



# TANS Talk – External Users

August 14, 2025



TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

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# Agenda



|  |            |
|--|------------|
| <b>Project Update</b> <ul style="list-style-type: none"> <li>• Timeline review</li> <li>• Resource review</li> <li>• Upcoming trainings</li> </ul> | 15 minutes |
| <b>TANS Feedback Log</b>   | 20 minutes |
| <b>Open Q&amp;A</b>  | 25 minutes |



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# Project Update



## TEXAS DEPARTMENT OF AGRICULTURE **COMMISSIONER SID MILLER**

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# 2025 – All Programs

| May       | June    | July  | August   |
|-----------|---------|---|--|
|           |         |   | <div>FDP Applications</div> <div>We are here</div> |
| September | October | November  | December   |
|           |         | <div>FDP Claims</div> <div>FDP Compliance</div> |  |

## Project Update – Timeline



### FDP Applications

## Program Application Submission Windows

| Program | Application Open | Application Close |
|---------|------------------|-------------------|
| TEFAP   | August 4         | August 31         |
| CSFP    |                  |                   |
| FMNP    | December 1       | January 16        |
| SFMNP   |                  |                   |

*NOTE: Applications for FMNP and SFMNP will be accessible in August but should not be submitted until December.*



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## Project Update – Resources



### TANS Updates

#### UPCOMING TANS TALKS

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

Webinar ID: 872 4073 8556



**July 2025 Added**

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#### July 10, 2025: TANS Talk Session

Click [here](#) to view the External TANS Talk

Topics Covered:

- Trainings updates
- FDP applications rollout

#### July 08, 2025: TANS Talk Session - FDP Rollout

Click [here](#) to view the FDP TANS Talk Session

Topics Covered:

- Transition Overview
- FDP Rollout
- FDP Applications Training

## Project Update – Resources



**TANS Talk Link**

**Next TANS Talk:**  
Thursday, September 11<sup>th</sup>  
1 PM

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## Project Update – Resources



FandN Resources > Systems Hub > TANS > TANS Resources and Training

### TANS Resources and Training

Efforts are in full swing towards a transition to the Texas Automated Nutrition (TANS). We want to ensure a smooth implementation process full of training resources that will make the launch successful. Until we launch TANS, TX-UNPS will continue providing online interfaces for managing your programs.

All users can begin preparing for their organization's transition to TANS by carefully reviewing the resources below.

#### Resources

- [TANS Frequently Asked Questions](#)
- [Access Historical Data on the Open Data](#)



**FAQ Updated**



# Training Schedule

## Upcoming TANS Trainings

| Topic   | Date & Time   | Details   | Meeting Access   |
|---|---|---|--|
| FDP Application Submission (TEFAP, CSFP, FMNP, SFMNP) | August 19<br>• Virtual<br>Demo: 2 PM - 3 PM<br>• Open Q&A: 3 PM - 3:30 PM | Live session led by TDA covering application completion and submission within TANS, followed by time for Q&A. | <a href="#">Click here to access the Zoom Meeting Link</a> |

## Past TANS Trainings

| Past TANS Trainings                                     |  |  |
|---|--|--|
| Topic   | Details  | Access   |
| <a href="#">FDP Application Submission</a> (Session #1) | Live session covering application submission for TEFAP, CSFP, FMNP, and SFMNP in TANS (held on August 7, 2025) | Click <a href="#">here</a> to view the recorded session.<br><b>Passcode:</b> L9\$+&R@I |



# Training Courses

## Introduction to TANS: Account Access and Navigation

| Introduction to TANS                          |  |
|---|--|
| <b>TANS Terminology</b>                       | Common terms used when navigating through the system   |
| <b>Organization User Access Manager (UAM)</b> | Overview of the User Access Manager role   |
| <b>UAM – Create A New User Account</b>        | How an organization's User Access Manager (UAM) creates an account for other users in their organization |
| <b>UAM – Edit A User Account</b>              | How an organization's UAM edits an account for users in their organization                               |
| <b>Account Access - Logging into TANS</b>     | What to expect when logging into the system for the first time   |
| <b>Account Access - Change Password</b>       | How to change your password at any time  |
| <b>Account Access - Forgotten Password</b>    | What to do if you've forgotten your password   |
| <b>Security Access Form – FND-140</b>         | Security form to add and manage UAM users  |

