

# Texas Department of Agriculture Food and Nutrition Division School Nutrition Program User Manual



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# 1.0 School Nutrition Program

## 1.1 Purpose/Overview

The purpose of the Texas Unified Nutrition Programs System (TX-UNPS) user manual for the School Nutrition Programs (SNP) module is to provide administrators, State users, and Contracting Entities with efficient and immediate information to access the web-based software applications, claims, and related nutrition program functions.

## 1.2 Website Benefits and Features

The SNP module is a user-friendly application that allows authorized users to submit and approve applications, claims, and miscellaneous forms. Key system features include:

- A software system that manages information regarding Contracting Entities, applications, claims, and reports.
- A single integrated database which serves all child nutrition programs.
- The ability to save partially completed forms online, allowing the user to complete the process at a later time.
- Individual User IDs and passwords for secure login to program functions and accurate tracking of user behavior.
- A robust security module that streamlines security setting controls by enabling administrators to easily assign users to numerous pre-defined groups and eliminating the need to manually set each user's security access.

## 2.0 Accessing the Website

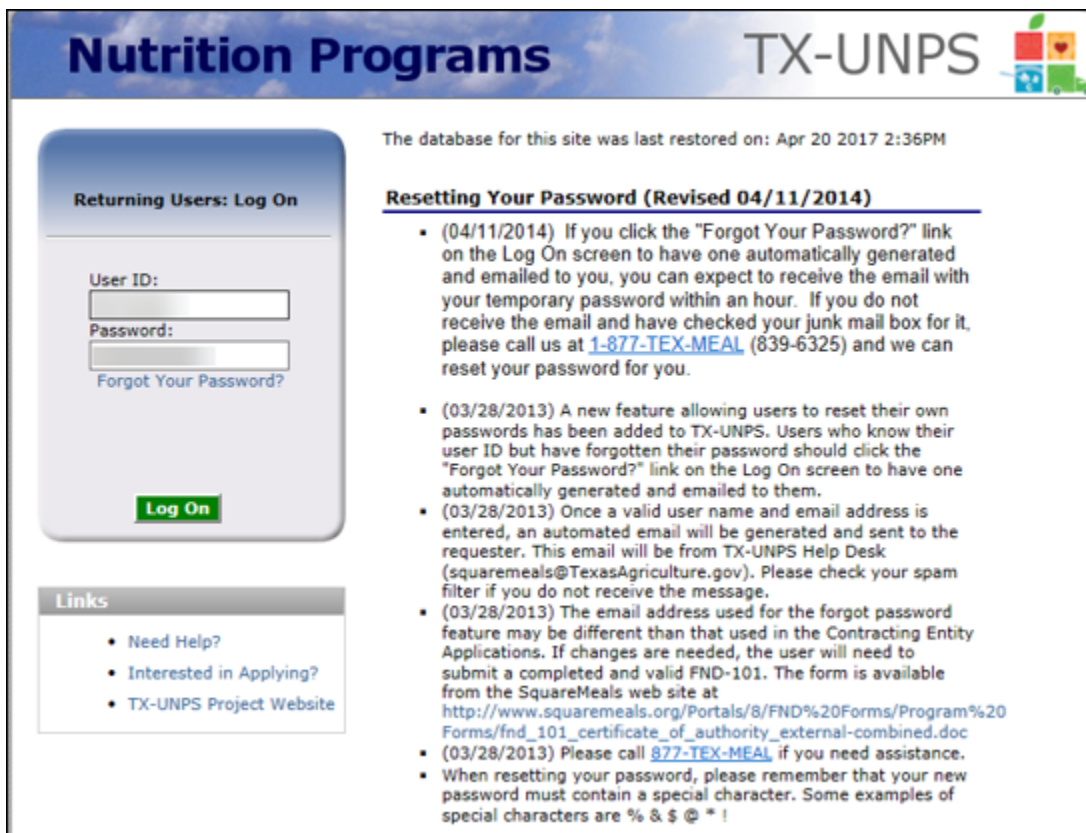
Before you can begin using the **School Nutrition Program (SNP)** module, you must be assigned a user ID and password that provides the required security privileges. Once this setup is complete, you may use the Internet and your assigned user ID and password to access and log onto the website.

The system can be accessed from any computer connected to the Internet by opening the browser and entering the designated URL in the browser's address line:

<http://txunps1.texasagriculture.gov/TXUNPS/Splash.aspx>.



*Tip: Add this URL to your browser's Favorites list or create a shortcut to the website on your desktop for quicker access to the site. Refer to the browser and operating system help files for further information.*



**Nutrition Programs** TX-UNPS

The database for this site was last restored on: Apr 20 2017 2:36PM

**Returning Users: Log On**

User ID:

Password:

[Forgot Your Password?](#)

**Log On**

**Links**

- Need Help?
- Interested in Applying?
- TX-UNPS Project Website

**Resetting Your Password (Revised 04/11/2014)**

- (04/11/2014) If you click the "Forgot Your Password?" link on the Log On screen to have one automatically generated and emailed to you, you can expect to receive the email with your temporary password within an hour. If you do not receive the email and have checked your junk mail box for it, please call us at [1-877-TEX-MEAL](tel:1-877-TEX-MEAL) (839-6325) and we can reset your password for you.
- (03/28/2013) A new feature allowing users to reset their own passwords has been added to TX-UNPS. Users who know their user ID but have forgotten their password should click the "Forgot Your Password?" link on the Log On screen to have one automatically generated and emailed to them.
- (03/28/2013) Once a valid user name and email address is entered, an automated email will be generated and sent to the requester. This email will be from TX-UNPS Help Desk ([squaremeals@TexasAgriculture.gov](mailto:squaremeals@TexasAgriculture.gov)). Please check your spam filter if you do not receive the message.
- (03/28/2013) The email address used for the forgot password feature may be different than that used in the Contracting Entity Applications. If changes are needed, the user will need to submit a completed and valid FND-101. The form is available from the SquareMeals web site at [http://www.squaremeals.org/Portals/8/FND%20Forms/Program%20Forms/fnd\\_101\\_certificate\\_of\\_authority\\_external-combined.doc](http://www.squaremeals.org/Portals/8/FND%20Forms/Program%20Forms/fnd_101_certificate_of_authority_external-combined.doc)
- (03/28/2013) Please call [877-TEX-MEAL](tel:877-TEX-MEAL) if you need assistance.
- When resetting your password, please remember that your new password must contain a special character. Some examples of special characters are % & \$ @ \* !

Figure 1: TX-UNPS Home Page

## 2.1 TX-UNPS Home Page

The TX-UNPS home page consists of three major sections:

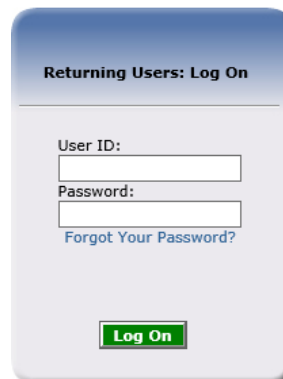
- Bulletin board – managed by the Texas Department of Administration and provides general information or displays current messages that are viewable by the public.
- Log On – allows authorized users to enter their User ID and password. If users have forgotten their password, they can request a new temporary password be automatically generated by TX-UNPS and emailed to the address associated with their profile.
- Links – provides access to websites and additional information:
  - Selecting the **Need Help?** link will transfer the user to a webpage that contains the TX-UNPS User Manuals and other program resources. The user can also send a request for a User ID and password or for support.
  - Selecting the **Interested in Applying?** link will transfer the user to a webpage that provides additional information on the nutrition programs offered and allow the user to submit a request for an application.
  - Selecting the TX-UNPS Project Website link will transfer the user to the project’s website.

## 2.2 Logging On

### 2.2.1 Logging On

Using the log on section of the homepage:

1. Enter the assigned **User ID**.
2. Enter your **Password**.
3. Select **Log On**.




**Figure 2: Sign-on**

## 2.2.2 Changing Your Password

If this is your first time logging on, the system will automatically require you to change your password.

1. Select a new **password** and enter it into the box provided.
2. Re-enter your **new password** for confirmation.
3. Select **Save**.

Please Note: Security configuration settings generally require a password eight (8) to twelve (12) characters in length. Please note that the password must be at a minimum eight (8) characters in length. Passwords are case-sensitive.



The password must contain at least:

- One numeric character.
- Once special character (e.g., \$, ?, !).
- One uppercase character.

For security reasons, the system will automatically log you out after twenty (20) of inactivity.

## 2.3 TX-UNPS Programs Menu Page

After logging in, the TX-UNPS Programs page is displayed. Access to specific modules is based on the user's security rights.

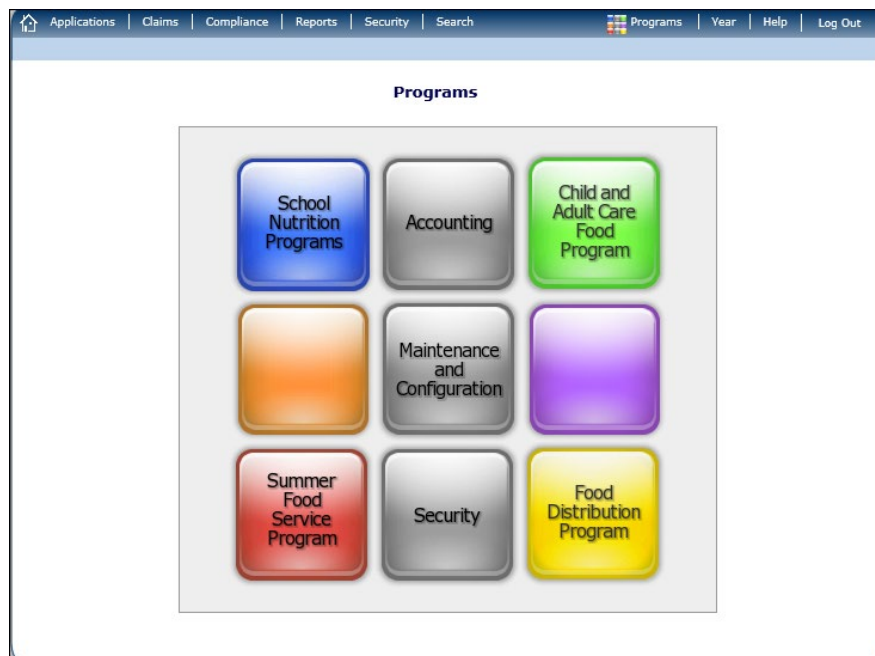


Figure 3: Programs Menu Screen



*Tip: The Accounting, Maintenance and Configuration, and Security tiles are always gray, because these are administrative modules with access available only to authorized State users.*

## 2.4 System Rules and Error Processing

All information entered and saved on the system is verified to ensure it conforms to data entry guidelines and system rules. The site performs two types of checks on information entered: Input Edits and Business Rule Edits.

### 2.4.1 Input Edits

Whenever information is saved or prior to proceeding to a new screen, the site checks for input errors. These errors may include entry errors, such as an invalid data entry (i.e., entering a 4-digit Zip Code), or a non-logical entry (e.g., entering a greater number of eligible than enrolled children).

If a form contains an input error and the user selects Save, the screen either displays the error code and description in red at the top of the page (and the error code is a letter) or displays a message next to the field in error. Input errors **must be corrected** before you can proceed. The system will not save data entered on a screen that contains an input error. The user must correct the input errors and select Save again.

**Input Errors**  
A| Value is required. Please re-enter.

**School Nutrition Programs Options**

Payment Hold  All  7/2010  8/2010  9/2010  10/2010  11/2010  12/2010  
(Check all that apply)  1/2011  2/2011  3/2011  4/2011  5/2011  6/2011

A| Reason Code

**5. October Enrollment for School Year (SY) 2009 - 2010**  
Indicate the number of total enrollment and total eligible students at each listed site as of October 31.

Site ID	Site Name	Total Enrollment	Total Eligible
1000	Test CE - Test Site Total Eligible cannot exceed Total Enrollment	50	80

**Figure 4: Examples of an Input Error (Partial Screen)**



## 2.4.2 Business Rule Edits

Business rule edits are used to ensure that entered data on a form conforms to State-defined guidelines/requirements and federal regulation. Once the user initiates a save, TX-UNPS will perform business rule edit checks after all input errors have been corrected and a confirmation screen is provided stating that data entered has been saved and identifies whether errors exist.

The user may correct business rule errors immediately or at another time. The entered data will not be lost. The errors will display at the top of the screen with an error code (usually 4-5 digits) and error description. Business rule edits do not prohibit the system from saving the data entered on the screen.

Code	Error Description
18207	Must Indicate either Traditional SFSP or Seamless Summer Option.

**Contact Information:**

1. Name: Salutation:  First Name:  Last Name:

2. Email Address:

3. Phone:  Ext:  Fax:

4. Title:

**Due Date: December 31, 2012**

**Summer Program Intention**

5.  Intends to offer 2011 summer meals through the following program:

- a. Traditional Summer Food Service Program (SFSP)
- b. Seamless Summer Option

**Figure 5: Examples of a Business Rule Error (Partial Screen)**

In addition, business rule edits have an error severity that indicates whether an error is considered an Error or a Warning. Errors appear in red and must be corrected before the form can be submitted. Warnings appear in blue and indicate an “out of the ordinary” data value. Warning errors do not need to be corrected prior to form submission.

Code	Warning Description
001	The Application Packet is not considered complete until the prior year's Food Safety Inspection Report has been submitted.

**Figure 6: Example of a Warning Error**

## 2.5 Selecting a School Year

Information for Contracting Entities and sites is displayed based on the selected school year. Upon logging in to the system, the “active” school year is the default selection and can be found in the top-right corner of the blue bar. In order view information from a prior year, you will need to change the school year.



Please Note: A Contracting Entity will be unable to select and view any year, inclusive of current and past years, if they have been granted the security right to do so.

### 2.5.1 Selecting a School Year

1. Select **Year** on the blue menu bar at the top of the page. The Year Select screen displays.
2. Select the **year**. The selected year is indicated by **<Selected**.
3. Use the **menu** bar to return to the task in the program.



*Tip: The ability to view and/or modify a school year is controlled by the State's system administrator. It is important to note that a school year may be set as "view only" to the Contracting Entities and "modify" to authorized State users.*

Year Select	
<b>Select Year</b>	
2022 - 2023	
2021 - 2022	
2020 - 2021	< Selected
2019 - 2020	
2018 - 2019	
2017 - 2018	
2016 - 2017	
2015 - 2016	
2014 - 2015	
2013 - 2014	
2012 - 2013	
2011 - 2012	
2010 - 2011	
2009 - 2010	
2008 - 2009	

**Figure 7: Select Year Screen**

## 2.6 Contracting Entity Search



Please Note: If there is an association with only one Contracting Entity, the Search screen will not be accessible. The system will always default to the Contracting Entity's data.

For most School Nutrition Programs functions, the Contracting Entity must be searched for and selected prior to beginning any task. When the Contracting Entity Search screen displays, you can search for the Contracting Entity using all or part of the Contracting Entity's ID, Name, or any other combination of parameters provided on this screen.

### 2.6.1 Searching for a Contracting Entity

1. On the menu toolbar, select **Search** to access the SNP Search Options screen.

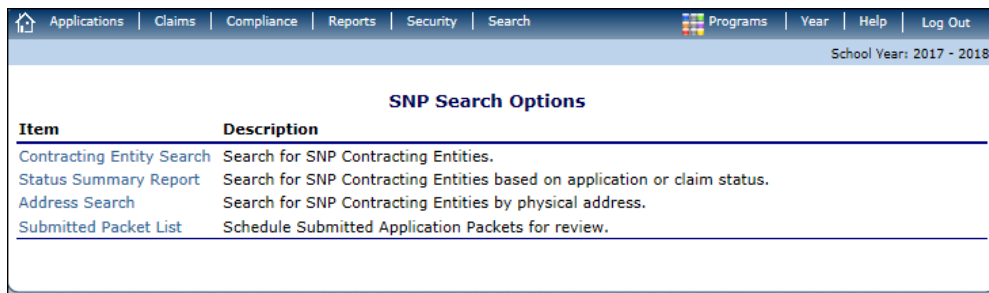


Figure 8: Search Options Screen

2. Select **Contracting Entity Search**.
3. Enter search **parameters**.
4. Select **Search**.
5. Select a **Contracting Entity**.

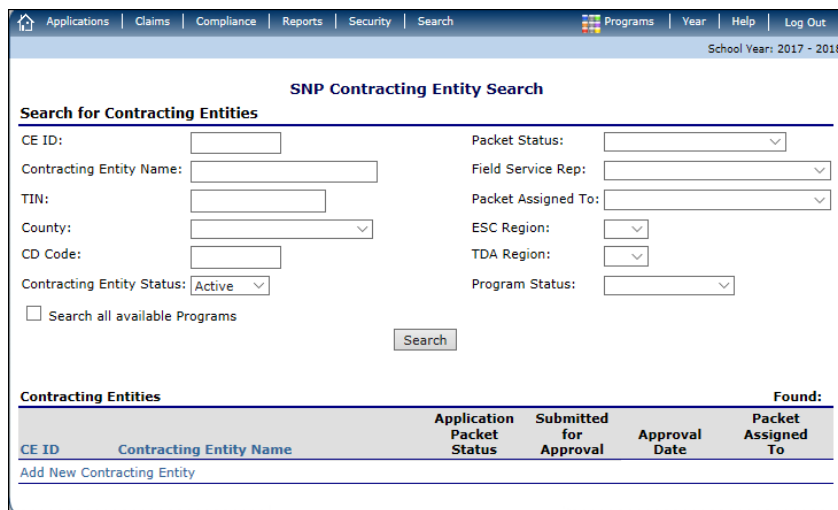


Figure 9: Contracting Entity Search Screen



*Tip: The Contracting Entities List displays based upon the search criteria entered. If no selections were made, the list displays all available Contracting Entities with the designated status (default is “Active”). To display all Contracting Entities, leave all search parameters blank and select **Search**. Users will only see Contracting Entities associated with their user account (e.g., ESC users will only see Contracting Entities in their region).*

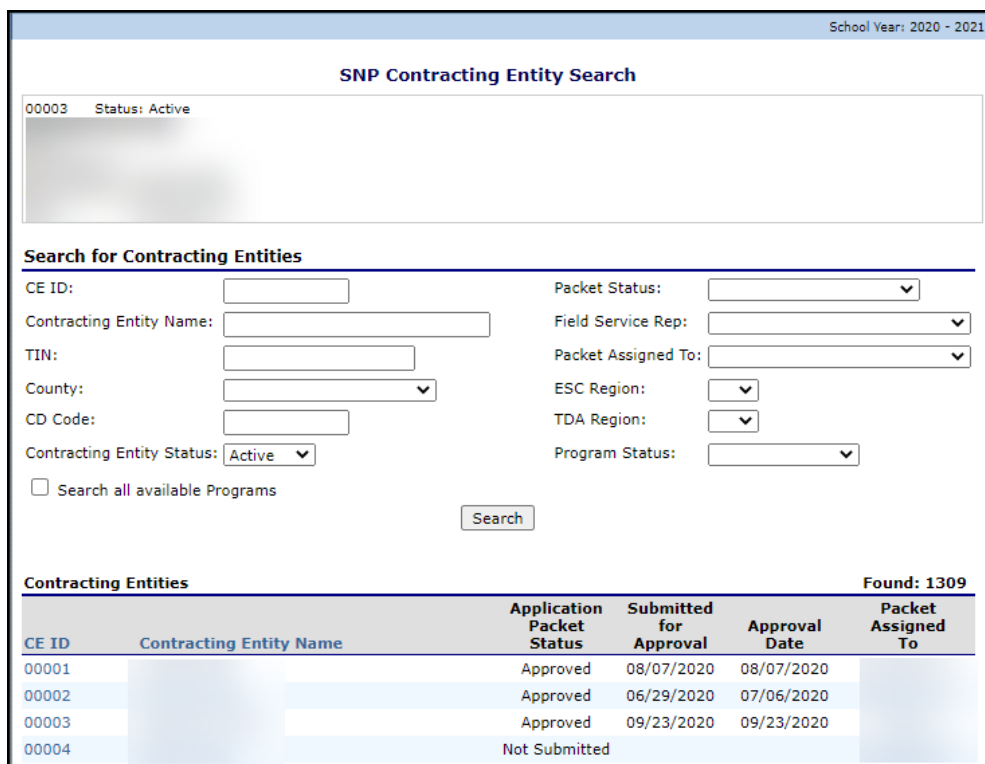
The search parameters follow a specific set of rules which are described in the accompanying table. If the type of search is identified as “includes”, the system will search for any Contracting Entity that includes the parameter in any portion of the selected field. For example, if the user entered “386” in the CE ID parameter, the system will retrieve Contracting Entities with CE IDs of “00386” and “01386”.

If the type of search is “exact match”, the system will search only for any Contracting Entity that exactly matches the parameter.

