating Claims

- View all program claims
- Easily sort, filter, and select
- Customizable views
- Exportable summary



Where it's headed: TANS

Claims


- ↑ Navigating Claims
 - Claims Management
 - Special Requests
 - Program Requirements


Claims Management

- Site claim uploads – no change to upload format
- Aggregated summaries
- Easily view version changes
- On-screen export options



Where it's headed: TANS

 Library- Nutrition Management- Reports- News- Help-




Fiscal Year: All Search: Organization: Danville CE Reset

In Progress (2) Processed (3) All (5)





Draft 1

Returned for Modification 0

Pending Review 1

 In Progress

Claim	Month / Year	Fund Type	Amount	Status
SOC	April 2024	Federal	0	Pending Review
NSLP	January 2024	Federal	0	Draft
NSLP	October 2023	Federal	759.89	Approved
NSLP	November 2023	Federal	965.3	Approved
SSO	January 2024	Federal	688.5	Approved

  1  



Where it's headed: TANS

Claims

- ↑ Navigating Claims
- ↑ Claims Management
 - Special Requests
 - Program Requirements

Claims Management

- Site claim uploads – no change to upload format
- Aggregated summaries
- Easily view version changes
- On-screen export options



Where it's headed: TANS

Claim

Site Details

Claim

Documents

Confirm and Accept

SA Determination

History

Danville CE FY: 2024 Approved Site Details

Claim Number: NL2324-110027 Version: 1.0

National School Lunch Program (NSLP)

November 2023

Submitted
12/19/2023

Processed
04/25/2024

Paid

Total Month Reimbursement

\$965.30

Version 1.0 Reimbursement

\$965.30

+ Add Site

Upload Download

Site Name	Include ...	Claim St...	Site Type	Group	Version	Breakfast ...	Area Eligible	Total Attend...	Attendance...	Enrollment Free
Site A (47)	<input checked="" type="checkbox"/>	Approved	Standard		1.0	Yes	Yes	250	95.0 %	80
Site B (48)	<input type="checkbox"/>		Standard			Yes	Yes			
Site C (49)	<input type="checkbox"/>		CEP	1		No	No			
Site D (50)	<input type="checkbox"/>		CEP	1		No	No			
Site E (51)	<input type="checkbox"/>		CEP	1		No	No			
Site F (52)	<input type="checkbox"/>		P2	1		Yes	Yes			

1 - 6 of 6 items



Where it's headed: TANS

▼ Claim
Site Details
Claim
Documents
Confirm and Accept
SA Determination
History

Danville CE FY: 2024 Approved

Claim

Claim Details ⓘ

Total Monthly Attendance: 250

Certified performance-based menu: Yes

Average Daily Attendance: 8

Two cent differential reimbursement: Yes

Summary Counts by Meal Types ⓘ

Meal Type	No. of Sites	Enrollment	No. of Operating Days	Avg. Daily Participation
Breakfast	0	0	0	0
Breakfast (Severe Need)	1	240	30	8
Lunch	1	240	30	8
Snack / Supplement	0	0	0	0
Area Eligible Snack	1	100	30	1

Version 1.0 Reimbursement by Meal Type ⓘ

Meal Type	Total Month Reimbursement	Version Reimbursement	Claim Deduction
Breakfast	\$433.70	\$433.70	\$9.50
Lunch	\$496.50	\$496.50	\$207.50
Snack / Supplement	\$35.10	\$35.10	\$0.00

Meal Type Reimbursement ⓘ

Meal Type	Free			Reduced			Paid			Total Meals	Total Amount
	Meals Served	Rates	Amount	Meals Served	Rates	Amount	Meals Served	Rates	Amount		
Breakfast	0	\$2.28	\$0.00	0	\$1.98	\$0.00	0	\$0.38	\$0.00	0	\$0.00
Breakfast (Severe Need)	80	\$2.73	\$218.40	80	\$2.43	\$194.40	80	\$0.38	\$30.40	240	\$443.20
Lunch	80	\$4.35	\$348.00	80	\$3.95	\$316.00	80	\$0.50	\$40.00	240	\$704.00
Snack / Supplement	0	\$1.17	\$0.00	0	\$0.58	\$0.00	0	\$0.10	\$0.00	0	\$0.00
Area Eligible Snack	30	\$1.17	\$35.10							30	\$35.10



