



# TANS Talk – External Users

September 11, 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>• Helpful tips</li> </ul>	15 minutes
<b>TANS Feedback Log</b> <ul style="list-style-type: none"> <li>• Access and Security</li> </ul>	25 minutes
<b>Open Q&amp;A</b>	20 minutes



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# Project Update



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

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## Project Update – Timeline



# 2025

September	October	November	December
<div>We are here</div>		<div>TEFAP/CSFP Claims</div> <div>TEFAP Compliance</div>	<div>S/FMNP Claims</div> <div>CSFP Compliance</div>

# 2026

January	February	March	April
			<div>SNP Applications</div> <div>FFVP Applications</div>

## Project Update – Resources



### TANS Updates

#### UPCOMING TANS TALKS

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

*Webinar ID: 872 4073 8556*



**August 2025 Added**

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

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

#### Topics Covered:

- Security roles
- Site applications
- CEP Eligibility Report

## Project Update – Resources



### TANS Updates

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**August 2025 Added**

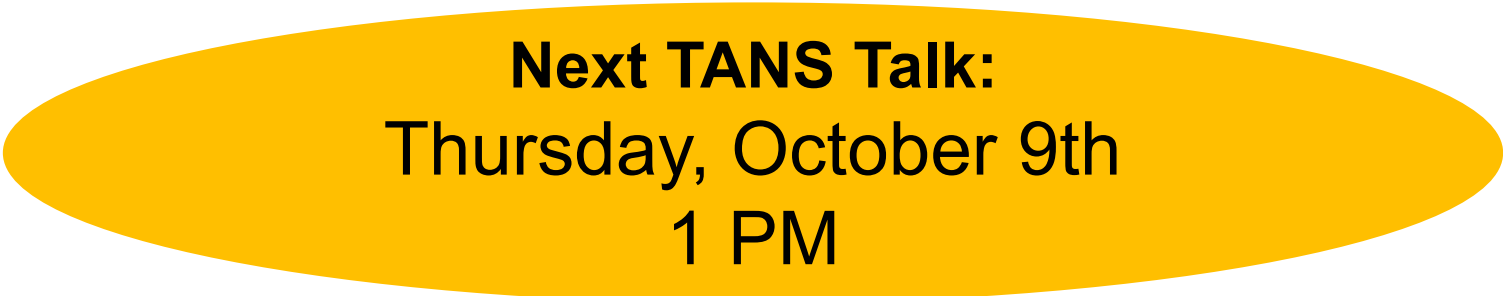
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August 14, 2025: TANS Talk Session

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

#### Topics Covered:

- Security roles
- Site applications
- CEP Eligibility Report



**Next TANS Talk:**  
**Thursday, October 9th**  
**1 PM**

# Training Schedule

## Upcoming TANS Trainings

Topic	Date & Time	Details	Meeting Access
<i>Check back soon for updates!</i>			

## Past TANS Trainings

Past TANS Trainings		
Topic	Details	Access
<u><a href="#">FDP Application Submission</a></u>	Live session covering application submission for TEFAP, CSFP, FMNP, and SFMNP in TANS	Click <u><a href="#">here</a></u> to view the recorded session.



# 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 are managed through Form FND-140.





# Training Courses

## Food Distribution Program Applications

FDP Applications	
<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



# Helpful Tips!

## General

- TANS Training environment available (live programs only)

## Saving & Security

- Save often
- Timeout after 20 minutes of inactivity
- Save and log out before walking away

## Notifications

- Add [TANSNotifications@TexasAgriculture.gov](mailto:TANSNotifications@TexasAgriculture.gov) to your contacts
- Check for in-system notifications (bell icon)



# TANS Feedback Log



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## When will I get access to TANS?

Users will gain access to TANS shortly ahead of the launch of the first program their organization operates.

For example, users with an NSLP organization can expect to receive login details the same week NSLP goes live in April.



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## **What can I expect during initial user set up in TANS?**

Users will gain access to TANS shortly ahead of the launch of the first program their organization operates.

For example, users with an NSLP organization can expect to receive login details the same week NSLP goes live in April.

To gain access, all TANS users being set up by TDA will receive 2 emails:

- Email 1 – contains your username (same as TX-UNPS username)
- Email 2 – contains your temporary password

A new password must be set to successfully log in.



## **How will users in my organization get access after that?**

If an organization operates multiple programs, the initial user set up overseen 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.

For example, if your organization operates NSLP and CACFP, users will be migrated ahead of the NSLP launch. After that, your organization's UAMs will manage non-UAM user accounts. No additional users will be migrated by TDA ahead of CACFP going live in TANS.



## **If a user is moved to inactive status, can they be reactivated?**

Inactivation is a means to remove user access when it's anticipated they will not need access to TANS at any point in the future.

If you anticipate a user will need access at any point in the future, it is strongly advised to keep them active.

If a non-UAM user needs to regain TANS access after being inactivated, it is best practice to create a new account.



## Are users' security roles separated by program?

No, TANS does not assign security access based on program. Instead, security roles are function-based. 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.

ORG User Access Manager				
ORG View Only	ORG Application	ORG Claims	ORG Compliance	ORG ELMS

**New Training Coming Soon!**  
**Organization Security Roles**





## Will we have TANS soon?

TANS is being rolled out by program. Four programs are live in TANS already and more will be rolled out in 2026.

PROGRAM APPLICATIONS IN TANS	
TEFAP CSFP FMNP SFMNP	LIVE IN TANS
NSLP SBP ASCP FFVP	APRIL 2026
CACFP Centers CACFP DCH	JULY 2026



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

Yes, any users with the ORG Application or UAM 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.



## 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.

Site Name	Site Address
Can only be edited by TDA	Can be edited by org after initial determination

## **If a submitted application is returned for modification, who will be notified?**

All active users in your organization will receive application update notices, regardless of their security role.



**If the user that originally submitted my organization's application is no longer with the organization, can other users make modifications?**

If the user that originally submitted the application is inactivated or unavailable and changes are later required, any other user with an Org Application or UAM role can make those changes and resubmit.



## **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.

March 2026	March 2027
Submit in TX-UNPS	Submit 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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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](mailto:program.intake@usda.gov)

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**Thank you!**



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