Parameter	Type of Search	Search Features
CE ID	“includes”	<ul style="list-style-type: none"> <li>▪ If in combination with the Contracting Entity Name, the CE ID takes precedence</li> <li>▪ If in combination with any other parameter, all parameters are used to perform the search</li> </ul>
Contracting Entity Name	“includes”	<ul style="list-style-type: none"> <li>▪ If in combination with the CE ID, the CE ID takes precedence; this parameter is ignored</li> <li>▪ If in combination with any other parameter, all parameters are used to perform the search</li> </ul>
TIN CD Code	“includes”	<ul style="list-style-type: none"> <li>▪ If in combination with the CE ID, the search is performed using both the CE ID and this parameter</li> <li>▪ If in combination with any other parameter, all parameters are used to perform the search</li> </ul>
County Packet Status Field Service Rep Packet Assigned To ESC Region TDA Region Program Status	“exact match”	<ul style="list-style-type: none"> <li>▪ If in combination with the CE ID, the search is performed using both the CE ID and this parameter</li> <li>▪ If in combination with any other parameter, all parameters are used to perform the search</li> </ul>

Parameter	Type of Search	Search Features
<b>Contracting Entity Status</b>	“exact match”	<ul style="list-style-type: none"> <li>Required; defaults to “Active”</li> <li>If in combination with any other parameter, all parameters are used to perform the search.</li> </ul>

If the “**Search all available Programs**” checkbox is checked, the results display changes in appearance. The system will ignore all search criteria except for the CE ID and Contracting Entity Status. If the Contracting Name is entered, and no CE ID is entered, the system will ignore all search criteria except for Contracting Entity Name. IF no parameters are entered, the system will retrieve all Contracting Entities in all programs.



CE ID	Contracting Entity Name	Application Packet Status	Submitted for Approval	Approval Date	Packet Assigned To
00001		Approved	08/07/2020	08/07/2020	
00002		Approved	06/29/2020	07/06/2020	
00003		Approved	09/23/2020	09/23/2020	
00004		Not Submitted			

Figure 10: Contracting Entity Search Screen – “Search all available Programs” example.

## 2.6.2 Adding a New Contracting Entity

1. On the menu toolbar, select **Search** to access the Contracting Entity screen.
2. Perform a search to ensure that the **Contracting Entity** does not already exist in the system.
3. Select **Add New Contracting Entity** at the bottom of the screen results section. The Contracting Entity Profile screen displays.
4. Refer to the **Contracting Entity Profile** section.

School Year: 2020 - 2021

### Add New Contracting Entity

---

**Contracting Entity Information**

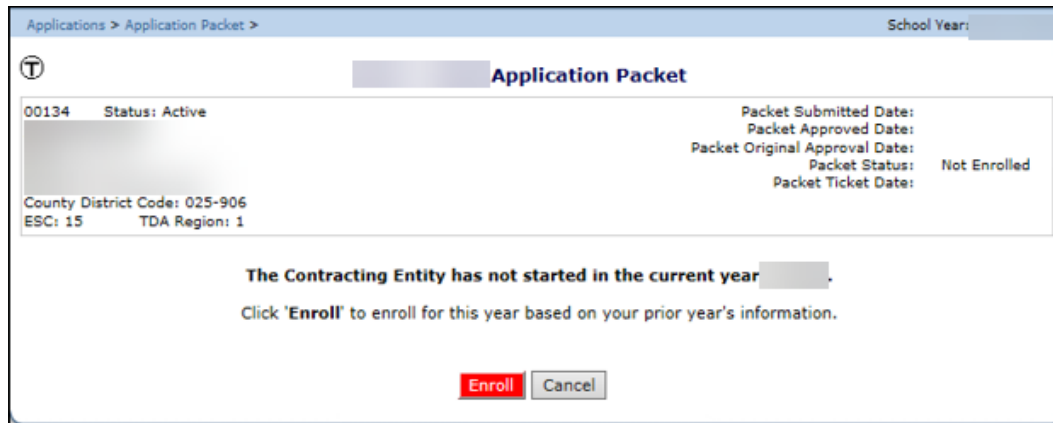
Contracting Entity Name:

Figure 11: Add New Contracting Entity Screen

## 3.0 SNP Applications

### 3.1 School Year Enrollment Process

To participate in the School Nutrition Programs, Contracting Entities must submit an Application Packet to the State for review and approval. Before beginning the Application Packet, Contracting Entities must select the “Enroll” button on the Application Packet screen and click “Yes” on the subsequent confirmation screen. After a Contracting Entity is enrolled, they must complete all required applications and forms in the Application Packet for the school year.



ID	Status	Packet Submitted Date:	Packet Approved Date:
00134	Active		
		Packet Original Approval Date:	
		Packet Status:	Not Enrolled
		Packet Ticket Date:	

County District Code: 025-906  
ESC: 15 TDA Region: 1

The Contracting Entity has not started in the current year [redacted].  
Click 'Enroll' to enroll for this year based on your prior year's information.

**Figure 12: Application Packet Enrollment Screen**

A new Application Packet must be submitted and approved at the beginning of each year. For Contracting Entities that are completing this process as part of their “annual update,” certain information from the previous year’s application rolls over into the new program year. The Contracting Entity may modify this data for the new program year or leave the data as it is presented (and as was recorded in the previous year).

### 3.2 Submitting an Application Packet

The Contracting Entity can submit the Application Packet to the State once all required applications, online forms (e.g., Food Service Management Company contract), and supporting documents identified on the checklist are completed and saved without errors.

To submit an Application Packet, the packet must contain:

- A completed Contracting Entity Application with no errors.
- At least one completed SNP Site Application with no errors.
- All items in the Checklist are identified as submitted to TDA.
- If the Contracting Entity had identified that they would be using a Food Safety Management Company on their Contracting Entity Application, the packet must contain at least one Food Service Management Company contract with a status of “Submitted”.

Once the Application Packet has been submitted to the State for approval, the packet history section of the Application Packet screen will display the event and the packet status changes to **Submitted for Approval**.

Packet History		
Event	Event Date/Time	User
The application packet was submitted.		Developer
was enrolled in		Developer

Figure 13: Packet History (sub-section of the Application screen)

### 3.3 Applications Menu

The Applications menu is the starting point for all tasks related to the annual School Nutrition Programs enrollment process. Menu items are based on security levels.

#### 3.3.1 Accessing the Applications

1. On the blue menu toolbar, select **Applications** to access the menu.
2. Select an **application item** to access that application function. It is important to note that Contracting Entities have significantly fewer Applications menu items.
3. At the top of the **Splash** screen will be a blue toolbar of **Menu Items**. Select **Applications** to access the menu.

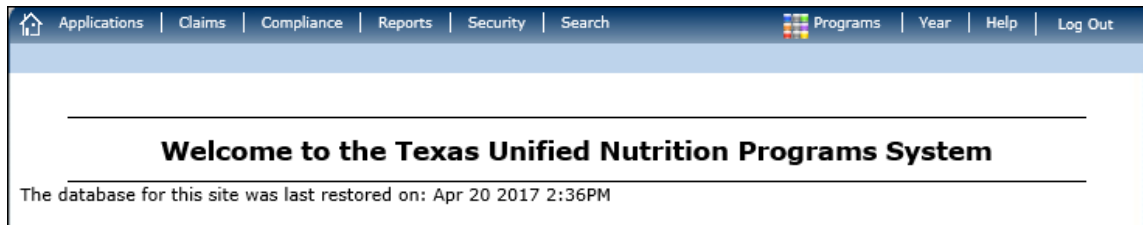


Figure 14: Menu Toolbar



4. The Applications menu will list multiple items to access various functions.

Applications >		School Year: 2020 - 2021
Item	Description	
Contracting Entity Manager	SNP Contracting Entity's Profile, Site and Hold Information	
Application Portal	Access to all program applications	
Application Packet	Applications Forms (Contracting Entity and Site)	
Attachment B	Policy Statement for Free and Reduced-Price Meals, Attachment B: Meal Count/Collection Procedure(s)	
Attachment B Summary	Attachment B summary of submissions.	
Attachment B: Upload Attachments	Manage the upload of attachments for the Attachment B form	
Attachment B: Upload Attachments Summary	Attachment B: Upload Attachments Summary	
Meal Pattern Compliance Summary	Number of Menu Pattern Certifications by Contracting Entity Summary	
Verification Report	Mandatory Annual Verification Report	
Second Review of Applications	FNS-874 report for Contracting Entitys selected to conduct a second review of applications.	
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary	
Food Safety Inspections	Number of Food Safety Inspections by Site	
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary	
Annual Audits	Annual Audits	
Annual Audit Status Summary	Annual Single Audit Status Summary	
Financial Report	School Food Annual Revenues and Expenditures Report	
Financial Report Summary	School Food Annual Revenues and Expenditures Report Summary	
FFVP Summary	Fresh Fruit and Vegetable Program Invitations and Approvals	
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)	
FFVP Grant Allocations	Fresh Fruit and Vegetable Program Grant Allocations by CE/Site	
FFVP Grants	Fresh Fruit and Vegetable Program Grant Information for a specific CE	
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview	
Summer Nutrition Program Costs	Total Costs Associated with Operating a Summer Nutrition Program	
Capital Expenditure Request	Request for funds to purchase capital items >= \$5,000	
October Enrollment	October Enrollment and Eligibility by Site	
Site Enrollment	Site Enrollment and Eligibility	
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision	
Texas Summer Mandate	Summer Nutrition Programs Intent Declaration	
Texas Summer Mandate Summary	Summer Nutrition Programs Intent Summary	
TX ELMS	Eligibility List Management System for direct certification and direct verification	
MENU Module	Menu Planning and Analysis module	
MENU Module Training	Menu Planning and Analysis - Training Environment	
Download Forms	Forms Available for Downloading	

Figure 15: SNP Applications Menu

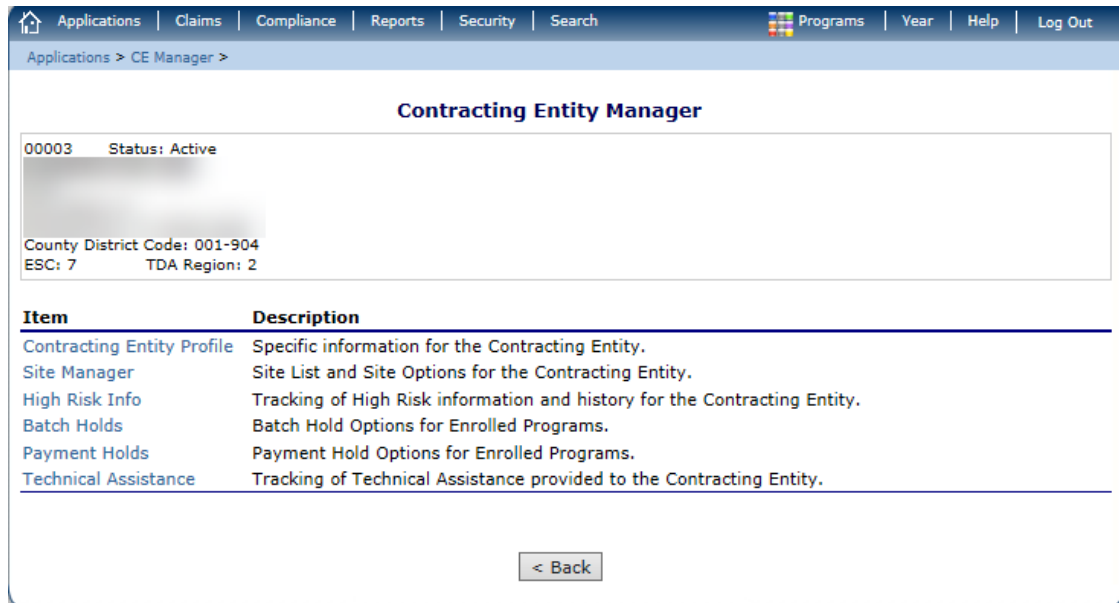
## 3.4 Contracting Entity Manager

The Contracting Entity Manager allows authorized State users to access the Contracting allows authorized State users to access the Contracting Entity Profile, Site Manager, High Risk Info, Batch Hold, Payment Holds, and Technical Assistance.

### 3.4.1 Accessing the Contracting Entity Manager Menu

1. From the blue menu toolbar, select **Applications** to access the menu screen.
2. Select **Contracting Entity Manager**, the menu screen will display.

3. If a Contracting Entity has not been selected, use the **Contracting Entity Search** feature to search for and select a **Contracting Entity**.



**Figure 16: Contracting Entity Manager Menu**

### 3.4.2 Contracting Entity Profile

The Contracting Entity Profile provides general information on the Contracting Entity. The Contracting Entity Profile data is **not** year specific. It provides general attribute information regarding the Contracting Entity such as name, CE ID, type of agency, and county.

All Contracting Entities must be initially registered through the Contracting Entity Profile screen before an Application Packet can be completed and any additional data can be added to the system. A Contracting Entity cannot be assigned a TX-UNPS User ID until the entity is defined in the system via the Contracting Entity Profile screen.



Please Note: State users also use the Contracting Entity Profile to specify whether the Contracting Entity will report Contracting Entity level or Site level claims. Once these preferences are set in effect starting the following claim month. TX-UNPS functionality will not honor a change to claiming status. (Contracting Entity reporting vs. Site reporting) within a claim month.

### 3.4.3 Viewing or Modifying a Contracting Entity

1. On the Applications menu, select **Contracting Entity Manager**.
2. Search for and select a **Contracting Entity** using the Contracting Entity Search (if necessary).

- Once a Contracting Entity has been selected, select **Contracting Entity Profile**.

Item	Description
<a href="#">Contracting Entity Profile</a>	Specific information for the Contracting Entity.
<a href="#">Site Manager</a>	Site List and Site Options for the Contracting Entity.
<a href="#">High Risk Info</a>	Tracking of High Risk information and history for the Contracting Entity.
<a href="#">Batch Holds</a>	Batch Hold Options for Enrolled Programs.
<a href="#">Payment Holds</a>	Payment Hold Options for Enrolled Programs.
<a href="#">Technical Assistance</a>	Tracking of Technical Assistance provided to the Contracting Entity.

[< Back](#)

**Figure 17: Contracting Entity Manager Screen**

- Modify any **necessary information** within the profile.
- Select **Save**. If no errors exist, a **confirmation screen** displays.
- Select **<Edit** to return to the recently modified Contracting Entity Profile screen or select **Finish** to return to the Contracting Entity Manager menu.

Applications > CE Manager > School Year: 2018 - 2019

VIEW | **MODIFY** | DELETE

### Contracting Entity Profile

---

**Contracting Entity Information**

CE ID: 00521

Contracting Entity Name:

DBA Name:

Type of Agency:

TIN:

County:

CD Code:

Congressional District:

DUNS Number:

Communication Preference:  Electronic  Paper

---

**Program Participation**

Select the program(s) available to the Contracting Entity:

School Nutrition Programs (SNP)  Summer Food Service Program (SFSP)

Child and Adult Care Food Program (CACFP)  Food Distribution Program (FDP)

**Figure 18: Contracting Entity Profile (Partial Screen)**

### 3.4.4 Deleting a Contracting Entity Profile

1. On the Applications menu, select **Contracting Entity Manager**.
2. Search for and select a **Contracting Entity** using the Contracting Entity Search (if necessary).
3. Once a Contracting Entity has been selected, select **Contracting Entity Profile**.
4. On the Edit menu, select **DELETE**. A warning displays.




---

**WARNING:** Once the profile has been deleted, it is permanently removed from the system and cannot be restored. You will not be able to access any data regarding the Contracting Entity within the system. **Use caution before deleting a profile.**

---

5. Select **Delete** to receive a confirmation.
6. Select **Finish** to return to the Contracting Entity Manager menu.




---

*Tip: To retain history on a Contracting Entity, change their status to Inactive instead of deleting the profile.*

---

## 3.5 Site Manager

The Site Manager enables the user to view, modify, add, delete, and change the status of a Contracting Entity's site.

### 3.5.1 To Access Site Manager

1. On the blue menu toolbar, select **Applications** to access the menu.
2. Search for and select a **Contracting Entity** using the Contracting Entity Search (if necessary).
3. On the Contracting Entity Manager menu, select **Site Manager**.

### 3.5.2 Creating a New Contracting Entity Site

1. On the menu toolbar, select **Applications** to access the menu.
2. Select **Contracting Entity Manager**. The Contracting Entity Options menu displays.
3. Select **Site Manager**, the **menu** displays.
4. Select **Create New Site**. A blank Site Profile screen displays.
5. Enter **data**. The system will automatically generate the next available Site ID, but the ID can be overwritten if needed (i.e. for public and charter schools). Site ID must be unique within a Contracting Entity. They are not unique across the system.



Please Note: The Site’s CD Code defaults to the Contracting Entity’s CD Code identified on the Contracting Entity Profile screen.

6. Select the **checkboxes** for the programs in which the site participates.
7. Select **Save** to save the information on the site. The **Contracting Entity Site Manager** re-displays with the new site added.

Figure 19: Site Profile

### 3.5.3 Viewing or Modifying a Site Profile

1. On the Applications menu, select **Contracting Entity Manager**.
2. Search for and select a **Contracting Entity** using the Contracting Entity Search (if necessary).
3. Select **Site Manager**. The Contracting Entity Site Manager displays.
4. Select the **site** to view or modify. The Site Profile screen displays.
5. Modify any information within the profile.
6. Select **Save** to receive a confirmation.
7. Select **<Edit** to return to the **Site Profile screen** you just modified or select **Finish** to return to the Contracting Entity Site Manager screen.



Please Note: By selecting program participation, the site will automatically appear on the respective program’s site list within the Application Packet.

### 3.5.4 Deleting a Contracting Entity Site

1. On the Applications menu, select **Contracting Entity Manager**.
2. Search for and select a **Contracting Entity** using the Contracting Entity Search (if necessary).
3. Once a Contracting Entity has been selected, select **Site Manager**.
4. Select the **site** to delete.
5. Select **Delete** on the Edit menu in the top-right corner.
6. A warning message is displayed.
7. Select the **Delete** button at the bottom of the page. A confirmation message displays.
8. Select **Finish** to return to the Contracting Entity Site Manager screen.



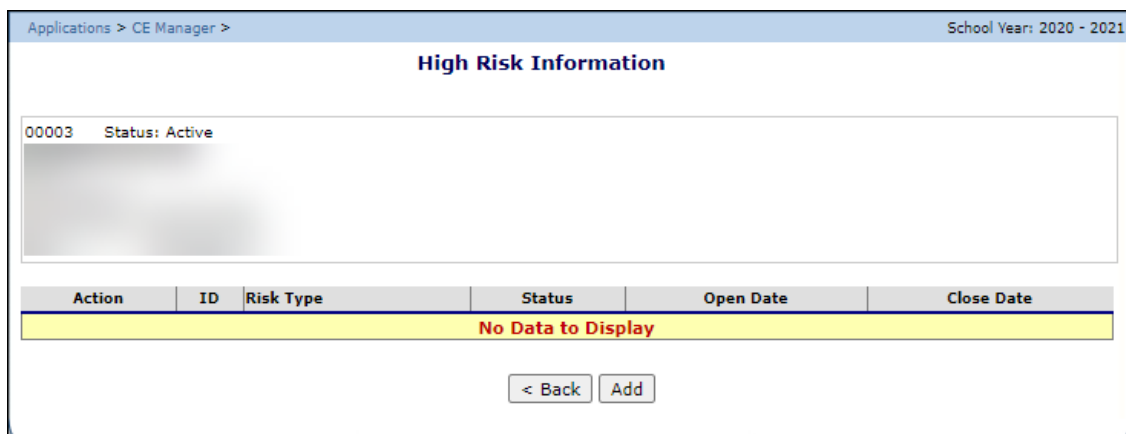
**WARNING:** Once the profile has been deleted, it is permanently removed from the application and cannot be restored. Use caution before deleting a profile.

## 3.6 High Risk Info

This feature allows tracking of High Risk Information and history for the Contracting Entity.

### 3.6.1 Viewing or Modifying a High-Risk Information Detail

1. On the Applications menu, select **Contracting Entity Manager**.
2. Select **High Risk Info**.
3. If available, select the **View or Modify** in the Actions column to view the risk type.
4. Make any necessary **modifications**.
5. Select **<Back** to return to the main menu or select **Save**.



**Figure 20: High Risk Information Screen**

### 3.6.2 Adding a High-Risk Information Comment

1. On the Applications menu, select **Contracting Entity Manager**.
2. Select **High Risk Info**.
3. From the **High-Risk Information screen**, select **Add**.