**NEW SECURITY FORM:** UAM Accounts will be managed through Form FND-140.



# Training Courses

## Food Distribution Program Applications

| Introduction to TANS  |  |
|---|--|
| <b>PART 1: FDP Application - Overview, Organization, and Application Forms</b>            | Training & knowledge check on FDP application navigation and completing two forms in the program application                 |
| <b>PART 2: FDP Application - Financial Information, Management Plan, and Documents</b>    | Training & knowledge check on the completing three forms in the FDP program applications                                     |
| <b>PART 3: FDP Application - Site Information, Site Summary, and Confirm &amp; Accept</b> | Training & knowledge check on completing the site applications in the FDP program applications and submitting for TDA review |
| <b>PART 4: FDP Application - Modifying and Resubmitting</b>                               | Training & knowledge check on making adjustments to the FDP program applications and resubmitting for TDA review             |
| <b>Creating an FDP Application in TANS</b>  | Written guidance on FDP application navigation, completion, submission, and modification                                     |



# TANS Feedback Log



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## How will users in my organization get access after initial set up?

If an organization operates multiple programs, initial user set up by TDA will only occur for the first program that launches in TANS.

Following that, any changes to non-UAM users can be managed by the organization's UAM(s). Changes to UAM users should be managed through the submission of the FND-140 Security Access to TANS form available on SquareMeals.



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## Are users' security roles separated by program?

No, TANS does not assign security access based on program. Instead, security roles are function-based only. This means that a user with the ORG Application security role has access to edit and submit applications for all programs their organization participates in.

If organizations are concerned about their users submitting incorrect information to TDA, they may choose to establish internal division of duties in their organization defining which of their users will enter application data and which will complete the Confirm & Accept step.

| ORG User Access Manager |                    |               |                   |             |
|-------------------------|--------------------|---------------|-------------------|-------------|
| ORG<br>View Only        | ORG<br>Application | ORG<br>Claims | ORG<br>Compliance | ORG<br>ELMS |



## **There is a question in the CSFP application that appears to be for a different program. How should I complete this field?**

The question below is erroneously displaying on the Management Plan form of the CSFP program application. Our development team is aware of this issue and is addressing it as quickly as possible.

To ensure timely application submissions, CSFP organizations may enter “NA” as a response to this required question.

\*Disputes may arise between farmers, farmers markets and program participants. Contractors must have procedures in place to conduct a fair hearing. Outline the procedures your organization will use to ensure fair hearings for all parties.



## **Can site names and site addresses be edited once they are created?**

A site name and site address cannot be updated while completing the initial version of an application. When adding a new site, organizations should check closely that the information is correct before completing the addition.

Once the application is in an Approved status, a site address can be updated by editing the application. However, site name will remain unavailable for organizations to update.



## **Can multiple users work on the same program application simultaneously?**

Yes, multiple users with the appropriate security roles can enter application and site information at the same time. This is true for all program applications and means multiple users can work on one program application, while another set of users are working on another program application.

### A couple notes of caution:

- If users are adding sites to multiple program applications simultaneously, coordination will be key to ensuring sites are not duplicated.
- Organizations should not Submit their application to TDA (complete the Confirm & Accept step) until all sites under that program application are entered and complete.



## **Will site data carry over to the next program year?**

When program applications are rolled over in the next application cycle, many of the application fields will also roll over. Based on federal and program regulations, TDA will define exactly which fields will carry-over and which fields will need to be entered each year.



## **Where will SNP organizations complete their March CEP Eligibility Report in March 2026?**

The CEP Eligibility Report due in March 2026 will be completed in TX-UNPS. This is a PY25-26 reporting requirement, and all PY25-26 activity will remain in TX-UNPS.

The data submitted in the March 2026 report will be established in TANS shortly after the reporting deadline to support timely PY26-27 application submission in TANS.



# Open Q&A



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## TANS on SquareMeals

Timelines, updates, and more

Training resources will be housed here as they become available.



### Get Started

#### Previous Presentations

#### [Feedback Form](#)

Accessible under “Contact Us”

Submit your questions, concerns, and other feedback to help us improve our communication and resources supporting the TANS transition

### Resources & Training

#### [Frequently Asked Questions](#)

Covers questions on the timeline, training, data and reporting, and more.

#### Historical Data

<http://data.texas.gov/>

#### Timelines

#### Training Schedule

#### Training Courses

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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](mailto:program.intake@usda.gov)

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**Thank you!**



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