Where it's headed: TANS

- ▼ Claim
- Site Details
- Claim
- Documents
- Confirm and Accept
- SA Determination
- History

Danville CE FY: 2024 Approved

Confirm and Accept

Claim Number: NL2324-110027 Version: 1.0

National School Lunch Program (NSLP)

November 2023

Submitted
12/19/2023

Processed
04/25/2024

Paid

Total Month Reimbursement	\$965.30
Version 1.0 Reimbursement	\$965.30

Acknowledge and certify your agreement to the statements below by checking the corresponding boxes:

☒ *I certify that this claim is true and correct, that records are available to support the information reported and that it is in accordance with the terms for the existing agreement. I recognize that I will be fully responsible for any excess amounts which may result from erroneous or neglectful reporting herein. I am aware that deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

☒ *I certify that all receipts, invoices and other evidence of purchase must be retained and available for future audits for a period of five years after the date of the final submission of the final claim for the fiscal year to which they pertain, or longer if related to an audit or investigation in progress.

☒ *I certify that all claims for reimbursement will be submitted in accordance with the State Agency established deadlines and no later than the USDA regulated 60 day guidelines. I understand that claims not submitted within 60 calendar days shall not be paid with program funds unless FNS determines that an exception should be granted or is otherwise authorized by FNS. [7 CFR§210.8(b)(1), §215.10(b), §220.11(b), §225.9(d)(6), §226.10(e).]

Comments / Notes:

Signature:

◀ Prev Form

Next Form ▶



Where it's headed: TANS

Claims

↶ Navigating Claims

↶ Claims Management

✓ Special Requests

Program Requirements

Special Requests

- Specific Prior Written Approval
- Advance Requests



Where it's headed: TANS

Claims

- ↶ Navigating Claims
- ↶ Claims Management
- ✓ Special Requests
- ✓ Program Requirements

Program Requirements

- Operational & eligibility requirements – no change
- Submission timelines – no change
- Processes may look different



Where it's headed: TANS



System Access



Applications

Claims

Compliance



Where it's headed: TANS

Compliance

- ↑ Navigating Reviews
- Review Management
- Findings Management
- Program Requirements

Navigating Reviews

- View all program reviews
- Easily sort, filter, and select
- Customizable views
- Exportable summary



Where it's headed: TANS

Year: All Organization: Danville CE Reset

Administrative Review



Program	Year	Reviewer	Status	Month of Review	On-Site Review
NSLP	2024	orchard specialist	In Progress	February 2024	12/19/2023
CACFP	2024	orchard specialist	In Progress	February 2024	12/19/2023



Where it's headed: TANS

Compliance

- ↑ Navigating Reviews
- ↑ Review Management
- Findings Management
- Program Requirements

Review Management

- Consolidated review management
- Easily navigate between review sections



Where it's headed: TANS

Library-

Nutrition Management-

Reports-

News-

Help-

0

ORG View Only: ESC Training Account

Logoff

AR Overview

Timeline

Notifications

Documents

Admin Review

NSLP ADMINISTRATIVE REVIEW: Danville CE

In Progress

Timeline

Program	Year of Review	AR Status	Reviewer
NSLP	2024	In Progress	orchard specialist
Review Schedule			
Introduction to Administrative Review (AR)	1/15/2024	Closed	
On-Site Review	12/19/2023	Month of Review	February 2024
Exit Conference		Follow-Up Review	
AR Report	1/8/2024		
Initial Due Dates ⓘ			
Month of Review Documentation		Procurement Documentation	
Corrective Action Response		Fiscal Action	
Status ⓘ			
On Site Review		Corrective Action Response	
Off Site Review / Desk Audit		Resource Management Review	
Procurement Review			
Fiscal Action Information ⓘ			
Fiscal Action Status	In Progress	Credit Amount	\$0.00
Fiscal Action Amount	\$0.00	Disregard Amount	\$0.00