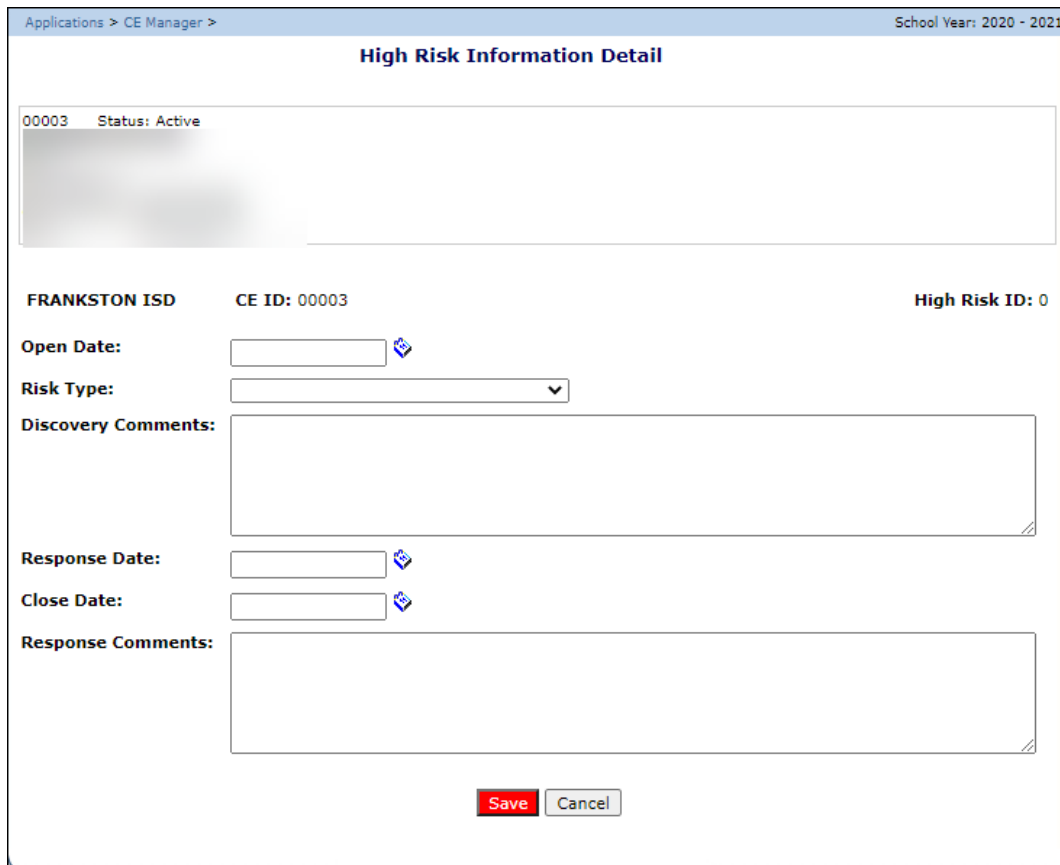


Figure 21: High Risk Information Detail Screen

4. Complete all the required **fields**.
5. Select **Save**.
6. The new **High-Risk Information Detail** will display on the menu screen.

Applications > CE Manager > School Year: 2016 - 2017

### High Risk Information

00003 Status: Active  
**FRANKSTON ISD**  
 DBA:  
 100 PERRY ST  
 FRANKSTON, TX 75763-0428  
 County District Code: 001-904  
 ESC: 7 TDA Region: 2

Action	ID	Risk Type	Status	Open Date	Close Date
View   Modify	2017003	SOS and Comptroller Eligibility Status	Closed	12/26/2017	01/04/2018

**Figure 22: High Risk Information Menu Screen**

## 3.7 Batch Holds

The Batch Holds feature enables authorized state users to issue or view payment holds for a Contracting Entity, by program. Contracting Entities can still enter claims when a batch hold is in place; however, no payments will be issued by the system for the selected program until the hold is removed.

### 3.7.1 Viewing or Modifying a Batch Hold

1. On the Applications menu, select **Contracting Entity Manager**. If necessary, search for and select a **Contracting Entity**.
2. Once a Contracting Entity has been selected, select **Batch Holds**. The **Batch Holds screen** displays.
3. Make any necessary **modifications**.
4. Select **Save** to receive a **confirmation**.
5. Select **<Edit** to return to the Batch Holds screen you just modified or select **Finish** to return to the Contracting Entity Manager Menu screen.

#### School Nutrition Programs Options

---

Batch Hold:  All Months

Reason Code:

Comment:

---

#### Batch Hold Change History

Change	Change Date/Time	User
<b>There is no change history at this time.</b>		

**Figure 23: Batch Holds Screen**



### 3.7.2 Removing a Batch Hold

1. On the **Applications** menu, select **Contracting Entity Manager**. If necessary, search for and select a **Contracting Entity**.
2. Once a **Contracting Entity** has been selected, select **Batch Holds**. The **Batch Holds screen** displays.
3. Uncheck the **All Months** checkbox.
4. Select the **blank space** from the drop-down menu for the **Reason Code**.
5. Select **Save** to receive a **confirmation**.
6. Select **<Edit** to return to the recently modified **Batch Holds screen** or select **Finish** to return to the **Contracting Entity Manager Menu** screen.

## 3.8 Payment Holds

The Payment Holds feature enables authorized state users to issue or view payment holds on a Contracting Entity for a specific month/year, by program. Contracting Entities can still enter claims when a payment hold is in place; however, a payment will not be issued by the system for the selected month/year and program until the hold is removed.

### 3.8.1 Viewing or Modifying a Payment Hold

1. On the Applications menu, select **Contracting Entity Manager**. If necessary, search for and select a **Contracting Entity**.
2. Once a Contracting Entity has been selected, select **Payment Holds**. The Payment Holds screen displays.
3. Make any necessary **modifications**.
4. Select **Save** to receive a **confirmation**.
5. Select **<Edit** to return to the Payment Holds screen and select **Finish** to return to the Contracting Entity Manager Menu screen.



---

*Tip: The Payment Hold Change History provides information on when payment holds were placed or removed and the reason for the hold.*

---

**School Nutrition Programs Options**

---

Payment Hold:  All  7/2016  8/2016  9/2016  10/2016  11/2016  12/2016  
 (Check all that apply)  1/2017  2/2017  3/2017  4/2017  5/2017  6/2017

Reason Code:

Comment:

---

**Payment Hold Change History**

Change	Change Date/Time	User
<b>There is no change history at this time.</b>		

**Figure 24: Payment Holds Screen**

### 3.8.2 Removing a Payment Hold

1. On the Applications menu, select **Contracting Entity Manager**. If necessary, search for and select a **Contracting Entity**.
2. Once a Contracting Entity has been selected, select **Payment Holds**. The Payment Holds screen displays.
3. Uncheck each **checked month checkbox**.
4. Select the **blank space** from the drop-down menu for the **Reason Code**.
5. Select **Save** to receive a confirmation.
6. Select **<Edit** to return to the recently modified Payment Holds screen you just modified or select **Finish** to return to the Contracting Entity Manager Menu screen.

## 3.9 Technical Assistance

The Technical Assistance (TA) function enables users to view technical assistance requests in a summary dashboard view and in a detailed list. New Technical Assistance entries can be added, while existing ones can be viewed in detail, as well as modified or deleted.

### 3.9.1 Accessing the Application Packet

1. From the blue menu toolbar, select Applications.
2. Select Technical Assistance from the Contracting Entity Manager menu screen.

### 3.9.2 Adding a Technical Assistance Entry

1. From the blue menu toolbar, select Applications.
2. Select **Contracting Entity Manager** from the Applications menu screen.
3. Select **Technical Assistance**.
4. Click the **Add Technical Assistance button** to access the details screen.

5. Enter the required **information**.
6. Click **Save** to receive a confirmation.
7. Select **< Edit** to return to the Technical Assistance Detail screen or click **Finish** to return to the Technical Assistance screen.

### 3.9.3 Modifying a Technical Assistance Entry

1. On the menu toolbar, click **Applications**.
2. Select **Contracting Entity Manager**.
3. Select **Technical Assistance** to access the feature.
4. To view or modify, click the **Technical Assistance entry**.
5. Make any necessary **modifications**.
6. Select **Save** to receive a confirmation.
7. Select **< Edit** to return to the previous screen or select **Finish** to complete the activity.

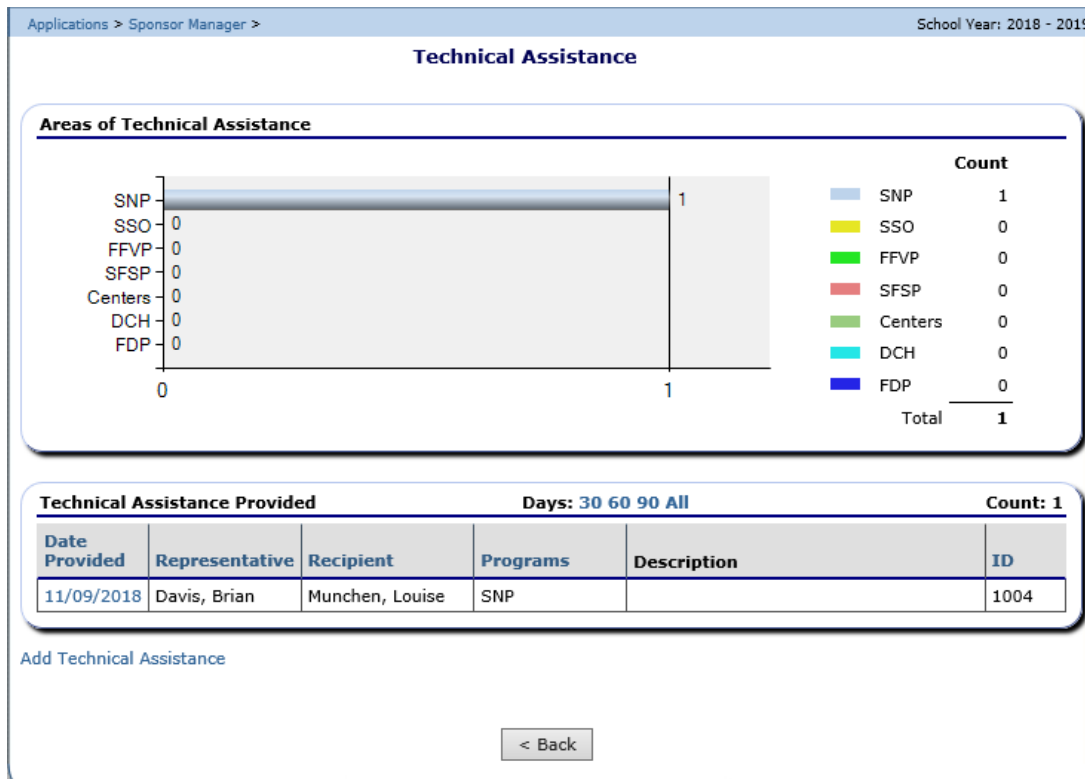


Figure 25: Technical Assistance Screen

### 3.9.4 Deleting a Technical Assistance Entry

1. From the blue menu toolbar, select **Applications**.
2. Select **Contracting Entity Manager**.
3. Select **Technical Assistance** to access the screen.
4. Click the **Technical Assistance Entry** to delete.
5. On the Edit toolbar located in the upper-right corner of the screen, click **Delete**. A warning screen displays.
6. Select **Cancel** to return to the previous screen or select **Delete** to confirm deletion of the entry and return to the Technical Assistance screen.

**Technical Assistance Detail**

---

00003    Status: Active    As of: 11/13/2020  
✓ SNP    Valid 7/1/2020 through 6/30/2021  
 FDP

---

**Assistance Provided** ID: 107915

\* Required

Program: \*     SNP     SSO     FFV     SFSP     Centers     DCH     FDP

Date Provided: \*    8/17/2020    Associated TA:    -- Select TA --

TDA Representative: \*        Method: \*    E-mail

Follow-up Needed?   

Hours:    0    Minutes: \*    15

---

**Recipient**

Name: \*    Salutation    First Name    Last Name

   Tina    Owen

Title:    CND

Email Address:

Phone:        Ext:        Fax:   

---

**Technical Assistance**

Area	Focus	Description
Compliance	Other	Discussed HACCP.

Add Technical Assistance

---

**Attachments**

Total Attachments: 0

Add Technical Assistance Attachment

---

**Internal Use Only**

Status:    -- Select Status --

Internal Comments:

**Figure 26: Technical Assistance Screen**

### 3.10 Application Portal

The Application Portal provides access to all program applications.

The screenshot shows the 'Applications' menu for the school year 2016-2017. It includes a dropdown for 'Contracting Entity' set to 'FRANKSTON ISD (00003)' and a 'Developer CCG' field. Below are expandable sections for 'Messages (11)', 'Application Packet Notes', and 'Application Packet Notes for CE'. The 'Program Year' is set to '2016 - 2017' and the 'Contracting Entity Forms' section is expanded to show a 'Budget Summary' table and a 'Site Applications' table.

Program	Form Name	Packet Status	Form Status
SNP		Approved	
	✓ Contracting Entity Application		Approved
	✓ Meal Pattern Compliance Dashboard		Approved
	✓ Checklist Summary (1)		
	Upload Documents		
	SNP Sites (3)		
	SSO Sites (4)		
SFSP		Not Participating	
CACFP - Centers		Not Participating	
CACFP - DCH		Not Participating	

Program	Approved	Submitted for Approval	Not Submitted	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
SNP	2	0	1	0	0	0	0	3
SSO	1	0	3	0	0	0	0	4

Figure 27: Application Portal Menu Screen

#### 3.10.1 Viewing an Application Packet Note

1. From the **Applications menu**, select **Applications Portal**.
2. Click on the **blue arrows** to expand the **Application Packet Notes** section.

A close-up of the 'Application Packet Notes' section, showing the text 'Application Packet Notes' and a blue arrow icon pointing downwards.

Figure 28: Application Packet Notes Section

3. Select a **Date** in the Application Packet Notes section to access the applicable note.

Application Packet Notes			
Program	Date	Created By	Subject
NSLP	3/16/2017	LaShonte McKinney	FFVP invitation email sent
NSLP	9/21/2016	Dana Jenschke	\$0.06 cents email sent out regarding reimbursement and what to do
NSLP	8/30/2016	Dana Jenschke	FFVP training completed email
NSLP	8/30/2016	Dana Jenschke	(No Subject)
NSLP	8/29/2016	Dana Jenschke	follow up email about FFVP due to jot form error
NSLP	8/29/2016	Dana Jenschke	ffvp training reminder second email
NSLP	8/08/2016	Tishena Jackson	Fresh Fruit and Vegetable Program: 2016-17 Program Year Award and Training Requirement
NSLP	7/11/2016	Dana Jenschke	RETURNING APPLICATION FOR CORRECTION
NSLP	7/11/2016	Dana Jenschke	Reminder email sent to CE re: FFVP fund allocation
NSLP	6/24/2016	Dana Jenschke	email to ce re: FFVP fund allocation
NSLP	5/16/2016	Connie Edmonds	Email sent 5/13/16 to Principals of sites invited to apply for FFVP for 2016-2017
NSLP	5/13/2016	Tishena Jackson	Invite To Apply for FFVP Email Sent 5-12-2016
CACFP - Centers	11/18/2016	Connie Edmonds	Email blast sent re important update to TXUNPS for CACFP
CACFP - Centers	9/01/2016	Tishena Jackson	CACFP Due Date à€" 4th Round Email on 8-29-16
CACFP - Centers	8/15/2016	Connie Edmonds	3rd Reminder: Application Due Dates - CACFP Emailed 8-12-16

Figure 29: Application Packet Notes

**Application Note**

Subject: Email sent 5/13/16 to Principals of sites invited to apply for FFVP for 2016-2017

Note:

TO: Principal of a site invited to apply for the Fresh Fruit and Vegetable Program (FFVP) for school year 2016-17.

The Federal Fresh Fruit and Vegetable Program (FFVP) will allocate just over \$8.40 million across Texas this year. The purpose of this program is to increase fresh fruit and vegetable consumption in elementary schools. Participating schools receive at least \$50 per student to provide free fruits and vegetables to students during the school day at service times other than during lunch or breakfast meal service. This opportunity is only available to a few elementary schools in Texas that meet specific criteria, including

Your district's child nutrition director has been sent detailed instructions on how to apply for the program; applications are due May 23, 2016. Selected schools will be sent notice of award by May 31, 2015.

If you have any questions regarding this invitation, please contact [redacted] at [redacted]

Thank you for all you do on behalf of those you serve.

If checked, Note is visible to Contracting Entity

Created By: cedmonds10 on: 5/16/2016 10:10:18 AM Modified By: cedmonds10 on: 5/16/2016 10:10:25 AM

[< Back](#)

Figure 30: Application Notes

4. Select **<Back** to return to the previous screen.

### 3.10.2 Accessing Budget Summary

1. From the Applications menu, select **Applications Portal**.
2. Select **Budget Summary** located in the Contracting Entity Forms section.
3. Once finished, select **<Back** to return to the Portal.

Budget Summary 2016 - 2017			
00521 Status: Active <b>GOOSE CREEK CISD</b> DBA: 2200 Market Street Baytown, TX 77521 County District Code: 101-911 ESCR: 4 TDA Region: 3			
<b>CACFP - Centers</b>			
<b>Income/Reimbursement and Expenses Information</b>			
E. Summary of Projected Income and Expenses			
	<b>Requested Amount</b>	<b>Approved Amount</b>	
Total annual costs of nonprofit food service	\$ 10,980.90	\$ 10,980.90	
Total anticipated annual CACFP reimbursement for the Program Year	\$ 10,980.90	\$ 10,980.90	
Enter the total of other income to the nonprofit food service	\$ 0.00	\$ 0.00	
<b>Total Income</b>	<b>\$ 10,980.90</b>	<b>\$ 10,980.90</b>	
Projected Annual CACFP Income			
	<b>Requested Amount</b>	<b>Approved Amount</b>	
Anticipated Annual CACFP Reimbursement (Projected Total Meals X Rate Annual Revenue)	\$ 10,980.90	\$ 10,980.90	
G. Source of Funds			
<b>Administrative Costs Information</b>			

Figure 31: Budget Summary

### 3.11 Application Packet

To participate in the School Nutrition Program (SNP), Contracting Entities must submit an Application Packet to the State for review and approval. At the beginning of each program year, Contracting Entity data is rolled over and must be verified by Contracting Entities prior to submitting any claims.

The Application Packet contains the Contracting Entity application, site application(s), and other forms required as a part of the packet. After selecting Application Packet from the Applications menu, each required packet item and its status displays.

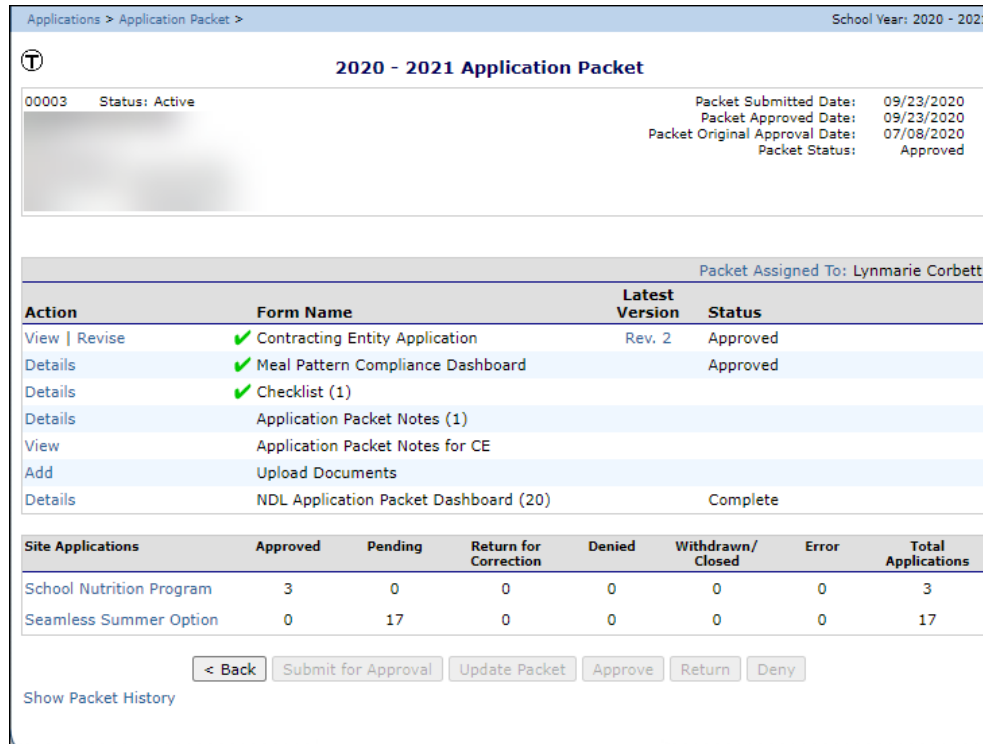
If any packet item requires attention (such as an error within a form), a red arrow appears next to the Application Packet item. If the Application Packet item has been completed correctly and contains no errors, a green check appears next to the Application Packet item. For more details, see **Reviewing an Application**.



Please Note: Contracting Entities may not submit claims until their Applications Packet has been approved for the respective program year. If an Application Packet has been approved or if a Contracting Entity revises any item, the packet must be re-submitted for State review and approval.

