



Food and Nutrition Division Food Distribution Program

## TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711 Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)

This product was funded by USDA.

This institution is an equal opportunity provider.



Updated 9/27/2023 www.SquareMeals.org





Food and Nutrition Division Food Distribution Program

## TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711 Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)

This product was funded by USDA.

This institution is an equal opportunity provider.



# Statewide Training

# Sign Up for Training

- ESC Child Nutrition Specialists have begun providing training.
- User Administrators and Order Managers must complete required training before TDA will set up users.
- Pilot RAs are recommended to retake the training to learn new information added to the trainings (specifically RA-103)

# User Data Collection

## **EAuth Validation Results**

- Account set up changed from eAuth to Login.gov on September 15, 2023, for all new users (not current users)
- Validation Results
  - All role/user changes and edits emailed to TDA by ESCs and RAs have been made
  - Emails bounced back.
  - First name, last name, and or email discrepancy between information submitted by user on the eAuth Validation form and the information previously provided
  - Non-response to the eAuth validation.

# User Data Collection After Initial Set Up

- TDA will only set up User Managers for RAs after this initial account set up phase.
  - User Managers will set up all other users (same as TX-UNPS)
- RAs will submit an electronic FND 136 that will auto send to TDA for processing.
  - Electronic form will be linked under forms for NLSP when made available
  - Process and timelines are still in development.
- Pilots will continue to submit the Word Doc FND 136 made available by the ESCs until we set up the other users.





Food and Nutrition Division Food Distribution Program

## TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711 Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)

This product was funded by USDA.

This institution is an equal opportunity provider.



Updated 9/27/2023 www.SquareMeals.org

# Ordering Updates

# **Ordering Updates**

- August survey requests have been ordered with USDA. 97% of all RA requests have been filled.
- TLS will be updated in October.
- Weighted average price will be updated in TX-UNPS in October.
- Begin WBSCM system set up in October for SY 24-25.
- October Survey to RAs to provide feedback on what USDA Foods items they want available in the SY 24-25 catalog.
- DoD Participation form will be available October 2nd for RAs that want to participate in the DoD/Locally Grown programs for SY 24-25.
- Updating agreements and processes with cooperative vendors.

# Inventory Updates

# **Inventory Updates**

- Processor Dashboard- Processor Dashboard was updated earlier this week.
  - The first two tabs includes the 23-24 Annual Transfer Schedule and 23-24 No Usage Exercise.
  - Annual Transfer Schedule- timeline one pager will be posted on squaremeals
  - No Usage Exercise-timeline one pager will be posted on squaremeals
- New RFP for Storage and Distribution of USDA Foods posted to the Texas Smart Buy website.
- Finalizing storage and distribution fees to reimburse RAs for SY 22-23.
- Reporting the value of USDA Foods that do not charge entitlement. (Average Material Price) <a href="https://www.fns.usda.gov/usda-fis/processor-material-prices">https://www.fns.usda.gov/usda-fis/processor-material-prices</a>
- TDA will contact RAs about ordering for USDA Foods they requested.
  - Inventory in Long Term storage
  - Inventory close to expiration

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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: <a href="https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf">https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf</a>, 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

This institution is an equal opportunity provider.



TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711

Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)

This product was funded by USDA.

This institution is an equal opportunity provider.



