



TANS TEFAP Application Renewal

Rollover – TEFAP



**TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER**

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7/15/2026

TANS TEFAP Renewal Application: Rollover vs. Entry

Program Information Menu Folder

TANS <i>Nutrition Management – Application – TEFAP</i>			TANS Renewal Application Field	Action
Menu Items	Organization	Organization Physical Address	Address Information	Enter this information.
	Application	Program Selection	Selected Programs	Verify the correct boxes are checked.
		Subdistributing Agency Information	Does your organization contract with a subdistributing agency to distribute USDA Foods?	Verify the information is correct. Add if needed.
		Primary TEFAP Contact	Contact Information and address.	Verify the information is correct.
		Mailing Address	Mailing Address Information	Verify this information is correct.
		Administrator	Contact name and address	Verify this information is correct
		Billing Contact	Contact name and address	Verify this information is correct
		Warehouse Contact	Contact name and address	Verify this information is correct
		Ordering Contact	Contact name and address	Verify this information is correct

TEFAP Renewal Application

continued

Program Information Menu Folder

TANS		TANS Renewal Application Field	Action
Menu Items	Application	Pre-award Civil Rights Questions Questions 1 - 15 <i>NOTE – Some responses will require additional information (i.e., if you select No for Question #1, you will have to provide a written response).</i>	Verify this information is correct.
	Financial Information - General	Is your organization for-profit, non-profit or public agency (i.e., military, government agency)?	Verify the information is correct.
		Federal Funding	Select Yes or No.
		Annual Audit Name & Title of Organization's Financial Audit Contact	Enter the information.
		Organization Type	Verify this information is correct.
		Fiscal Year	Select the fiscal year from the dropdown.

TEFAP Renewal Application

continued

Program Information Menu Folder

TANS			TANS Renewal Application Field	Action
Menu Items	Financial information - General	Federal Funds	This information is only required if you answered yes to the Federal Funding question.	<i>Enter the information.</i>
		Federal Govt Total Federal Funds Amount	<i>Enter a line for every federal funding source and the amount of funding from that source.</i>	
		Acknowledge & Certify	<i>Acknowledge Statements Certification</i>	<i>Verify the checkbox is selected.</i>
	Financial information - Budget	Monthly Budget – USDA Food Expenditures	<i>Line items for Budget Items</i> <i>Note: If you select “Other,” you will have to specify what “Other” is in the new field</i>	Verify the information is correct. <i>Specify what the “Other” budget item is.</i>
		Monthly Budget – Non USDA Food Expenditures	<i>Line items for Budget Items</i>	Verify the information is correct.
		Indirect Cost Methodologies – Salaries	Description of methodology used.	<i>Verify information is accurate and edit if necessary.</i>
		Indirect Cost Methodologies – Program Expenses	Description of methodology used.	<i>Verify information is accurate and edit if necessary.</i>

TEFAP Renewal Application continued

Program Information Menu Folder

TANS			TANS Renewal Application Field	Action
Menu Items	Management Plan	Organization Food Assistance Program – Number of needy households served monthly	<i>Number of families</i>	<i>Verify information is correct.</i>
		Organization Food Assistance Program – Number of meals served monthly	<i>Number of meals</i>	<i>Verify information is correct.</i>
		Current Inventory of USDA Foods	<i>Does the organization currently have USDA Foods in its possession for TEFAP?</i> <i>Description of how you ensure USDA Foods are maintained apart from other inventory.</i>	<i>Verify Yes/No response.</i> <i>Verify information is correct and edit if necessary.</i>
		List of administrative personnel for TEFAP	<i>Position or Title</i> <i>Number of occupied positions</i> <i>TEFAP Role & Responsibilities</i> <i>FTE Equivalent Percentage</i>	<i>Verify information is correct and edit if necessary.</i>
		Training	<i>List of all Planned Training and the proposed date(s).</i>	<i>Verify the list of training is correct.</i> <i>Enter the proposed training dates and any new training information.</i>

TEFAP Renewal Application continued

Program Information Menu Folder

TANS			TANS Renewal Application Field	Action
Menu Items	Documents	Required Documents:	<i>Upload necessary allowable document types:</i> • PDF • EXCEL • ZIP (may contain MS Word) <i>FAQ Reminder: ZIP files cannot exceed 50MB. If they exceed this amount, you will need to use the Misc. files upload to add another ZIP.</i>	Upload required documents.
		Supplemental Documents	<i>Upload allowable document types:</i> • PDF • EXCEL • ZIP (may contain MS Word) <i>FAQ Reminder: ZIP files cannot exceed 50MB. If they exceed this amount, you will need to use the Misc. files upload to add another ZIP.</i>	Upload supplemental documents, if necessary.

TEFAP Renewal Application

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Site Management Menu Folder

TANS			TANS Renewal Application Field	Action
Menu Items	Enter New Site	Add New Site	Select the Add New Site button.	Add sites from previous year and any new sites
		Site Directory	From the pop-up menu, select the checkboxes for the sites for this program. Select the Add Selected Sites button.	N/A
	Site Information	Operating Status	If site is applying, select the “Active” radio button. NOTE: If you inactivate a site by mistake, you can not change it to active and will have to contact TDA.	Verify this information is correct.
		Subdistributing Agency Information	Is this site associated with a subdistributing agency to distribute USDA Foods? If yes, Select the subdistributing Agency	Verify this information is correct and edit if necessary.
		Site Information Fields	Site Physical Address Site Representative Site Type Priority Average Meals	Verify information is correct and edit if necessary.
		Site Information Fields	Dates of Program Operation Operating Days Date of Last Verification of Tax-Exempt Status NOTE: If your program operating dates do not align with the frequency drop down options (i.e., program operates one set of days the first half of the year and a different set the second half, select all the days and the ADD a description of your situation in the comments block on the Confirm and Accept page before submitting.	Submit responses

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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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