### 3.11.1 Accessing the Application Packet

1. On the blue menu toolbar, select **Applications** to access the menu.
2. From the menu screen, select **Application Packet**. If necessary, search for and select a **Contracting Entity** under the Search menu.
3. From the Application Packet screen, select a **packet item** to access.



Applications > Application Packet > School Year: 2020 - 2021

**2020 - 2021 Application Packet**

00003 Status: Active

Packet Submitted Date: 09/23/2020  
 Packet Approved Date: 09/23/2020  
 Packet Original Approval Date: 07/08/2020  
 Packet Status: Approved

Packet Assigned To: Lynmarie Corbett

Action	Form Name	Latest Version	Status
View   Revise	✓ Contracting Entity Application	Rev. 2	Approved
Details	✓ Meal Pattern Compliance Dashboard		Approved
Details	✓ Checklist (1)		
Details	Application Packet Notes (1)		
View	Application Packet Notes for CE		
Add	Upload Documents		
Details	NDL Application Packet Dashboard (20)		Complete

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	3	0	0	0	0	0	3
Seamless Summer Option	0	17	0	0	0	0	17

< Back Submit for Approval Update Packet Approve Return Deny

Show Packet History

Figure 32: Application Packet Screen

### 3.11.2 Assigning an Application Packet

1. On the blue menu toolbar, select **Applications** to access the menu.
2. From the menu, select **Application Packet**. If necessary, search for and select a Contracting Entity. The Application Packet screen displays.
3. Select the **Packet Assigned To** link. The Application Packet Assignment screen displays.
4. Select the **staff consultant** to assign the packet.
5. Select **Save** to receive a confirmation.
6. Select **<Edit** to return to the recently modified Application Packet Assignment screen or select **Finish** to return to the Application Packet screen.



### 3.11.3 Ending a Contracting Entity’s Enrollment

1. From the Applications menu, select **Application Packet**. If necessary, search for and select a Contracting Entity. The Application Packet screen displays.
2. Select the **link** under the Latest Version column. The Application History screen is displayed.
3. Select **Close Contracting Entity**. The End Contracting Entity Agreement screen is displayed.

Effective Claim Period	Version	Status	Approved Date
Jul 2016	Original	Approved	07/14/2016

**Figure 33: Application Packet Screen**

4. Enter the **Closed/Terminated Date**. When this Contracting Entity enters claims, the Days on Operation fields will edit check with this date to ensure meals aren’t claimed after the entered date.
5. Select the **Closed/Terminated Code**.
6. Enter the **Closed/Terminated Reason**.
7. Provide a description as to why the Contracting Entity is ending enrollment in **Closed/Terminated Comment**.
8. Select **Save**. The Application History screen is displayed with a message stating that the **Contracting Entity’s enrollment** has ended.

**Enrollment Information**

---

Closed/Terminated Date:

Closed/Terminated Code:

Closed/Terminated Reason:

Closed/Terminated Comment:

**Figure 34: End Contracting Entity Agreement**

### 3.11.4 Re-Opening a Closed Contracting Entity

1. From the Applications menu, select **Application Packet**. If necessary, search for and select a **Contracting Entity**. The Application Packet screen displays.
2. Select the **link** under the Latest Version column. The Application History screen is displayed.
3. Select **Re-Open Contracting Entity**. The End Contracting Entity Agreement screen is displayed.
4. Delete the **Closed/Terminated Date**.
5. Select the **blank space** from the drop-down menu for the Closed/Terminated Code.
6. Delete the **Closed/Terminated Reason**.
7. Delete the **Closed/Terminated Description**.
8. Once all fields are blank, select **Save**. The Application History screen is displayed.

## 3.12 Contracting Entity Application

The Contracting Entity Application screen provides access to the Contracting Entity’s annual application for the School Nutrition Programs for both new and renewing Contracting Entities. The Contracting Entity is required to complete a new Contracting Entity application annually; however, **the State has identified** select Contracting Entity data that rolls over from the previous year and pre-fills a new year’s application.

### 3.12.1 Contracting Entity Application (Original)

1. On the blue menu toolbar, select **Applications**.
2. From the Applications menu, select **Application Packet**. The current year’s Application Packet screen displays.
3. Select **View** next to the Contracting Entity Application packet item. The Contracting Entity Application for the designated school year is displayed.



Please Note: If there are multiple versions of a Contracting Entity application within the system (i.e., revisions exist), the system defaults to the version with the most current Application Effective Date designated on the Contracting Entity Application’s Internal Use Only section.

### 3.12.2 Viewing a Contracting Entity Application (Revision)

1. On the blue menu toolbar, select **Applications**.
2. From the Applications menu, select **Application Packet**. The most current year’s **Application Packet screen** displays.
3. Select the **revision link** under the **Latest Version** column. The Contracting Entity

Application History for the designated school year is displayed.

4. Select the **application version** to view.




---

*Tip: The View option appears in two situations: 1) If the user only has view-access security rights or 2) If the user has modify-access security rights BUT the Application Packet has been submitted to the State and is under State review and can no longer be modified.*

---

### 3.12.3 Adding a Contracting Entity Application (New Contracting Entity)

1. On the blue menu toolbar, select **Applications**.
2. From the Applications menu, select **Application Packet**. The most current year's Application Packet screen displays.
3. Select **Add** next to the Contracting Entity Application packet item. The Contracting Entity Application for the designated school year is displayed.
4. Enter required **information**.
5. Select **Save** to receive a confirmation.
6. Select **<Edit** to return to the Contracting Entity Application screen or select **Finish** to return to the Application Packet screen.




---

*Tip: The Add option only appears for new Contracting Entities. If a Contracting Entity had an application in the previous year and has elected to enroll in the new year, the prior year's application information is rolled over into the new year's application as a starting point. The user would select Modify to review and update this information.*

---

### 3.12.4 Modifying a Contracting Entity Application

1. On the blue menu toolbar, select **Applications**.
2. From the Applications menu, select **Application Packet**. The most current year's Application Packet screen displays.
3. Select **Modify** next to the **Contracting Entity Application** packet item. The Contracting Entity Application for the designated school year is displayed.
4. Make any necessary **modifications**.
5. Select **Save** to receive a **confirmation**.
6. Select **<Edit** to return to the Contracting Entity Application screen or select **Finish** to return to the Application Packet screen.




---

*Tip: The Modify option only appears when the Application Packet has not been submitted. Once an application has been submitted and approved by the State, a revised application must be submitted (i.e., the Revise option is displayed).*

---

### 3.12.5 Deleting a Contracting Entity Application

1. On the blue menu toolbar, select **Applications**.
2. From the Applications menu, select **Application Packet**. The most current year's Application Packet screen displays.
3. Select **Modify** next to the Contracting Entity Application packet item. The Contracting Entity Application for the designated school year is displayed.
4. Select **Delete** on the Edit menu in the top-right corner.
5. The system transfers you to the bottom of the screen and a warning message is displayed.
6. Select the **Delete** button at the bottom of the page. A confirmation message displays.




---

**WARNING:** A Contracting Entity application can only be deleted if the Contracting Entity has not yet submitted any claims for the school year.

Once the application has been deleted, it is permanently removed and cannot be restored. Use caution before deleting an application.

---

### 3.12.6 Revising a Contracting Entity Application



Please Note: Only State-approved applications can be revised. Once a Contracting Entity revises any item within the Application Packet, the Application Packet must be re-submitted and the State review and approval process starts again.

1. On the blue menu toolbar, select **Applications**.
2. From the Applications menu, select **Application Packet**. The most current year's Application Packet screen displays.
3. Select **Revise** next to the Contracting Entity Application packet item. The Contracting Entity Application for the designated school year is displayed.
4. Make any necessary **modifications**.

5. Select **Save** to receive a confirmation.
6. Select **<Edit** to return to the Contracting Entity Application screen you just modified or select **Finish** to return to the Application Packet screen.

### 3.12.7 Entering Internal Use Only Information

1. On the blue menu toolbar, select **Applications**.
2. From the Applications menu, select **Application Packet**. The most current year’s Application Packet screen displays.
3. Select **Admin** next to the Contracting Entity Application packet item. The Contracting Entity Application for the designated school year is displayed.
4. Enter information in the **Internal Use Only section**.
5. Select **Save** to receive a confirmation.
6. Select **<Edit** to return to the recently modified Contracting Entity Application screen or select **Finish** to return to the Application Packet screen.

## 3.13 Site Applications – School Nutrition Program

Contracting Entities must complete a Site Application for each of their sites. The Site Application screen provides access to the Site’s annual application for the School Nutrition Programs for both new and renewing sites. Sites must complete a new application annually; however, **the State has identified** select site data that rolls over from the previous year and pre-fills a new year’s application.

### 3.13.1 Access the Contracting Entity’s Site List

1. On the blue menu toolbar, select **Applications**.
2. From the Applications menu, select **Application Packet**. The most current year’s Application Packet screen displays.
3. Under Site Applications, select **School Nutrition Program**. The Application Packet - SNP Site List screen displays.

Action		Site ID / Site Name	NSLP	SBP	ASCP	SMP	FFVP	Version/ Status
<b>Totals</b>			3	3	0	0	0	
View   Revise	✓		X	X				Rev. 1 / Approved
View   Revise	✓		X	X				Rev. 1 / Approved
View   Revise	✓		X	X				Rev. 1 / Approved
Add Site Application								
<b>Total Sites Enrolled: 3</b>								
<input style="border: 1px solid gray; padding: 2px 10px;" type="button" value=" &lt; Back "/>								

**Figure 35: End Contracting Site List**

### 3.13.2 Adding a New Site (for Contracting Entities)

1. On the blue menu toolbar, select **Applications**.
2. From the Applications menu, select **Application Packet**. The most current year's **Application Packet screen** displays.
3. Under **Site Applications**, select **School Nutrition Program**. The **Application Packet - SNP Site List screen** displays.
4. At the bottom of the site list, select **Add Site Application**. The **SNP Available Site(s) screen** displays.
5. If the site you would like to add an application for is listed, select the site. If the site you would like to add an application for is not listed, select **Add New Site**. The **'Quick' Site Profile screen** displays.
6. The system automatically defaults the Site ID to the next available ID for this **Contracting Entity**.



*Tip: For most Contracting Entities, it is highly recommended that you use the Site ID assigned by the system. The system has verified that the assigned ID is unique and is the next available Site ID for the Contracting Entity. However, public/charter schools should use the campus code assigned by the Texas Education Agency.*

7. Enter the **Site Name** and **County**.
8. Select **Save**. The Site Application for the new site is displayed.

**Site Information**

---

Site ID:

Site Name:

County:

**Program Participation**

---

Site will operate in the following programs:

SNP    SSO    SFSP    CACFP    FDP

Figure 36: "Quick" Site Profile

### 3.13.3 Viewing a Site Application

1. On the blue menu toolbar, select **Applications**.
2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.
3. Under Site Applications, select **School Nutrition Program**. The Application Packet - SNP Site List screen displays.
4. Select **View** next to the site whose application you would like to view. The Site Application is displayed.

### 3.13.4 Modifying a Site Application

1. On the blue menu toolbar, select **Applications**.
2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.
3. Under Site Applications, select **School Nutrition Program**. The Application Packet - SNP Site List screen displays.
4. Select **Modify** next to the site whose application you would like to view. The Site Application is displayed.
5. Make any necessary **modifications**.
6. Select **Save** to receive a **confirmation**.
7. Select **<Edit** to return to the Site Application screen select **Finish** to return to the SNP Site List screen.
8. Repeat **Steps 4 through 7** for each site that will participate in the program.

### 3.13.5 Deleting a Site Application

1. On the blue menu toolbar, select **Applications**.
2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.
3. Under Site Applications, select **School Nutrition Program**. The Application Packet - SNP Site List screen displays.
4. Select **Modify** next to the site whose application you would like to delete. The Site Application is displayed.
5. Select **Delete** on the Edit menu in the top-right corner.
6. A warning message is displayed.
7. Select the **Delete** button at the bottom of the page. A confirmation message displays.

### 3.13.6 Revising a Site Application



Please Note: Only State approved applications can be revised. Once a SFA revises any item within the **Application Packet**, the entire Packet must be re-submitted and the State review and approval process starts again.

1. On the blue menu toolbar, select **Applications**.
2. From the Applications menu, select **Application Packet** to view the most current year's Application Packet.
3. Under Site Applications, select **School Nutrition Program**. The Application Packet – SNP Site List screen displays.
4. Select **Revise** next to the Application Packet item. The Application for the designated school year is displayed.
5. Make any necessary **modifications**.
6. Select **Save** to obtain a confirmation.
7. Select **<Edit** to return to the Application screen you just modified or select **Finish** to return to the Application Packet screen.




---

*Tip: The **Revise** option only appears when the previously submitted Application Packet has been approved by the State.*

---

### 3.13.7 Entering Internal Use Only Information

1. On the blue menu toolbar, select **Applications**.
2. From the Applications menu, select **Application Packet** to access the most current year's screen.
3. Under Site Applications, select **School Nutrition Program**. The Application Packet – SNP Site List screen displays.
4. Select **Admin** next to the **site** to review.
5. On the Site Application enter information in the **Internal Use Only** section.
6. Select **Save** to receive a confirmation.
7. Select **<Edit** to return to the Application screen you just modified or select **Finish** to return to the Application Packet screen.





*Tip: If you are viewing an application and have the security rights to update the **Internal Use Only** section, the user can also select **Internal Use Only** on **Edit** menu in the top-right corner of the application screen to access the **Internal Use Only** section of the screen.*

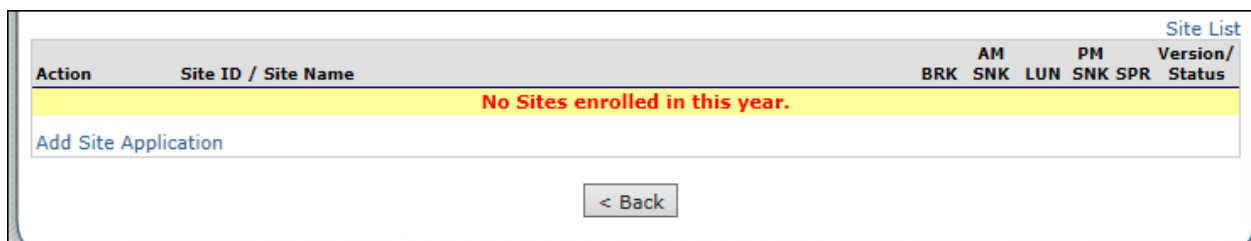
### 3.14 Site Applications – School Nutrition Program

Contracting Entities must complete a Site Application for each of their seamless summer sites. The Site Application screen provides access to the Site’s annual application for the Seamless Summer Options for both new and renewing sites. Sites must complete a new application annually; however, the State has identified select site data that rolls over from the previous year and pre-fills a new year’s application.

### 3.15 Contracting Entity’s Site List

#### 3.15.1 Accessing the Contracting Entity’s Site List

1. On the blue menu toolbar, select **Applications**.
2. From the Applications menu, select **Application Packet** to view the most current year’s Application Packet.
3. Under Site Applications, select **Seamless Summer Option**.
4. The Application Packet-Seamless Summer Option Site List screen displays.



Action	Site ID / Site Name	AM		PM			Site List
		BRK	SNK	LUN	SNK	SPR	Version/ Status
No Sites enrolled in this year.							
<a href="#">Add Site Application</a>							
<input style="border: 1px solid gray;" type="button" value=" &lt; Back "/>							

**Figure 37: Seamless Summer Option Site List**

#### 3.15.2 Adding a New SSO Site (For Contracting Entities)

1. On the blue menu bar, select **Applications**.
2. From the Applications menu, select **Application Packet**. The most current year’s Application Packet screen displays.
3. Under Site Applications, select **Seamless Summer Option**. The Application Packet - Seamless Summer Option Site List screen displays.

- At the bottom of the site list, select **Add Site Application**. The SSO Available Site(s) screen displays.



Please Note: The sites displayed on this screen are sites that are designated at SSO sites on the Site Profile screen, but who do not have a site application.

- To add an application for a site that is listed, select the site. If the site application for is not listed, select **Add New Site**. The 'Quick' Site Profile screen displays.
- The system automatically defaults the Site ID to the next available ID for this Contracting Entity. The user can enter in another Site ID; however, it must be 4 digits and must not have already been assigned to another site.



*Tip: Use the Site ID assigned by the system, the system has verified that the assigned ID is unique and is the next available Site ID for the Contracting Entity.*

- Enter the **Site Name and County**.
- Select **Save**. The SSO Site Application for the new site is displayed.

**Site Information**

---

Site ID:

Site Name:

County:

**Program Participation**

---

Site will operate in the following programs:

SNP
  SSO
  SFSP
  CACFP
  FDP

Figure 38: 'Quick' Site Profile Screen

### 3.15.3 Viewing a SSO Site Application

- On the blue menu toolbar, select **Applications**.
- From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.

3. Under Site Applications, select **Seamless Summer Option**. The Application Packet - Seamless Summer Option Site List screen displays.
4. Select **View** next to the site whose application you would like to view. The site's SSO Site Application is displayed.

### 3.15.4 Modifying a SSO Site Application

1. On the blue menu toolbar, select **Applications**.
2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.
3. Under Site Applications, select **Seamless Summer Option**. The Application Packet - Seamless Summer Option Site List screen displays.
4. Select **Modify** next to the site to view the application. The site's SSO Site Application is displayed.
5. Make any necessary **modifications**.
6. Select **Save** to receive a confirmation.
7. Select **<Edit** to return to the SSO Site Application screen or select **Finish** to return to the Seamless Summer Option Site List screen.
8. Repeat **Steps 4 through 7** for each site that will participate in the program.

2016 - 2017 Application Packet - SNP Site List							
Action	Site ID / Site Name	NSLP SBP ASCP SMP FFVP					% Enroll Version/ Free/Redc Status Oct 2015
		Totals	2	2	2	0	
View   Modify Admin	0008 Dillon Middle School	X	X	X			Original / Pending Validation 0.0000
View   Modify Admin	0023 Beaverhead Co High School	X	X	X			Original / Pending Validation 0.0000
Add Site Application							
<b>Total Sites Enrolled: 2</b>							

Figure 39: SNP Site List Screen

### 3.15.5 Deleting a SSO Site Application

1. On the blue menu toolbar, select **Applications**.
2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.

3. Under Site Applications, select **Seamless Summer Option**. The Application Packet - Seamless Summer Option Site List screen displays.
4. Select **Modify** next to the site whose application you would like to delete. The site's SSO Site Application is displayed.
5. Select **Delete** on the Edit menu in the top-right corner. A warning message is displayed.
6. Select the **Delete** button at the bottom of the page. A confirmation message displays.




---

**WARNING:** Only a site application that has not been approved can be deleted. Once the application has been deleted, it is permanently removed and cannot be restored. Use caution before deleting an application.

---

### 3.15.6 Revising a SSO Site Application



*Please Note:* Only State-approved applications can be revised. Once a Contracting Entity revises any item within the Application Packet, the Application Packet must be re-submitted and the State review and approval process starts again.

1. On the blue menu toolbar, select **Applications**.
2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.
3. Under Site Applications, select **Seamless Summer Option**. The Application Packet - Seamless Summer Option Site List screen displays.
4. Select **Revise** next to the site to delete the application. The site's SSO Site Application is displayed.
5. Make any necessary **modifications**.
6. Select **Save** to receive a **confirmation**.
7. Select **<Edit** to return to the SSO Site Application screen or select **Finish** to return to the Seamless Summer Option Site List screen.




---

*Tip:* The Revise option only appears when the previously submitted Application Packet has been approved by the State.

---

### 3.15.7 Entering Internal Use Only Information

1. On the blue menu toolbar, select **Applications**.
2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.
3. Under Site Applications, select **Seamless Summer Option**. The Application Packet - Seamless Summer Option Site List screen displays.
4. Select **Modify** next to the site whose application you would like to view. The site's SSO Site Application is displayed.
5. Enter information in the **Internal Use Only section**.
6. Select **Save** to receive a confirmation.
7. Select **<Edit** to return to the SSO Site Application screen or select **Finish** to return to the Seamless Summer Option Site List screen.




---

*Tip: If you are viewing an application and have the security rights to update the Internal Use Only section, the user can also select Internal Use Only on the Edit menu in the top-right corner of the application screen to access the Internal Use Only section of the screen.*

---

## 3.16 Closing a Site

A site may be closed within the system, whereby applications be submitted for the site.

### 3.16.1 Closing a Site

1. On the blue menu toolbar, select **Applications**.
2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.
3. Under Site Applications, select **School Nutrition Program**. The Application Packet - SNP Site List screen displays.
4. Select the **link** under the Latest Version column. The Site Application History screen is displayed.
5. Select **Close Site**. The End Site Agreement screen is displayed.
6. Enter the **Closed/Terminated Date**. If the Contracting Entity is entering site level claims, the Days of Operation fields for this site will edit check with this date to ensure meals aren't claimed after the entered date.
7. Select the **Closed/Terminated Code**.
8. Enter the **Closed/Terminated Reason**.
9. Provide a **description** as to why the site is being closed in the Closed/Terminated

Comment.