Prev Form

Next Form



Where it's headed: TANS

- > AR Overview
- > Documents
 - Reviewer Uploads
 - SFA Uploads**
 - > Admin Review

NSLP ADMINISTRATIVE REVIEW: Danville CE In Progress SFA Uploads

Administrative Review

Document Type	Upload Date	Document	Reviewer Comments	Verification ⓘ	Flagged
Common					
A-133 Audit Report for the previous fiscal year	12/19/2023			Pending Review 01/08/2024	<input type="checkbox"/>
Direct Certification Notification Letter	01/08/2024			Pending Review	<input type="checkbox"/>
Financial Year End Report for the previous fiscal year					<input type="checkbox"/>
General Ledger for the previous school year					<input type="checkbox"/>
Misc					<input type="checkbox"/>
Proof of Food Service Director's food safety training					<input type="checkbox"/>
Resume of Food Service Director					<input type="checkbox"/>
For each school site					
Afterschool Snack Review - First Review					<input type="checkbox"/>
Afterschool Snack Review - Second Review					<input type="checkbox"/>
Off-Site Documents					



Where it's headed: TANS

Library

Nutrition Management

Reports

News

Help

AR Overview

Documents

Admin Review

Certification and Benefit Issuance

Verification

Meal Counting and Claiming

Dietary Specifications and Nutrient Analysis

Resource Management

Civil Rights

SFA On-Site Monitoring

Local School Wellness Policy and School Meal Environment

Smart Snacks in School

Professional Standards

School Breakfast Program and Summer Food Service Program Outreach

Seamless Summer Option

Special Provision Options

Healthy Schools Act

0

ORG View Only: ESC Training Account

Logoff

NSLP ADMINISTRATIVE REVIEW: Danville CE In Progress

Certificate and Benefit Issuance

SFA

SFA-1

▲ Off-Site: Certification and Benefit Issuance

100. Does the SFA meet one of the following criteria ?

☐ SFA-wide Special Provision Non-Base Year (Provision 2/3)

☐ RCCI, without day students

☐ SFA-wide Community Eligibility Provision

☒ None of the above

101. Who is the determining official for certifying household applications?

102. a. Does the SFA use an electronic applications approval system or a manual application approval system?

☐ Electronic

☒ Manual

☐ Both

b. Does the SFA use an electronic benefit issuance system or a manual benefit issuance system?

☒ Electronic

☐ Manual

☐ Both

103. At the beginning of the school year, how is benefit status handled for children who have not submitted an application for the current school year

test

104. If the SFA has an electronic application approval system, answer the below questions, if not proceed to the next question

a. How are records maintained and for how long?

< Prev Form

Next Form >



Where it's headed: TANS

Compliance

- ↑ Navigating Reviews
- ↑ Review Management
- ↑ Findings Management
- Program Requirements

Findings Management

- Easily navigate between findings
- Clear finding and corrective actions
- Consolidated corrective actions



Where it's headed: TANS

Regulatory Citation:

Reference Regulation 226.23(e)(1) Application Error

Background (Description):

Letter to Household Institution does not include either the most current IES Letter to Households or an Institution Letter to Household that contains all of the required information. The most current IES Letter to Households can be found on the OSSE website.

Required Corrective Action:

Corrective Action 1:

Develop and implement a written procedure to ensure that the most current IES Letter to Household available from the USDA is distributed to new and renewing participants. The Institution must do the

Response:

SA Response:

Status: **i**

Not Submitted

Due Date:

2/27/2025



Documentation:





Where it's headed: TANS

Compliance

- ↑ Navigating Reviews
- ↑ Review Management
- ↑ Findings Management
- ✓ Program Requirements

Program Requirements

- Operational & eligibility requirements – no change
- Review cycles – no change
- Processes may look different