10. Select **Save**. The Site Application History screen is displayed with a message stating that the site’s enrollment is closed.

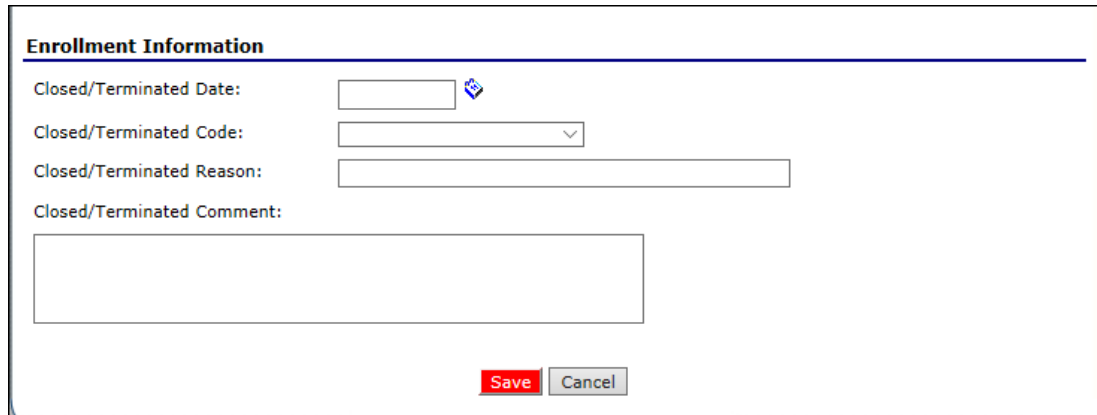


Figure 40: End Site Agreement Screen

### 3.16.2 Reopening a Site

1. On the blue menu toolbar, select **Applications**.
2. From the Applications menu, select **Application Packet**. The current year’s Application Packet screen displays.
3. Under Site Applications, select **School Nutrition Program**. The Application Packet - SNP Site List screen displays.
4. Select the **link** under the Latest Version column. The Site Application History screen is displayed.
5. Select **Re-Open Site**. The End Site Agreement screen is displayed.
6. Delete the **Closed/Terminated Date**.
7. Select the **blank space** from the drop-down menu for the Closed/Terminated Code.
8. Delete the **Closed/Terminated Reason**.
9. Delete the **Closed/Terminated Description**.
10. Once all fields are blank, select **Save**. The Site Application History screen is displayed.

## 3.17 Meal Pattern Compliance Dashboard

Contracting Entities must demonstrate compliance with the USDA’s updated meal pattern requirements in order to qualify for and receive the additional 6 cent reimbursements. The submission and review of the documentation required is performed as part of the Application Packet process via the Meal Pattern Compliance Dashboard.

### 3.17.1 Accessing the Meal Pattern Compliance Dashboard

1. On the blue menu toolbar, select **Applications** to view the menu screen.
2. Select **Application Packet** to display the screen.
3. Select **Details** next to the Meal Pattern Compliance Dashboard.



Please Note: Menus submitted in previous years are accessible for “View-only” from the Meal Pattern Compliance Dashboard.

Instructions												
New CEs participating in NLSP or CEs seeking certification must upload menus prior to uploading the Annual Attestation. To upload a menu, click on the Add Menu link in the Menus section of this screen. All other CEs participating in NLSP/SBP must upload the Annual Attestation only.												
<b>Annual Attestation (2016 - 2017)</b>												
Action	Document Preparer Contact	Lunch Served	Breakfast Served	CE Attestation	Early Breakfast Adoption	Date Last Updated	Status					
View   Modify   Admin	✓	Yes	Yes			11/09/2016	Approved					
<b>Months Certified (2016 - 2017)</b>												
Action	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017
View   Modify	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>Menus</b> <span style="float: right;">Menu Count: 8</span>												
Action	Meal Type	Age Grade Group	Menu Nbr	Menu Name	Menu Worksheet	Menu	Nutritional Analysis	Date Last Updated	Status	Site Count		
View	✓ Breakfast	K-12	2	Breakfast BIC	View	View		11/15/2012	Approved	13		
View	✓ Breakfast	K-12	1	Breakfast Traditiona	View	View		11/15/2012	Approved	9		
View	✓ Lunch	K-5	1	Elementary Lunch	View	View	View	11/15/2012	Approved	14		
View	✓ Lunch	9-12	1	Lee and Memorial	View	View	View	11/16/2012	Approved	2		
View	✓ Lunch	6-8	1	Lunch 6 - 8	View	View	View	11/15/2012	Approved	5		
View	✓ Lunch	9-12	3	Peter Hylands	View	View	View	11/19/2012	Approved	2		
View	✓ Lunch	9-12	2	Sterling	View	View	View	11/15/2012	Approved	1		
View	✓ Breakfast	K-12	3	Waffle Bar	View	View		11/19/2012	Approved	2		
Add Menu												

Figure 41: Meal Pattern Compliance Dashboard Screen

### 3.17.2 Adding a Menu

1. On the blue menu toolbar, select **Applications** to view the menu screen.
2. On the menu, select **Application Packet** to display the screen.
3. Select **Details** next to the Meal Pattern Compliance Dashboard. The Meal Pattern Compliance Dashboard screen displays.
4. Select **Add Menu** link in the Menus section of the Meal Pattern Compliance Dashboard to access the screen.

- Select the **Meal Type** and **Age Grade Group**. Select the **Save** button. The Menu screen re-displays with additional fields and capabilities.

**Menu Type**

- Meal Type:
- Age Grade Group:

**Save**

VIEW | **MODIFY** | DELETE | INTERNAL USE ONLY

**Figure 42: Menu Type Screen**

- Enter the **Menu Name**.

**Menu Type**

- Meal Type: Lunch
- Age Grade Group: K-5
- Menu Number: 1
- Menu Name:

**Supporting Documents**

Add Menu Worksheet  
Add Menu  
Add Nutritional Analysis

**Sites Serving**

5. Select sites serving menu:

Site Serving	Site ID	Name Address	Grades	Menu Planning Method
<input type="checkbox"/>	0101	ALAMO EL 6100 N. Main BAYTOWN, TX 77521	Pre K, K, 1, 2, 3, 4, 5	Food-Based Menu Planning (FBMP)
<input type="checkbox"/>	0102	STEPHEN F AUSTIN EL 3022 MASSEY TOMPKINS BAYTOWN, TX 77521-2831	K, 1, 2, 3, 4, 5	Food-Based Menu Planning (FBMP)
<input type="checkbox"/>	0103	JAMES BOWIE EL 2200 CLAYTON DR BAYTOWN, TX 77520-3643	Pre K, K, 1, 2, 3, 4, 5	Food-Based Menu Planning (FBMP)
<input type="checkbox"/>	0105	CARVER EL 600 S PRUETT BAYTOWN, TX 77520-7045	Pre K, K, 1, 2, 3, 4, 5	Food-Based Menu Planning (FBMP)

**Figure 43: Menu Type Screen (Partial Screen)**

- In the Supporting Document section, select the **Add** link to upload the respective file document. The File Upload screen displays providing the ability to **Browse** and **Upload** a document.

**File Upload**

- File:
- Comment:

**Upload**

**Figure 44: File Upload Screen**



8. Select **Upload** to upload the document and return to the Menu screen.
9. Select the **site(s)** served by the menu.
10. Enter **comments**, if necessary.
11. Select **Save** to receive a confirmation.
12. Select **<Edit** to return to the Menu screen or select **Finish** to return to the Meal Pattern Compliance Dashboard screen.



Please Note: In the Sites Serving section, the system will display SNP sites that meet the selected Meal Type and Age Grade Group based on the current Site Application.




---

*Tip: Each Menu must include the following supporting documents: Menu Worksheet and Menu.*

---

### 3.17.3 Modifying a Menu

1. On the blue menu toolbar, select **Applications** to access the menu.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Details** next to Meal Pattern Compliance Dashboard. The Meal Pattern Compliance Dashboard screen displays.
4. Select the **Modify** link next to the Menu to modify.
5. Make any necessary **modifications**.
6. Select **Save** to receive a confirmation.
7. Select **<Edit** to return to the Menu screen or select **Finish** to return to the Meal Pattern Compliance Dashboard screen.

### 3.17.4 Viewing a Menu

1. On the blue menu toolbar, select **Applications** to access the menu.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Details** next to Meal Pattern Compliance Dashboard. The Meal Pattern Compliance Dashboard screen displays.
4. Select the **View** link next to the Menu to view. The Menu screen displays.

### 3.17.5 Deleting a Menu

1. On the blue menu toolbar, select **Applications** to access the menu.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Details** next to Meal Pattern Compliance Dashboard. The Meal Pattern Compliance Dashboard screen displays.
4. Select **Delete** on the **Edit** menu in the top-right corner.
5. The system transfers the user to the bottom of the screen and a warning message displays.
6. Select the **Delete** button at the bottom of the page to receive a confirmation.

### 3.17.6 Modifying an Uploaded Supporting Document

1. On the blue menu toolbar, select **Applications** to access the menu.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Details** next to Meal Pattern Compliance Dashboard. The Meal Pattern Compliance Dashboard screen displays.
4. Select the **Modify** link next to the **Menu** to modify.
5. Select the **Modify link** next to the supporting document to re-upload. The File Upload screen displays providing the ability to **Browse** and **Upload** a new document. The new document will replace the existing document.
6. Select **Upload** to upload the document and return to the Menu screen.
7. Select **Save** to receive a confirmation.
8. Select **<Edit** to return to the Menu screen or select **Finish** to return to the Meal Pattern Compliance Dashboard screen.

### 3.17.7 Deleting an Uploaded Supporting Document

1. On the blue menu toolbar, select **Applications** to access the menu.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Details** next to Meal Pattern Compliance Dashboard. The Meal Pattern Compliance Dashboard screen displays.
4. Select the **Modify link** next to the Menu to modify.
5. Select the **Delete link** next to the supporting document to re-upload. The File Upload screen displays and a warning message displays.
6. Select the **Delete** button.
7. Select **Save** to receive a confirmation.
8. Select **<Edit** to return to the Menu screen or select **Finish** to return to the Meal Pattern Compliance Dashboard screen.

### 3.17.8 Viewing an Uploaded Menu Supporting Document

1. On the blue menu toolbar, select **Applications** to access the menu.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Details** next to the Meal Pattern Compliance Dashboard.
4. Select the **View link** associated with the supporting document (e.g., Menu Worksheet, Menu, or Nutritional Analysis). The document opens in a secondary window/tab.

### 3.17.9 Entering Internal Use Only Information

1. On the blue menu toolbar, select **Applications** to access the menu.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Details** next to Meal Pattern Compliance Dashboard.
4. Select **Admin link** next to the **Menu** to access the screen.
5. Enter information in the **Internal Use Only** section.
6. Select **Save Internal Use Only** to receive a confirmation.
7. Select **<Edit** to return to the Menu screen or select **Finish** to the Meal Pattern Compliance Dashboard screen.

### 3.17.10 Adding an Annual Attestation



Please Note: The Contracting Entity must complete and submit an annual attestation each year.

1. On the blue menu toolbar, select **Applications** to access the menu.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Details** next to the Meal Pattern Compliance Dashboard.
4. Select the **Modify link** in the Annual Attestation section of the Meal Pattern Compliance Dashboard to access the screen.
5. Enter the **contact information**.
6. In the Document section, select the **Add link** to upload the respective file document. The File Upload screen displays providing the ability to **Browse** and **Upload** a document.

Applications > Application Packet > Meal Pattern Dashboard > Attestation > School Year: 2020 - 2021

VIEW | **MODIFY** | INTERNAL USE ONLY

### Meal Pattern Compliance Annual Attestation For School Year: 2020 - 2021

00003 Status: Active

County District Code: 001-904  
ESC: 7 TDA Region: 2

Code	Warning Description
351105	Documents - Contracting Entity Attestation is required.

#### Document Preparer Contact

	Salutation	First Name	Last Name
1. Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Title:	<input type="text"/>		
3. Email Address:	<input type="text"/>		
4. Phone:	<input type="text"/>	Ext: <input type="text"/>	Fax: <input type="text"/>

**Figure 45: Annual Attestation Contact Screen (Partial)**

7. Select **Upload** to access the document and return to the Attestation screen.

#### File Upload

1. File:  Browse...
2. Comment:

Upload
Cancel

**Figure 46: Annual Attestation Upload Screen**

8. Enter **comments**, if necessary.
9. Select **Save** to receive a confirmation.
10. Select **<Edit** to return to the Menu screen or select **Finish** to return to the Meal Pattern Compliance Dashboard screen.



*Tip: Annual Attestations cannot be added until all menus have been uploaded or previously certified.*

### 3.17.11 Modifying an Annual Attestation

1. On the blue menu toolbar, select **Applications** to access the menu.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Details** next to Meal Pattern Compliance Dashboard.
4. Select the **Modify** link next to the Annual Attestation to modify. The Annual Attestation screen displays.
5. Make any necessary modifications.
6. Select **Save** to receive a **confirmation**.
7. Select **<Edit** to return to the Menu screen or select **Finish** to return to the Meal Pattern Compliance Dashboard screen.

### 3.17.12 Viewing an Annual Attestation

1. On the blue menu toolbar, select **Applications** to access the menu.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Details** next to Meal Pattern Compliance Dashboard.
4. Select the **View** link next to the applicable Annual Attestation to access the screen.

### 3.17.13 Modifying an Uploaded Supporting Document

1. On the blue menu toolbar, select **Applications** to access the menu.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Details** next to Meal Pattern Compliance Dashboard.
4. Select the **Modify** link next to the Annual Attestation to make modifications.
5. Select the **Modify link** next to the supporting document to re-upload. The File Upload screen displays providing the ability to **Browse** and **Upload** a new document. The new document will replace the existing document.
6. Select **Upload** to upload the document and return to the Attestation screen.
7. Select **Save** to receive a confirmation.
8. Select **<Edit** to return to the Annual Attestation screen or select **Finish** to return to the Meal Pattern Compliance Dashboard screen.

### 3.17.14 Deleting an Uploaded Supporting Document

1. On the blue menu toolbar, select **Applications** to access the menu.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Details** next to Meal Pattern Compliance Dashboard.
4. Select the **Modify link** next to the Annual Attestation to modify. The Annual Attestation screen displays.

5. Select the **Delete link** next to the supporting document. The File Upload screen displays and a warning message displays.
6. Select the **Delete** button.
7. Select **Save** to receive a confirmation.
8. Select **<Edit** to return to the Menu screen or select **Finish** to return to the Meal Pattern Compliance Dashboard screen.

### 3.17.15 Viewing an Uploaded Supporting Document

1. On the blue menu toolbar, select **Applications** to access the menu.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Details** next to Meal Pattern Compliance Dashboard.
4. Select the **View link** associated with the supporting document (e.g., CE Attestation). The document opens in a secondary window/tab.

### 3.17.16 Entering Internal Use Only Information

1. On the blue menu toolbar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Details** next to Meal Pattern Compliance Dashboard.
4. Select the **Admin** link next to the Menu to access the screen.
5. Enter information in the **Internal Use Only** section.
6. Select **Save Internal Use Only** to receive a confirmation.
7. Select **<Edit** to return to the Menu screen or select **Finish** to return to the Meal Pattern Compliance Dashboard screen.



---

*Tip: Annual Attestation cannot be approved until all Menus have been approved.*

---

### 3.17.17 Identifying Months Certified

1. On the menu, select **Application Packet**. The Application Packet screen displays.
2. Select **Details** next to Meal Pattern Compliance Dashboard.
3. Select the **Modify** link next to the Months Certified. The Months Certified screen displays.
4. Check the **months** certified for 6 cent reimbursements.
5. Enter **comments**, if necessary.
6. Select **Save**.



Please Note: If the Contracting Entity is certified for the month of June in the prior year, all months in the current year will automatically be checked by the system upon application packet rollover. The State can modify the months certified, if needed.

### 3.17.18 Viewing Months Certified

1. On the menu, select **Application Packet**. The Application Packet screen displays.
2. Select **Details** next to Meal Pattern Compliance Dashboard.
3. Select the **View** link next to the Months Certified. The Months Certified screen displays.

### 3.17.19 Viewing a Meal Pattern Note

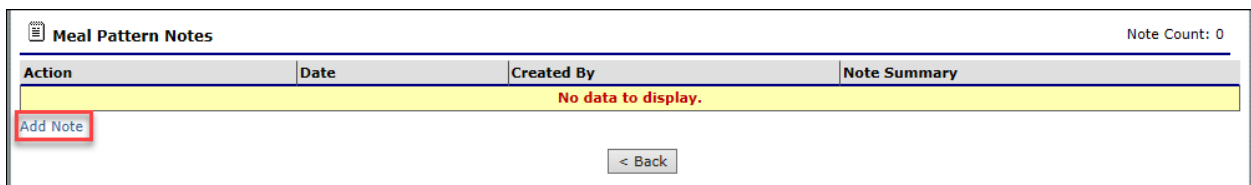
1. On the menu, select **Application Packet**. The Application Packet screen displays.
2. Select **Details** next to Meal Pattern Compliance Dashboard. The Meal Pattern Compliance Dashboard screen displays.
3. Select **View** next to note in the Meal Pattern Notes section.



Please Note: The Notes feature is only accessible for State users. Contracting Entities do not have access to the Notes menu option and, therefore, will not be able to access any notes that were entered.

### 3.17.20 Viewing a Meal Pattern Note

1. On the menu, select **Application Packet**. The Application Packet screen displays.
2. Select **Details** next to Meal Pattern Compliance Dashboard.
3. Select **Add Note** link in the Meal Pattern Notes section. The Notes screen displays.
4. Enter the **Subject**.
5. Enter the **Note**.
6. Select **Save**.



**Figure 47: Add Notes Link**

### 3.17.21 Deleting a Meal Pattern Note

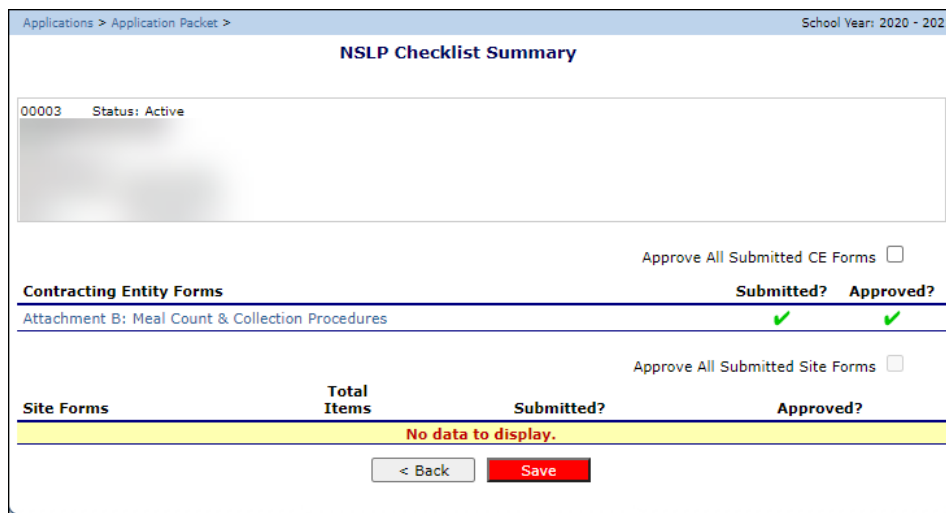
1. On the menu, select **Application Packet**. The Application Packet screen displays.
2. Select **Details** next to Meal Pattern Compliance Dashboard. The Meal Pattern Compliance Dashboard screen displays.
3. Select **Delete** next to note in the Meal Pattern Notes section. The Notes screen displays.
4. Select **DELETE** on the Edit menu in the top-right corner.
5. The system transfers the user to the bottom of the screen and a warning message displays.
6. Select the **Delete** button at the bottom of the page to receive a confirmation.

## 3.18 Checklist

A checklist is automatically generated based upon answers to specific questions from the Contracting Entity and site applications. The checklist identifies supplemental documents that need to be submitted to the state. The Checklist feature allows Contracting Entities to keep track of documents and their dates of submission. State users use this feature to identify when documents have been received and to denote the status of the documents.

### 3.18.1 Accessing a Checklist

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Checklist**.



Applications > Application Packet > School Year: 2020 - 2021

### NSLP Checklist Summary

00003 Status: Active

Approve All Submitted CE Forms

Contracting Entity Forms	Submitted?	Approved?
Attachment B: Meal Count & Collection Procedures	✓	✓

Approve All Submitted Site Forms

Site Forms	Total Items	Submitted?	Approved?
No data to display.			

**Figure 48: Checklist Summary Screen**



### 3.18.2 Viewing a Checklist

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Checklist Summary**.
4. Select the **Contracting Entity** or **Site** whose checklist you wish to view. The Checklist screen displays.



Please Note: Only Contracting Entities and Sites who have completed their applications and who have additional required documents will have a checklist.

Form Name	Document Submitted to TDA	Date Submitted to TDA	Status	Status Date	Last Updated By
Attachment B: Meal Count & Collection Procedures	<input checked="" type="checkbox"/>	<input type="text" value="09/16/2020"/>	Approved	09/23/2020	

Figure 49: Checklist Screen

### 3.18.3 Updating a Checklist

1. On the menu, select **Application Packet**. The Application Packet screen displays.
2. Select **Checklist Summary**. The Checklist Summary screen displays.
3. Select the **Contracting Entity** or **Site** whose checklist you wish to update. The Checklist screen displays.
4. Identify whether the document has been submitted and the submission date. The Date Submitted to TDA field automatically defaults to the system date. This can be changed by the user. A checklist is not considered complete until all checklist items are identified as having been submitted to TDA.
5. Select **Save**.

### 3.18.4 Uploading an Attachment to a Checklist Item



Please Note: If the checklist item has a paper clip icon next to it, an attachment can be uploaded in the following formats: doc, .xls, .pdf, and .jpg.

1. Select the **paper clip**. The Checklist File Upload Details screen displays.

2. Use the **Browse** button to select the file to upload. Enter a brief comment (field is not required)
3. Select **Save**.



Figure 50: Checklist File Upload Detail

### 3.18.5 Enter Internal Use Only Information

1. On the menu, select **Application Packet**. The Application Packet screen displays.
2. Select **Checklist Summary**. The Checklist Summary screen displays.
3. Select the **Contracting Entity** or **Site** whose checklist you wish to view. The Checklist screen displays.
4. Select **INTERNAL USE ONLY** on the Edit menu in the top-right corner.
5. Identify if the document was received by checking the **“Document on File w/TDA”** checkbox. If the checklist item has been reviewed, select Status and Status Date.
6. Select **Save Internal Use Only** to receive a confirmation.
7. Select **<Edit** to return to the Checklist screen or select **Finish** to return to the Checklist Summary screen.

## 3.19 Application Packet Notes

The Application Packet Notes screen allows State users to read and add notes regarding an entire Application Packet. This enables State users to efficiently communicate and log information pertaining to an Application Packet. Comments regarding a specific Application Packet item can be entered in the Internal Comments field in the Internal Use Only section of the respective screen.

### 3.19.1 Accessing Application Notes

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Application Packet**.
3. Select **Application Packet Notes**. The Application Packet Notes screen displays.



Please Note: The Application Packet Notes feature is only accessible to State users. Contract Entities do not have access to the Notes menu option and, therefore, will not be able to view any notes that were entered by the State.

### 3.19.2 Viewing an Application Note

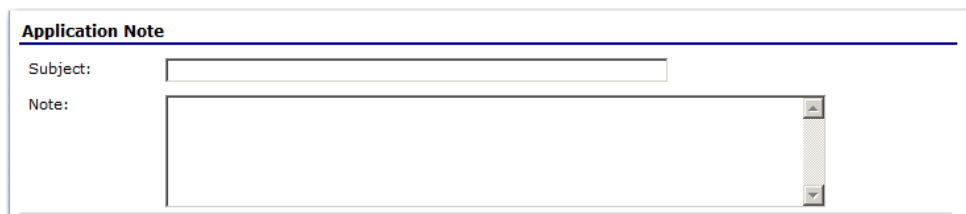
1. On the blue menu toolbar, select **Applications** to view the menu screen.
2. On the menu, select **Application Packet**, to display the screen.
3. Select **Details** next to Application Packet Notes, the screen will display.



Please Note: **Notes** can only be modified or deleted by the user that created it. For all other users reading another user's note, the note will be **View Only**.

### 3.19.3 Creating a New Application Note

1. On the blue menu toolbar, select **Applications** to view the menu screen.
2. On the menu, select **Application Packet**, to access the screen.
3. Select **Details** next to the Application Packet Notes, the screen will display.
4. Select the **Create a New Application Note** button.
5. Enter the **Subject**.
6. Enter the **Note**.
7. If the note is not for the CE, **skip** this step and proceed directly to the next step. Check the box **"If checked, note is visible to Contracting Entity"** so that the CE can view the note. The note is now listed on the Application Packet Notes for CE screen.
8. Select **Save**. A confirmation screen displays.
9. Select **<Edit** to return to the Application Note screen or select **Finish** to return to the Application Notes screen.



The screenshot shows a window titled "Application Note". It contains two input fields: "Subject:" with a single-line text box, and "Note:" with a multi-line text area. The text area has a vertical scrollbar on the right side.

Figure 51: Application Note Screen



*Tip: Once the Create New Application Note button is selected, a blank record is created and displayed on the Application Note screen. Even if you do not enter a note and select the Cancel button, the blank application note will remain and be listed on the Application Notes screen.*

*To remove the blank note created in error, select the note and use the DELETE option at the top right of the Application Note screen. To enter information in the blank note, select the note and update the Subject and Note fields on the Application Note screen.*

### 3.19.4 Deleting an Application Note.

1. On the menu, select **Application Packet** to display the screen
2. Select **Application Packet Notes** to view the screen.
3. Under **Date**, select the date of the note you wish to delete.
4. Once the **Application Note** screen displays, select **Delete** on the **Edit** menu in the top-right corner.
5. The system transfers you to the bottom of the screen and a warning message is displayed.
6. Select the **Delete** button at the bottom of the page. A confirmation message displays.
7. Select the **Finish** to return to the **Application Notes** screen.



**WARNING:** Notes can only be modified or deleted by the user that created it. For all other users reading another user's note, the note will be **View Only**. Selecting the button permanently deletes the Application Note from the application and it will not be recoverable once deleted.

## 3.20 Application Packet Notes for CE

The Application Packet Notes for CE screen allows Contracting Entities to view all notes entered by the State and indicated as invisible to Contracting Entities.

### 3.20.1 Accessing Application Notes for CE

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **View** next to Application Packet Notes for CE. The Application Packet Notes screen displays.

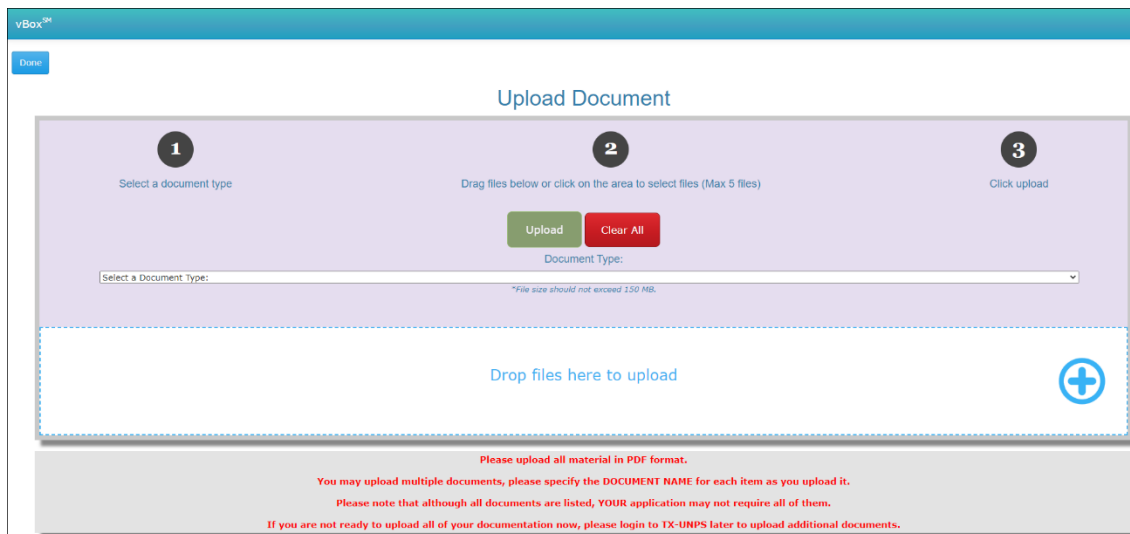


Please Note: Only notes indicated by the State as visible to the CE on the Application Packet Note screen are listed. Notes are listed in order of the most recent note at the top of the list.

## 3.21 Upload Documents

### 3.21.1 Uploading Documents

1. From the Applications menu, select **Application Packet**.
2. Select **Add** next to Upload Documents.
3. Click inside the Drop File textbox to open your computer’s document file.
4. Select a **document(s)** they must be in a PDF format to be loaded correctly.
5. Drag **files** to the designated Drop File textbox.
6. Select the Upload button or the Clear All button to remove the files.
7. Once all files have been uploaded, select the **Done** button to close the screen.



**Figure 52: Upload Document Screen**

## 3.22 NDL Dashboard

The NDL Dashboard is a component of the Application Packet located in the SNP module.



Please Note: Access to the NDL Dashboard is provided only to authorized State users for review. If any suspects have not been verified, “Requires Review” will be displayed. The Application Packet cannot be Approved if there are unverified NDL suspects.

### 3.22.1 Accessing the NDL Dashboard

1. Select **Applications** from the blue menu toolbar.
2. Select **Application Packet** from the menu screen.
3. Click **Details** next to NDL Application Packet Dashboard.

### 3.23 Analyzing NDL Data

The information on the NDL Dashboard screen is derived from the saved form data of the Contracting Entity Applications, Site Applications, Provider Applications, Board of Directors, and SFSP Management Plan. The system consolidates the same contacts based on their first and last name.

The following four images are used to visually identify the NDL status:



System verified. No match based on the given criteria/data in the NDL data.



User verified that the suspect is not the one found in the NDL data.



The system found a match based on the given criteria/data in the NDL data, but it hasn't yet been verified.



The suspect has been determined to be on the NDL.

Applications > Application Packet > NDL Application Packet Dashboard > School Year: 2020 - 2021

### National Disqualified List Contracting Entity Dashboard

00003 Status: Active

**List Filter**

Verified Status:

**Suspect List**

Action	Verified	Attachments	Suspect	NDL Match
Detail				
Detail				
Detail				
Detail				

**Figure 53: NDL Dashboard**



Please Note: The list has a filter to control what displays. The default contains all categories: non-suspects, only pending suspects, verified offender, and verified okay.

For lists containing more than thirty (30) rows, the grid will add paging. This enables the user to flip through the data in smaller chunks.

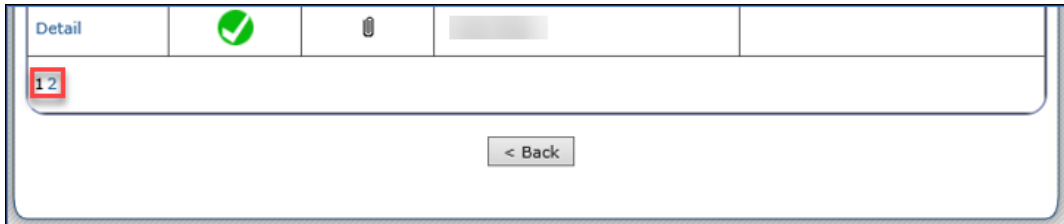


Figure 54: Additional Pagination Example

The “paper clip” icon displays if the suspect has any attachments.

Action	Verified	Attachments	Suspect	NDL Match
Detail	?			

Figure 55: Attachments Example

### 3.24 NDL Suspect Detail

Selecting the **Detail** link of the NDL Dashboard for a suspected match, displays the following screen.

Suspect	Suspect Match	
<b>Sponsor Application: Sponsor App Claims Preparer</b> Name: [Redacted]		
303 - [Redacted] <b>Site Application: Site Contact</b> Name: [Redacted]		
Verified: <input type="text" value="Verified OK"/>		
Verified By: Developer on: 2/15/2018 4:48:44 AM		
Comments: <div style="border: 1px solid gray; padding: 5px; min-height: 40px;">             This person is OK           </div>		
<input type="button" value=" &lt; Back"/> <input type="button" value=" Save"/>		
Modified By: Developer on: 2/15/2018 4:48:44 AM		
<b>Attachments</b> <a href="#">Add Attachment</a> <span style="float: right;">Count: 2</span>		
Action	Uploaded	Comment
<a href="#">View</a>   <a href="#">Modify</a>	02/15/2018 05:04 AM Developer CCG	This is another attachment.
<a href="#">View</a>   <a href="#">Modify</a>	02/15/2018 04:51 AM Developer CCG	This is an attachment for the NDL.

Figure 56: Suspect Match Detail Screen



All suspect occurrences are listed along with the matching NDL data. The user sets the NDL status based on their findings by selecting one of the options in the “Verified” drop-down box.

The drop-down box selections include:

- Not Verified
- Verified OK
- Verified NOT OK

The user can enter comments, as well as add attachments as needed. Attachments would function as they do in other parts of the system.

### 3.24.1 Adding an Attachment

1. From the NDL Suspect Match Detail screen, click on the **Add Attachment** link. A pop-up Attachment screen displays.
2. Select **Browse** to access the applicable file(s).
3. Add a **Comment** in the textbox.
4. Select **Save**.

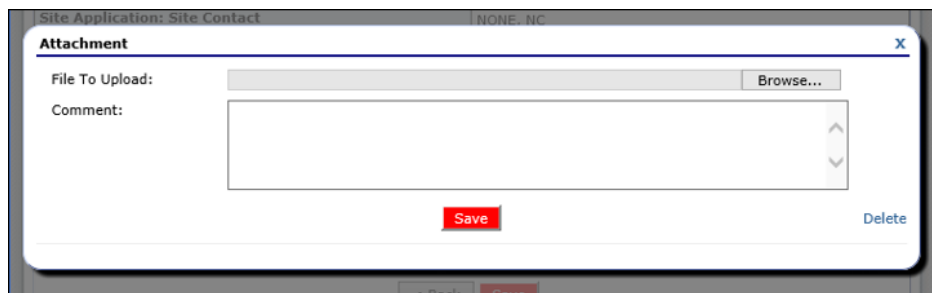


Figure 57: Attachment Pop-Up Screen

### 3.24.2 Modifying an Attachment

1. To modify an existing attachment, select **Modify** in the Actions column next to the applicable attachment. A pop-up screen displays.

Attachments		
<a href="#">Add Attachment</a>		Count: 2
Action	Uploaded	Comment
<a href="#">View</a>   <a href="#">Modify</a>	02/15/2018 05:04 AM Developer CCG	This is another attachment.
<a href="#">View</a>   <a href="#">Modify</a>	02/15/2018 04:51 AM Developer CCG	This is an attachment for the NDL.

Figure 58: Attachment List

2. Make any revisions. Select **Save**.

**Attachment** [X]

File To Upload:  Browse...

File Name: .txt  
 File Size: 1 KB  
 Content Type: text/plain  
 Uploaded By: Developer CCG  
 Upload Date: 2/15/2018 5:04:00 AM

Comment:

**Save** Delete

Created By: Developer on: 02/15/2018 5:04:00 AM  
 Modified By: Developer on: 2/15/2018 4:48:44 AM

Figure 59: Attachment Pop-Up Screen



Please Note: A file cannot be uploaded more than once.

### 3.25 NDL Non-Suspect Detail

Selecting the Detail link of the NDL Dashboard for Non-Suspect match displays the following screen.

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet > NDL Application Packet Dashboard > School Year: 2017 - 2018

### National Disqualified List SFA Suspect Match Detail

010 Status: Active

Region: 4

Suspect	Suspect Match
<b>Sponsor Application: Sponsor App Claims Preparer</b> Name: Regina Underwood	No matches in the NDL

< Back

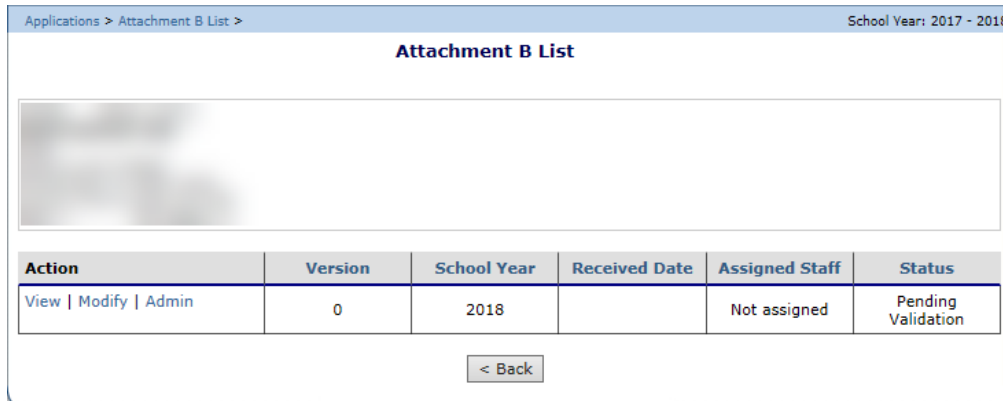
Figure 60: NDL Non-Suspect Match Detail Screen

## 3.26 Attachment B

Attachment B is a policy statement for Free and Reduced Priced Meals.

### 3.26.1 Accessing the Attachment B List

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Attachment B** from the menu screen.



Action	Version	School Year	Received Date	Assigned Staff	Status
View   Modify   Admin	0	2018		Not assigned	Pending Validation

< Back

Figure 61: Application Note Screen

### 3.26.2 Viewing or Modifying the Attachment B List

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Attachment B** from the menu screen.
4. In the Action column, select **View** or **Modify**.
5. Make any necessary **modifications**.
6. Select **Save**. A confirmation screen will display.
7. Select **<Edit** to return to the previous page or select **Finish** to complete the action.

### 3.26.3 Internal Use Only

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Attachment B** from the menu screen.
4. In the Action column, select **Admin**.
5. Make any necessary **modifications**.
6. Enter in a **Status update** and any additional **comments**.
7. Select **Save Internal Use Only**.

### 3.26.4 To Delete an Attachment

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Attachment B** from the menu screen.
4. In the **Action column**, select **Admin**.
5. Select **Delete** in the upper-right corner.
6. A warning will display to verify the action.
7. Select **Delete**.

## 3.27 Attachment B: Summary

This feature contains a summary of submissions.

### 3.27.1 Accessing the Attachment B Summary

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. Select **Application Packet** to access the screen.
3. Select **Attachment B Summary** from the menu.

### 3.27.2 Assigning a Consultant

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. Select **Application Packet** to access the screen.
3. Select **Attachment B Summary** from the menu.
4. Click Search on the **Report Summary Search Screen**.

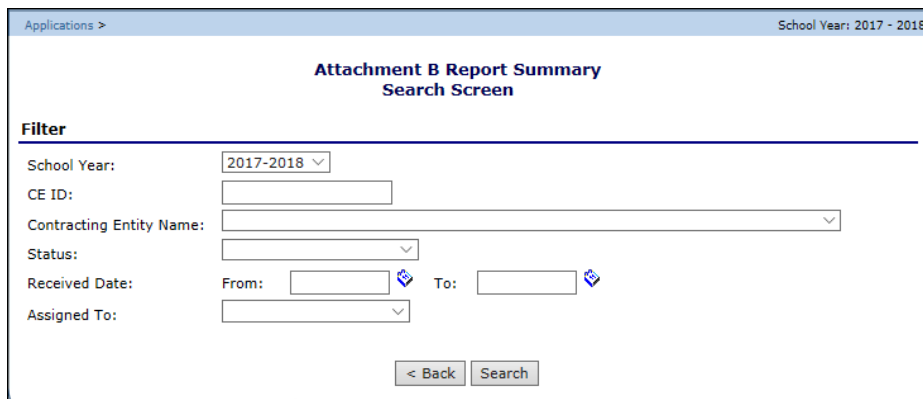


Figure 62: Attachment B Report Summary Search Screen

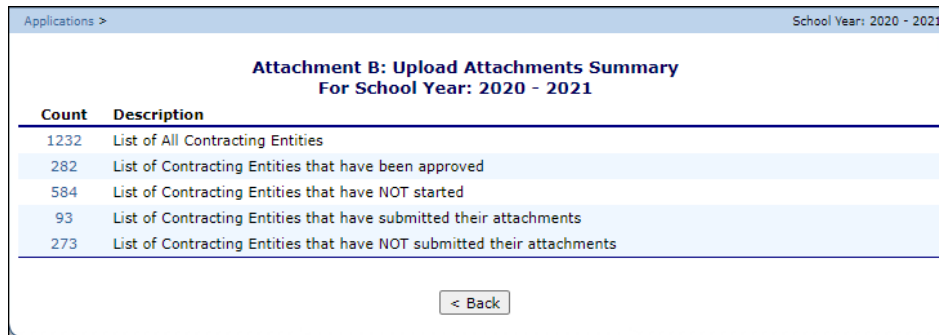
5. Select **Assign** in the Assigned To column.
6. From the **drop-down list**, select the applicable consultant.