What's Next: System Rollout



What's Next: System Rollout



Training

Applications

Claims

Compliance



What's Next: System Rollout



Training

Applications

Claims

Compliance



What's Next: System Rollout

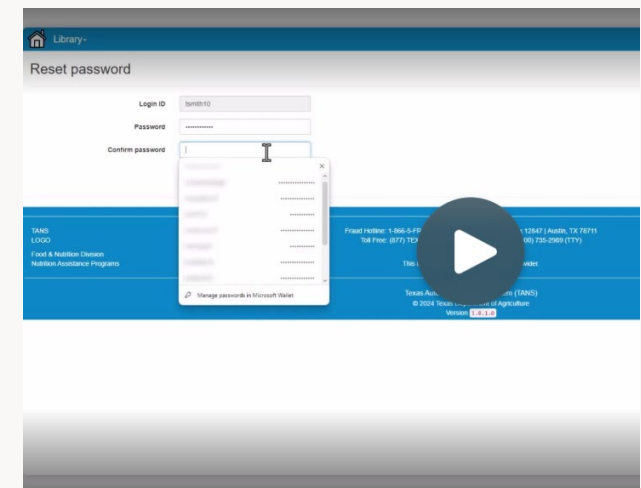
Training

Self-service training materials

- short video tutorials
- job aids & quick guides
- user manuals

Instructor-led training sessions:

- classroom trainings and demonstrations
- virtual trainings and demonstrations





What's Next: System Rollout

First Year in TANS

Foundational data provided

- User credentials & security roles
- Foundational organization and site data
- Area & Tier 1 eligibility
- Serious deficiency
- Pre-approval site visits

Sponsors should plan for higher effort on the first application. Most data will roll over on future renewals.





What's Next: System Rollout

May	June	July	August
			FDP Applications
September	October	November	December
		FDP Claims FDP Compliance	



What's Next: System Rollout

January	February	March	April
			SNP Applications
May	June	July	August
		SNP Claims CACFP Applications	SNP Compliance
September	October	November	December
	FFVP Claims CACFP Claims CACFP Compliance SFSP/SSO Applications		SFSP/SSO Claims SFSP/SSO Compliance



**Discovery
Begins**

January 2022

**Code
Received**

October 2023

**Gap
Analysis
Complete**

May 2024

Stay Tuned!

**Orchard
Selected**

May 2023

**Development
Begins**

May 2024

Now

May 2025





What's Happening: Updates and Training



What's Happening: Updates & Training


TANS on SquareMeals

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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Texas Automated Nutrition System

Get Started	Resources & Training	User Access Manager	Log On to TANS
-----------------------------	--	-------------------------------------	--------------------------------

FandN Resources > Systems Hub > TANS

Texas Automated Nutrition System (TANS)





What's Happening: Updates & Training

TANS Bulletin

Targeted newsletter sent to program sponsors



TANS BULLETIN

Your source for TANS updates!

February 2025

TANS on SquareMeals

TANS Resources and Training



TANS TALK

To access the TANS Talk session, please see the meeting link below:

• [TANS Talk Meeting Link](#)

• Meeting ID:



REMINDER: Join us for the February "TANS Talk!"

TANS Talk is an office hours session that will give the F&N Staff the opportunity to review TANS related updates. We are excited to share all of the new updates about this platform and answer any questions.

How to Participate in TANS Talk:

Use this [TANS Talk Feedback Form](#) to submit any



What's Happening: Updates & Training

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Monthly webinar and Q&A session

TANS Updates

UPCOMING TANS TALKS

[Click here to join the monthly TANS Talk Session](#)

Webinar ID: 872 4073 8556

February 19, 2025: **TANS Talk Session**

Click **here** to view the External TANS Talk Session

January 14, 2025: **TANS Talk Session**

Click **here** to view the External TANS Talk Session

December 12, 2024: **TANS Talk Session**

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★ ★ ★ ★ ★

2. The content is relevant to my current role and applicable to my daily work

☐ Agree
☐ Disagree

3. I feel confident in applying the knowledge gained in this presentation. *

☐ Agree
☐ Disagree

4. The presenter's delivery of the content was effective. *

☐ Agree
☐ Disagree

5. The session was engaging and interactive.

☐ Agree
☐ Disagree

6. The presenter encouraged questions and discussions.

☐ Agree
☐ Disagree



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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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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