7. Select **Save**.
8. Click **<Edit** to return to the previous screen or select **Finish** to complete the action.

## 3.28 Attachment B: Upload Summary

### 3.28.1 Viewing or Modifying a Summary

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. Select **Application Packet** to access the screen.
3. Select **Attachment B: Upload Summary** from the menu.
4. From the Summary screen, select a **number** from the Count column next to the corresponding description.



Count	Description
1232	List of All Contracting Entities
282	List of Contracting Entities that have been approved
584	List of Contracting Entities that have NOT started
93	List of Contracting Entities that have submitted their attachments
273	List of Contracting Entities that have NOT submitted their attachments

**Figure 63: Attachment B Upload Summary Screen**

5. A list of CEs displays. Select a **CE ID** or a **Contracting Entity Name**.



CE ID	Contracting Entity Name	ESC Region
00001		7
00002		7
00003		7
00004		7
00005		7
00006		7

**Figure 64: Attachment B Upload Summary Screen**

6. The Upload Summary displays. Make any necessary **modifications**.
7. Select the **Submit button** to receive a confirmation.
8. Select **<Edit** to return to the previous screen or select **Finish** to complete the activity.

**Comments to Contracting Entity**

The notification letter that was uploaded is a second copy of the household instructions. please delete file and upload a notification letter.

- Does the Contracting Entity use the TDA and/or USDA prototype household application, instructions, and notification letter?
  - Yes  No
- Attach a blank copy of the following printed versions used by the Contracting Entity (select each item).
  - Household Applications** - Word or PDF version of the household application(s) distributed by the contracting entity (CE). Include the school year and type of household application in the file name, i.e., SY\_Multiuse or SY\_Multiuse\_Spanish.
  - Instructions** - Word or PDF version of the instructions used for each household application distributed by the contracting entity (CE). Include the school year and type of household application instructions distributed in the file name, i.e., SY\_Instructions\_All or SY\_Instructions\_Multiuse.
  - Notification Letter** - Word or PDF version of the letter(s) distributed by the contracting entity (CE) with each version of the household application. Include the school year and type of household application letter distributed in the file name, i.e., SY\_Letter\_All or SY\_Letter\_Multiuse.

Completed	Item Type	File Name	Date
<input checked="" type="checkbox"/>	Household Application	2020_2021_NSLP_HHApplication_Standard_MultiChild_200415.docx.txt	8/7/2020 7:15:24 AM
<input checked="" type="checkbox"/>	Instructions	2020_2021_NSLP_HHApplication_Directions_200415.docx.txt	8/7/2020 7:16:10 AM
<input checked="" type="checkbox"/>	Notification Letter	2020_2021_NSLP_HHApplication_Letter_200415.docx.txt	8/7/2020 7:16:45 AM

NOTE: If using the electronic forms, print the form and upload the forms for each item. To modify or delete any uploaded attachments, you must click on the above Household Application, Instructions, or Notification Letter link.

**Certification**

As an authorized representative of the contracting entity (CE), I certify (1) that the information submitted in this form is accurate; (2) that the CE will retain documentation that demonstrates the implementation of policies described in this form; and (3) that the CE will implement these policies in compliance with all applicable regulations.

**Internal Use Only**

Status: Returned for Correction

Reviewed on 08/07/2020

Internal Comments:  
returned for corrections to re-upload the notification letter on 8/12/20. contacted the CE on 8/12/20.

Comments to CE:  
The notification letter that was uploaded is a second copy of the household instructions. please delete file and upload a notification letter.

Created By: NNOTARIANNI on: 7/21/2020 12:38:39 PM    Modified By: NNOTARIANNI on: 8/12/2020 9:35:35 AM

VIEW | **MODIFY** | DELETE | INTERNAL USE ONLY

**Figure 65: Attachment B Upload Summary**

### 3.28.2 Deleting a Summary

1. Select **Application Packet** to access the screen.
2. Select **Attachment B: Upload Summary** from the menu.
3. From the Summary screen, select a **number** from the Count column next to the corresponding description.
4. A list of CEs displays. Select a **CE ID** or a **Contracting Entity Name**.
5. From the Summary screen, select **Delete** from the toolbar located on the bottom-right corner of the screen.

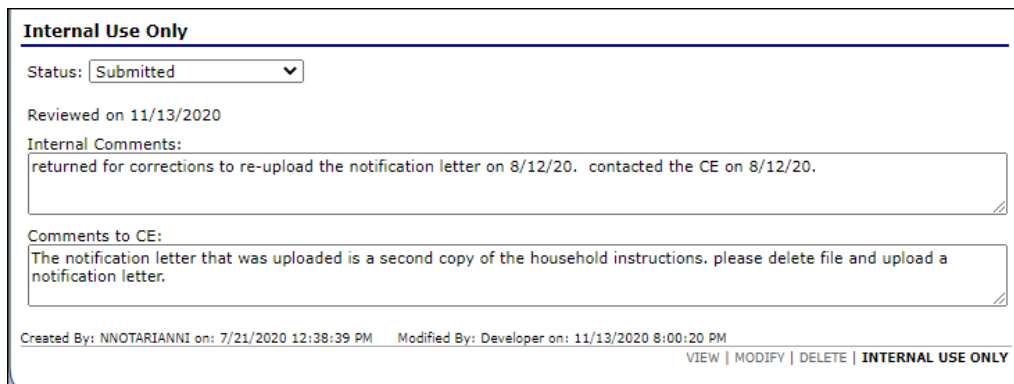
6. A warning displays. Select the Delete button to permanently remove the document from the program.



**Figure 66: Delete Warning Screen**

### 3.28.3 Internal Use Only

1. Select **Application Packet** to access the screen.
2. Select **Attachment B: Upload Summary** from the menu.
3. From the Summary screen, select a **number** from the Count column next to the corresponding description.
4. A list of CEs displays. Select a **CE ID** or a **Contracting Entity Name**.
5. From the Summary screen, select **Internal Use Only** from the toolbar located on the bottom-right corner of the screen.
6. Using the drop-down box, select the **Status**.
7. Make any **modifications** to the comments sections.



**Figure 67: Internal Use Only Section**

## 3.29 Meal Pattern Compliance Summary

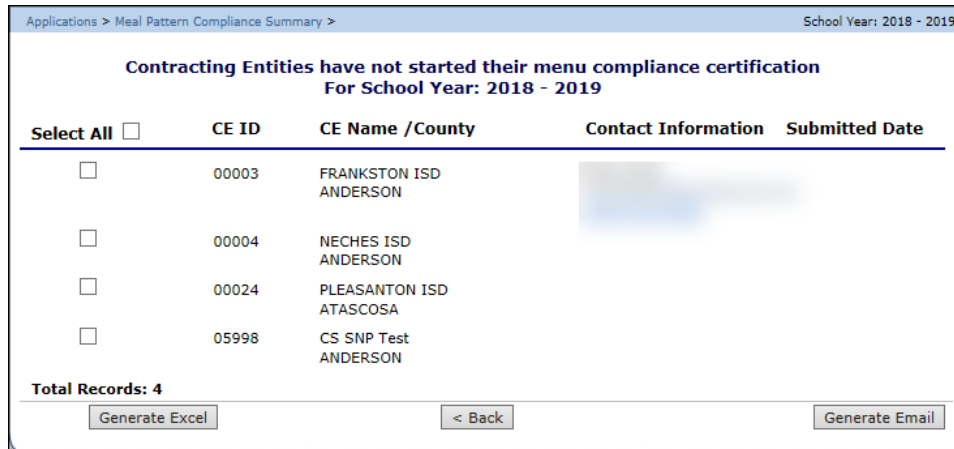
This feature summarizes the number of Menu Pattern Certifications by Contracting Entity Summary.

### 3.29.1 Accessing the Menu Compliance Summary

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. Select **Application Packet** to access the screen.
3. Select **Menu Pattern Compliance Summary** from the menu.

### 3.29.2 Viewing the Meal Compliance Report

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. Select **Application Packet** to access the screen.
3. Select **Menu Pattern Compliance Summary** from the menu.
4. Select a **number** from the Count column. The compliance certification screen displays.



Select All <input type="checkbox"/>	CE ID	CE Name /County	Contact Information	Submitted Date
<input type="checkbox"/>	00003	FRANKSTON ISD ANDERSON		
<input type="checkbox"/>	00004	NECHES ISD ANDERSON		
<input type="checkbox"/>	00024	PLEASANTON ISD ATASCOSA		
<input type="checkbox"/>	05998	CS SNP Test ANDERSON		

Total Records: 4

Generate Excel      < Back      Generate Email

**Figure 68: Compliance Certification Screen**

5. Select the **applicable checkboxes** next to the corresponding CE ID or **Select All** to generate specific reports.
6. Select **Generate Excel** to export a report through Microsoft Excel or select **Generate Email** to forward the reports to another party.

## 3.30 Verification Report

Contracting Entities use the Verification Report function to complete and submit the mandatory annual verification report to the State. The Verification Report contains information about sites collecting applications, site enrollment, eligibility information, and verification results.

### 3.30.1 Accessing a Verification Report

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Verification Report** to display the screen.

### 3.30.2 Completing or Modifying a Verification Report

1. On the blue menu toolbar, select **Applications** access the menu screen.
2. On the menu, select **Verification Report** to display the list.
3. Select **Modify** next to the year that you would like to enter data into the Verification Report. The Verification Report screen for the designated year selected is displayed.



4. Enter **information** into the screen fields provided.
5. Select **Save** to receive a confirmation.
6. Select **<Edit** to return to the Verification Report screen or select **Finish** to return to the Verification Reports List screen.



Please Note: The Verification Report is automatically submitted when all required fields have been completed without errors and the user selects the Save button. If you do not correct the errors, the form status will be listed as “Error”.

### 3.30.3 Deleting a Verification Report

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Verification Report** to display the list screen.
3. Select **Modify** next to the corresponding year to delete an existing **Verification Report**.
4. Select **Delete** on the **Edit** menu in the top-right corner. The system transfers the user to the bottom of the screen and a warning message is displayed.
5. Select the **Delete** button at the bottom of the page. A confirmation message displays.
6. Select **Finish**.




---

**WARNING:** Only Verification Reports that have not been submitted can be deleted. Selecting the Delete button permanently deletes the Verification Report from the system. It will not be recoverable once deleted.

---

### 3.30.4 To Enter Internal Use Only Information

1. On the blue menu bar, select **Applications**.
2. From the Applications menu, select **Verification Report**. The List screen displays.
3. Select **Admin** next to the year to update. The Verification Report screen for the designated school year selected is displayed. The Admin option is not available if the form status is “Not Started”
4. Enter information in the **Internal Use Only** section.
5. Select **Save Internal Use Only**.

If the user is viewing the form and has the security rights to update the Internal Use Only section, the user can also select Internal Use Only on the Edit menu in the top-right corner of the application screen to access the Internal Use Only section of the screen.



Please Note: SMP-only Contracting Entities are not required to submit a Verification Report. These are automatically classified by the system with a status of “Exempt”.

### 3.31 Second Review of Applications

This report captures program data for each Contracting Entity required to complete a second review of applications. Additionally, it will amass the number and type of errors that contribute to incorrect ineligibility or ineligibility determinations. The Second Review of Applications Requires that **all** applications be reviewed, including applications that were initially determined to be ineligible for free and reduced-price benefits.

#### 3.31.1 Accessing the Second Review of Applications List

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Second Review of Applications** to display the screen.

Second Review of Applications List			
Action	School Year	Received Date	Status
Add	2015 - 2016		Not Started
	2014 - 2015		Not Started
	2013 - 2014		Not Started
	2012 - 2013		Not Started
	2011 - 2012		Not Started

< Back

**Figure 69: Applications List**

### 3.31.2 Adding a Review to the Applications List

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Second Review of Applications** to display the screen.
3. Select **Add** in the Action column next to the corresponding school year.
4. Complete the **Contact Information** section.
5. Complete the **Review form**.

Instructions			
This report will capture program data for each School Food Authority (SFA) required to complete a second review of applications. Additionally, it will capture the number and type of errors that contribute to incorrect ineligibility or ineligibility determinations. The Second Review of Applications requires that ALL applications be reviewed, including applications that were initially determined to be ineligible for free and reduced price benefits (i.e., denied by the initial reviewer).			
1-1 Total number of schools in Sponsor:		<input type="text" value="0"/>	
1-2 Total number of enrolled students in Sponsor:		<input type="text" value="0"/>	
1-3 Total number of applications:		<input type="text" value="0"/>	
Note: Report all applications subject to second review			
1-4 Total number of applications with changed eligibility determinations:		<input type="text" value="0"/>	
Note: Report all applications resulting in a changed determination due to the second review process			
<b>1-5 Results of Second Review by Initial Eligibility Determination:</b>			
For each initial eligibility determination (A, B, & C), report the number of applications for each result category (1, 2, & 3), and error-source categories (a, b, c, & d).			
A. FREE - Determined as FREE based on application	B. REDUCED PRICE Determined as REDUCED PRICE based on application	C. PAID Determined as PAID based on application	
1. NO CHANGE: <input type="text" value="0"/>	1. NO CHANGE: <input type="text" value="0"/>	1. NO CHANGE: <input type="text" value="0"/>	
2. Changed to REDUCED PRICE: <input type="text" value="0"/>	2. Changed to FREE: <input type="text" value="0"/>	2. Changed to FREE: <input type="text" value="0"/>	
a. Incomplete application error: <input type="text" value="0"/>	a. Incomplete application error: <input type="text" value="0"/>	a. Incomplete application error: <input type="text" value="0"/>	
b. Categorical eligibility error: <input type="text" value="0"/>	b. Categorical eligibility error: <input type="text" value="0"/>	b. Categorical eligibility error: <input type="text" value="0"/>	
c. Gross income calculation error: <input type="text" value="0"/>	c. Gross income calculation error: <input type="text" value="0"/>	c. Gross income calculation error: <input type="text" value="0"/>	
d. Other error: <input type="text" value="0"/>	d. Other error: <input type="text" value="0"/>	d. Other error: <input type="text" value="0"/>	
3. Changed to PAID: <input type="text" value="0"/>	3. Changed to PAID: <input type="text" value="0"/>	3. Changed to REDUCED PRICE: <input type="text" value="0"/>	
a. Incomplete application error: <input type="text" value="0"/>	a. Incomplete application error: <input type="text" value="0"/>	a. Incomplete application error: <input type="text" value="0"/>	
b. Categorical eligibility error: <input type="text" value="0"/>	b. Gross income calculation error: <input type="text" value="0"/>	b. Categorical eligibility error: <input type="text" value="0"/>	
c. Gross income calculation error: <input type="text" value="0"/>	c. Other error: <input type="text" value="0"/>	c. Gross income calculation error: <input type="text" value="0"/>	
d. Other error: <input type="text" value="0"/>		d. Other error: <input type="text" value="0"/>	

Figure 70: Review Applications Form

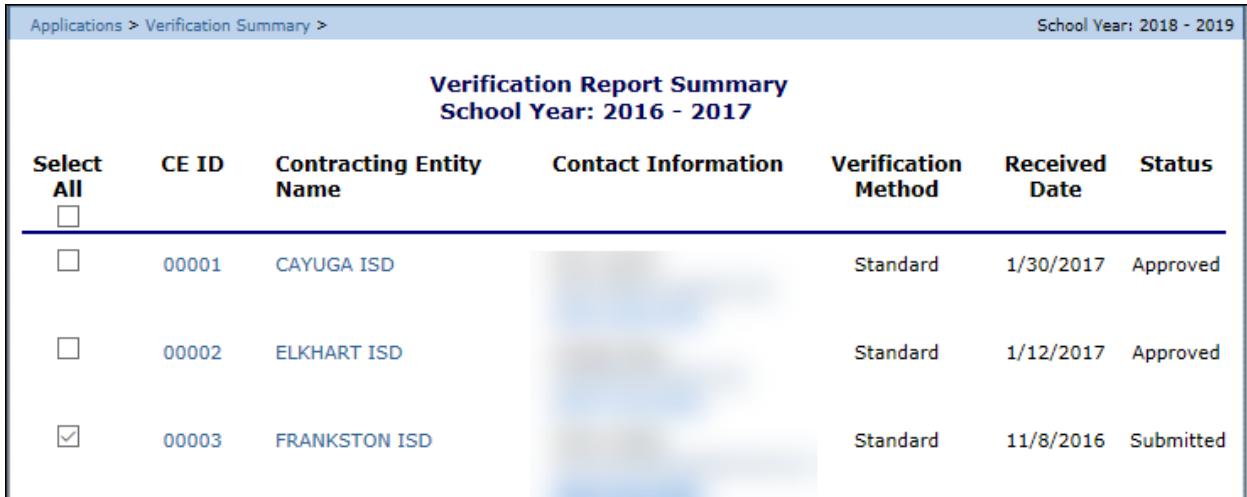
6. Select the **Status**.
7. Respond to question regarding a review of applications for next year using the radio buttons and enter any relevant comments.
8. Select **Save**.
9. The report will be listed on the Programs Report screen with all organizations that completed the second review of application form.

## 3.32 Verification Summary

The Verification Summary function allows State users to quickly and efficiently view a summary of the verification report submission statistics. This menu option is available ONLY to authorized State users.

### 3.32.1. Accessing Verification Summary

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Verification Report Summary**. The Verification Report Summary screen displays.



Select All	CE ID	Contracting Entity Name	Contact Information	Verification Method	Received Date	Status
<input type="checkbox"/>	00001	CAYUGA ISD		Standard	1/30/2017	Approved
<input type="checkbox"/>	00002	ELKHART ISD		Standard	1/12/2017	Approved
<input checked="" type="checkbox"/>	00003	FRANKSTON ISD		Standard	11/8/2016	Submitted

Figure 71: Verification Report Summary Screen

### 3.32.2 Viewing a Verification Summary Report

1. On the blue menu toolbar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Verification Summary**. The Verification Summary screen displays.
3. Under **Count**, select the on-screen report summary to view.
4. Select the **<Back** button to return to the previous page.

### 3.32.3 Emailing Selected CEs Regarding the Verification Summary Report

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Verification Summary**. The Verification Report Summary search screen displays.
3. Enter the search criteria and select **Search**. The Verification Report Summary screen displays with data.
4. Check the boxes next to each CE to include in the email distribution or select **"Select All"** to select all CEs displayed.

5. Select **Generate Email**.
6. In a new window, the desktop will open your email software to a new blank email page. The Authorized Representative email addresses for the selected CEs appears in the “bcc:” field.
7. Enter the **email text** and/or attach a letter. Through your email software, you can now send the email notification.

### 3.33 Food Safety Inspections

The Food Safety Inspections screen allows CEs to enter annual food safety inspection information for each of their sites. Food Safety Inspection reports are submitted for the prior year. Hence, during the 2015-2016 year, CEs are submitting Food Safety Inspection reports for the 2014-2015 year.



Please Note: Only enrolled sites are listed. If the site has an application on file for the designated year, it will be listed and the street address on that application will be displayed.

#### 3.33.1 Accessing a Food Safety Inspections Report

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Food Safety Inspections** to display the screen.

#### 3.33.2 Completing or Modifying a Food Safety Inspections Report

1. On the blue menu toolbar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Food Safety Inspections**. The Food Safety Inspections list screen displays.
3. Select **Modify** next to the year that you would like to enter data into the Food Safety Inspections screen. The Food Safety Inspections screen for the designated year selected is displayed.
4. Enter **information** into the screen fields provided.
5. Select **Save**. A confirmation screen displays.
6. Select **<Edit** to return to the Food Safety Inspections screen or select **Finish** to return to the Food Safety Inspections list screen.



Please Note: The Food Safety Inspections Report is automatically submitted when all required fields have been completed without errors and the user selects the Save button. If you do not correct the errors, the form status will be in “Error”.

### 3.33.3 To Enter Internal Use Only Information

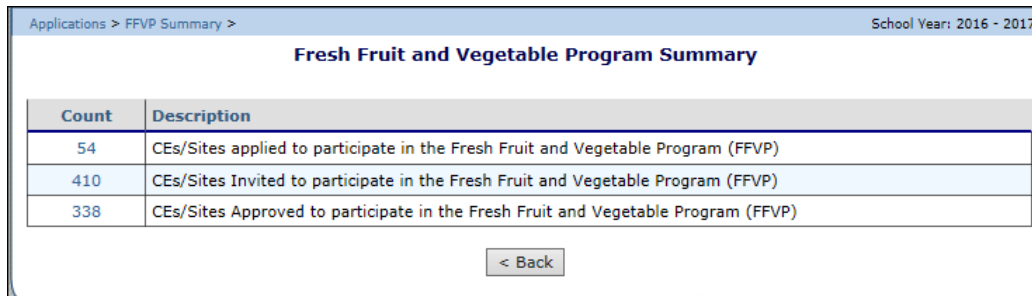
1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Food Safety Inspections**. The Food Safety Inspections list screen displays.
3. Select **Admin** next to the year that you would like to update. The Food Safety Inspections Report screen for the designated school year selected is displayed. The Admin option is not available if the form status is “Not Started” (i.e., the CE has not started to work on the Food Safety Inspections report).
4. Enter information in the **Internal Use Only** section.
5. Select **Save Internal Use Only**.

## 3.34 Food Safety Inspections Summary

The Food Safety Inspections Summary function allows State users to quickly and efficiently view a summary of the Food Safety Inspections report submission statistics. This menu option is available **ONLY** to authorized State users.

### 3.34.1 Accessing Food Safety Inspections Summary

1. On the blue menu bar, select **Applications** to access the menu screen.
2. On the menu, select **Food Safety Inspections Summary** to display the screen.



Count	Description
54	CEs/Sites applied to participate in the Fresh Fruit and Vegetable Program (FFVP)
410	CEs/Sites Invited to participate in the Fresh Fruit and Vegetable Program (FFVP)
338	CEs/Sites Approved to participate in the Fresh Fruit and Vegetable Program (FFVP)

**Figure 72: Food Safety Inspections Summary Screen**

### 3.34.2 Viewing a Food Safety Inspections Summary Report

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Food Safety Inspections Summary**. The **Food Safety Inspections Summary** screen displays.
3. Under Count, select the **on-screen report summary** to view.
4. Select the **<Back** button to return to the previous page.

### 3.34.3 Emailing selected CEs regarding the Food Safety Inspections Summary Report

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Food Safety Inspections Summary** to display the screen.
3. Under **Count**, select the on-screen report summary you wish to view.
4. **Check** the boxes next to each CE to include in the email distribution or select **“Select All”** to select all CEs displayed.
5. Select **Generate Email**. In a new window, your desktop will open your email software to a new blank email page. The Authorized Representative email addresses for the selected CEs appears in the “bcc:” field.

### 3.35 Annual Audits

The Annual Audit screen provides access to the Contracting Entity’s Annual Audit form based on the year that is selected. The State requires that Contracting Entities fill out an annual audit status form one time per year.



Please Note: The Year will default to the current year, if the year needs to be changed, selecting the Year option on the blue menu toolbar at the top of the page will allow the user to select a different year, provided that they have the necessary security clearance.

#### 3.35.1 Viewing and Modifying an Annual Audit Status Form

1. On the blue menu toolbar, select **Applications**.
2. Select **Annual Audit** to access the menu screen.
3. Select **Modify** next to the corresponding School Year.

Applications > Annual Audits > School Year: 2017 - 2018

**Annual Audits**

Action	School Year	Received Date	Status
Modify	2017 - 2018		Not Started
Modify	2016 - 2017		Not Started
Modify	2015 - 2016		Not Started
Modify	2014 - 2015		Not Started
Modify	2013 - 2014		Not Started

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**Figure 73: Annual Audit Menu Screen**



4. The Annual Audit form displays. Complete the required **information**.
5. Select **Save**. A Confirmation screen displays.

Name and Title of Contracting Entity Financial Audit Contact			
1. Name:	Salutation <input type="text"/>	First Name <input type="text"/>	Last Name <input type="text"/>
2. Email Address:	<input type="text"/>		
3. Phone:	<input type="text"/>	Ext: <input type="text"/>	Fax: <input type="text"/>
4. Title:	<input type="text"/>		
Organization Type			
5. Type of Agency:	Educational Institution		
Contracting Entity's 12-Month Fiscal Year			
6. Fiscal Year:	<input type="text"/>		
7. Total Amount Claimed for this fiscal year (as of 1/14/2018):	\$0.00		
Federal Funds			
8. Does your organization expend federal funds from a program other than those administered by TDA?	<input type="radio"/> Yes <input type="radio"/> No		
9. If yes, identify the federal fund source and the total amount for each source that your organization projects to expend for fiscal year 2018.			
Federal Fund Source	Amount		
<input type="text"/>	<input type="text" value="\$0.00"/>		
<input type="text"/>	<input type="text" value="\$0.00"/>		

**Figure 74: Annual Audit Form (Partial)**

6. Select **<Edit** to return to the previous screen or click **Finish** to complete the action.

### 3.35.2 Enter Internal Use Only Information

1. From the Applications menu, select **Annual Audit**.
2. Select **Internal Use Only** in the top-right corner.
3. If prompted, select **OK** in the dialogue box that appears to continue without saving any changes.
4. Select **Save Internal Use Only** to receive a **confirmation**.

### 3.35.3 Deleting an Annual Audit Form

1. From the Application menu, select **Annual Audit** to access the form.
2. On the **Edit** menu, select **Delete**. A warning displays.
3. Select **Delete** to receive a confirmation.
4. Select **Finish** to return to the Applications menu.

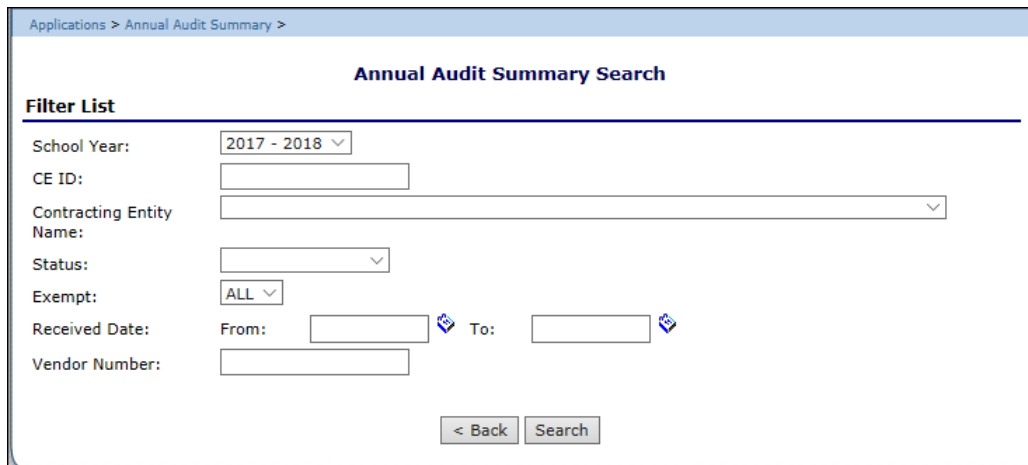
### 3.36 Annual Audits Status Summary

The Annual Audit Summary Search screen provides a search filter for the Annual Audit Status List screen in order to simplify the annual audit process for State users. Results can be filtered by year, contracting entity ID/name, status, exempt status, received date, and vendor number.

The search results from the query criteria entered on the Annual Audit Status Summary screen allow the user to view the audit information, as well as allows the user to export data to an Excel spreadsheet for the Audit and Investigation interface. These spreadsheets can later be uploaded in the Annual Audit Upload feature.

#### 3.36.1 Viewing an Annual Audit Status Summary

1. On the Applications menu select **Annual Audit Status Summary**.
2. The Summary Search Screen displays.



**Figure 75: Annual Audit Summary Search Screen**

3. Enter all relevant **search criteria**.
4. Select **Search**. The Annual Audit Summary Search results screen displays.
5. Select **Export to Excel** at the bottom of the screen. A **“File Save”** box appears.
6. Select **Save** to save the spreadsheet to the computer.
7. Select the **location** to save the file.
8. Select **Save**. The summary data displays in Excel.

## 3.37 Financial Report

The Financial Report screen provides Contracting Entity's revenue and expenditure data.

### 3.37.1 Accessing Financial Report

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Financial Report**. The list screen displays.

### 3.37.2 Viewing or Modifying a Financial Report

1. On the blue menu screen, select **Applications** to access the menu screen.
2. On the menu, select **Financial Report**. The list screen displays.
3. Select **View or Modify** next to the report to view or enter data. The Details screen displays.
4. Enter required **data**.
5. Select **Save** to receive a confirmation.
6. Select **<Edit** to return to the Financial Report Details screen or select **Finish** to return to the Financial Report list screen.

### 3.37.2 Deleting a Financial Report

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Financial Report**. The list screen displays.
3. Select **Modify** next to the corresponding report.
4. Select **Delete** on the Edit menu in the top-right corner.
5. The system transfers the user to the bottom of the screen and a warning message is displayed.
6. Select the **Delete button** at the bottom of the page to receive a confirmation.
7. Select **Finish**.

## 3.38 Financial Report Summary

### 3.38.1 Viewing or Modifying a Financial Report

1. On the Applications menu, select **Financial Report Summary**. The Overview displays.
2. From the Count column, select a **number** next to the corresponding description.

Financial Report Overview For School Year: 2019 - 2020	
Count	Description
1234	List of All Contracting Entities
0	List of Contracting Entities that have an approved Financial Report
1234	List of Contracting Entities that have NOT started a Financial Report
0	List of Contracting Entities that have submitted a Financial Report

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**Figure 76: Financial Report Overview Screen**

- To add CEs to the reporting summary, check the **boxes** next to the corresponding CE or check the **Select All box** to include all CEs.
- Select the **Generate Email button** to create an email containing the reporting summary to the designated CEs.

All Contracting Entities For School Year: 2019 - 2020			
Select	CE ID	Contracting Entity Name / County	Contact Information
<input type="checkbox"/>	00001		
<input type="checkbox"/>	00002		
<input type="checkbox"/>	00003		

**Figure 77: Contracting Entities Screen**

### 3.39 Fresh Fruit and Vegetable Program (FFVP) Summary

This screen provides authorized users the ability to access a list of Contracting Entities/Sites invited to participate in the FFVP and a list of Contracting Entities/Sites approved to participate in the FFVP.

#### 3.39.1 Accessing the FFVP Summary Feature

- On the menu toolbar, select **Applications**.
- From the menu, select **FFVP Summary**.
- Select a number from the **Count column** next to the corresponding CE/Sites Description.

Applications > FFVP Summary > School Year: 2016 - 2017

### Fresh Fruit and Vegetable Program Summary

Count	Description
54	CEs/Sites applied to participate in the Fresh Fruit and Vegetable Program (FFVP)
410	CEs/Sites Invited to participate in the Fresh Fruit and Vegetable Program (FFVP)
338	CEs/Sites Approved to participate in the Fresh Fruit and Vegetable Program (FFVP)

**Figure 78: FFVP Summary Screen**

### 3.39.2 Inviting CEs/Sites

1. From the FFVP Site Approval Screen, enter the **CE ID or Name** of the CE/Site and the region.
2. If applicable, click the **checkbox** next to the “**show only approved sites**” option.
3. Select **Search** to complete the action or select **Clear Filter** to re-enter Search parameters.

4.

Applications > FFVP Summary > FFVP Site Approvals > School Year: 2016 - 2017

### Fresh Fruit and Vegetable Program Sites Approved for School Year: 2016 - 2017

**Filters**

<b>Contracting Entity</b>		<b>Site</b>	<b>Region</b>
CE ID	Name	Name	ESC
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Click to show only approved sites			
<input type="button" value="Clear Filter"/>		<input type="button" value="Search"/>	

**Figure 79: FFVP Summary Search Screen**

5. A list of participating CEs/Sites will display. Select the **checkboxes** next to the applicable CEs/Sites to invite to participate in FFVP or click the **Approve All checkbox**.
6. Select **Save**.
7. A confirmation screen will display. Select **<Edit** to return to the previous screen or **Finish** to complete the action.

## 3.40 Fresh Fruit and Vegetable Program Application Packet

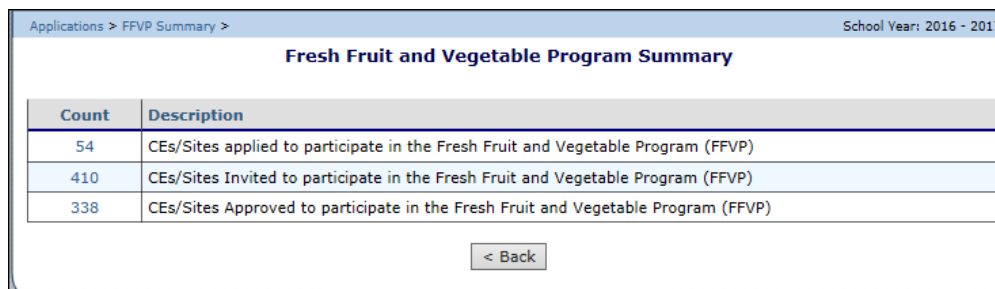


Please Note: Only Contracting Entities by the State to participate in the Fresh Fruit and Vegetable Program will see a Fresh Fruit and Vegetable Program Application item on their Application Packet screen.

Contracting Entities invited by the State to participate in the Fresh Fruit and Vegetable Program (FFVP) must complete a Fresh Fruit and Vegetable Program Application. The Fresh Fruit and Vegetable Program Application is accessed from the Application Packet screen; however, it can be submitted outside of the Application Packet.

### 3.34.1 Accessing the Fresh Fruit and Vegetable Program Summary

1. On the blue menu toolbar, select **Applications**.
2. From the Applications menu, select **FFVP Invitations and Approvals**. The Fresh Fruit and Vegetable Program Summary screen displays.
3. Select **View** next to the **Fresh Fruit and Vegetable Application** packet item. The **Fresh Fruit and Vegetable Program Application** for the designated school year is displayed.



Count	Description
54	CEs/Sites applied to participate in the Fresh Fruit and Vegetable Program (FFVP)
410	CEs/Sites Invited to participate in the Fresh Fruit and Vegetable Program (FFVP)
338	CEs/Sites Approved to participate in the Fresh Fruit and Vegetable Program (FFVP)

Figure 80: Food Safety Inspections Summary Screen

### 3.34.2 Adding a Fresh Fruit and Vegetable Program Application

1. On the blue menu toolbar, select **Applications**.
2. From the Applications menu, select **FFVP Application Packet**. The FFVP Application Packet menu screen displays.
3. Select **Detail** next to the applicable school year. The Fresh Fruit and Vegetable Program Application for the designated school year is displayed.
4. Enter the **Contracting Entity's Contact Information** and select from the invited sites those that are interested in participating in the Fresh Fruit and Vegetable Program.



Please Note: Only the sites that the State has invited to participate in the Fresh Fruit and Vegetable Program will display on the screen; this may be a subset of all the sites associated with the Contracting Entity.

5. Select **Save** to receive a confirmation.
6. Select **<Edit** to return to the Fresh Fruit and Vegetable Program Application screen or select **Finish** to return to the Application Packet screen.

### 3.34.3 Modifying a Fresh Fruit and Vegetable Application

1. On the blue menu toolbar, select **Applications**.
2. From the Applications menu, select **FFVP Application Packet**. The most current year's Application Packet screen displays.
3. Select the **Contracting Entity Name** or **CE ID**.
4. Select **Modify** next to the Site Name or ID. The Fresh Fruit and Vegetable Program Application for the applicable school year is displayed.
5. Update any necessary **information**.
6. Select **Save** to receive a confirmation.
7. Select **<Edit** to return to the Fresh Fruit and Vegetable Program Application screen or select **Finish** to return to the Application Packet screen.



Please Note: The application is automatically submitted when all required fields have been completed without errors and the user selects the Save button. If errors are not corrected, the form status is "Error".

### 3.34.4 Deleting a Fresh Fruit and Vegetable Application

1. On the blue menu toolbar, select **Applications**.
2. From the Applications menu, select **FFVP Application Packet**. The most current year's Application Packet screen displays.
3. Select **Modify** next to the Fresh Fruit and Vegetable Program Application packet item. The Fresh Fruit and Vegetable Program Application for the designated school year is displayed.
4. Select **Delete** on the Edit menu in the top-right corner.
5. The system transfers the user to the bottom of the screen and a warning message is displayed.
6. Select the **Delete** button at the bottom of the page to receive a confirmation.
7. Select **Finish**.




---

**WARNING:** Once the application has been deleted, it is permanently removed and cannot be restored. Use caution before deleting an application.

---

### 3.34.5 Entering Internal Use Only Information

1. On the blue menu toolbar, select **Applications**.
2. From the Applications menu, select **FFVP Application Packet**. The most current year's Application Packet screen displays.
3. Select **Admin** next to the Fresh Fruit and Vegetable Program Application packet item. The Fresh Fruit and Vegetable Program Application for the designated school year is displayed.
4. Enter **information** in the Internal Use Only section.



Please Note: The Fresh Fruit and Vegetable Program application status must be set to "Approved" in order for the State to approve the disbursement of Fresh Fruit and Vegetable Program funds through the Fresh Fruit and Vegetable Program Summary screen.

5. Select **Save Internal Use Only**.




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*Tip: If you are viewing an application and have the security rights to update the Internal Use Only section, the user can also select Internal Use Only on the Edit menu in the top-right corner of the application screen to access the Internal Use Only section of the screen.*

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## 3.35 FFVP Grant Allocations

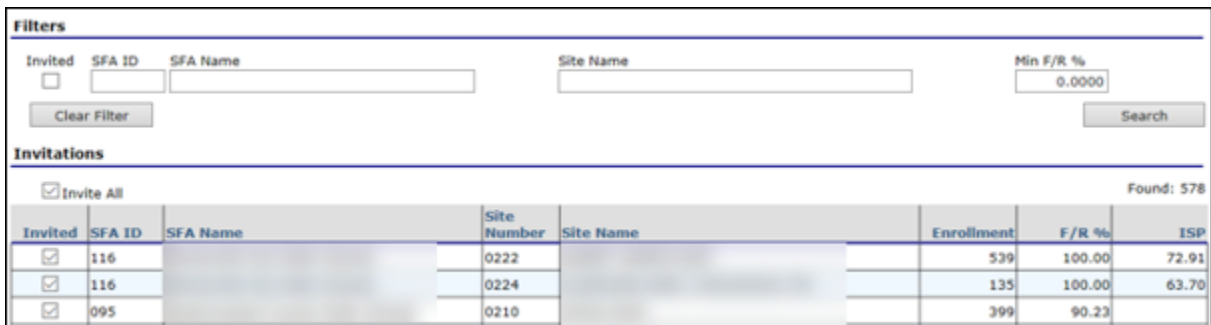
Outside of the program, the State determines which Contracting Entities/Sites, to invite for Fresh Fruit and Vegetable Program participation. Once the State has determined their invite list, they must identify the invitees within the system.

### 3.35.1 Approving a CE/Site for Fresh Fruit and Vegetable Program Funds

1. On the blue menu toolbar, select **Applications**.
2. From the Applications menu, select **FFVP Invitations and Approvals**. The Fresh Fruit and Vegetable Program Summary screen displays.



3. Select the count for the **“CEs/Sites Invited to participate in the Fresh Fruit and Vegetable Program (FFVP)”** option. The Fresh Fruit and Vegetable Program Sites Invited screen displays.
4. Using the parameters provided, search for a **CE/Site** to identify as **“invited”** to apply for the Fresh Fruit and Vegetable Program. To perform a search, **uncheck** the **“click to show only invited sites”** checkbox and enter at least one parameter.
5. Select the **checkbox** next to each **CE/Site** to invite. If you would like to invite all the CEs/Sites displayed, check the **“Invite All”** checkbox.
6. Select **Save**. The respective CE/Sites selected become display only.
7. Inviting a CE/Site through this screen will automatically put a Fresh Fruit and Vegetable Application item on the CE’s Application Packet screen for the designated year.



**Filters**

Invited   
 SFA ID    
 SFA Name    
 Site Name    
 Min F/R %

---

**Invitations**

Invite All Found: 578

Invited	SFA ID	SFA Name	Site Number	Site Name	Enrollment	F/R %	ISP
<input checked="" type="checkbox"/>	116		0222		539	100.00	72.91
<input checked="" type="checkbox"/>	116		0224		135	100.00	63.70
<input checked="" type="checkbox"/>	095		0210		399	90.23	

Figure 81: Fresh Fruit and Vegetable Program Sites Invite Screen (Partial)

### 3.35.2 Approving Funding for a CE/Site for Fresh Fruit and Vegetable Program Funds

1. On the blue menu toolbar, select **Applications**.
2. From the Applications menu, select **FFVP Invitations and Approvals**. The Fresh Fruit and Vegetable Program Summary screen displays.
3. Select the count for the **“CEs/Sites Approved to participate in the Fresh Fruit and Vegetable Program (FFVP)”** option. The Fresh Fruit and Vegetable Program Sites Approved screen displays. The screen defaults to all CEs/Sites that have a Fresh Fruit and Vegetable Program Application with a status of **“Approved”**.
4. Select the **checkbox** next to each CE/Site to approve for funding. If you would like to approve all the CEs/Sites displayed, check the **“Approve All”** checkbox.
5. Select **Save**. The respective CEs/Sites selected become display only. Selecting the **CE Name** will automatically transfer the user to the CE’s Fresh Fruit and Vegetable Program Application.

### 3.36 FFVP Grants

The State must identify the grant award amount for each CE/Site approved to receive Fresh Fruit and Vegetable Program funds. The allocation of grant funds is performed through the Fresh Fruit and Vegetable Grants screen. This menu option is available ONLY to authorized State users.

#### 3.36.1 Accessing the Fresh Fruit and Vegetable Programs Grants

1. On the blue menu toolbar, select **Applications**.
2. From the Applications menu, select **FFVP Grant**. The Fresh Fruit and Vegetable Program Grants – Site Grant Overview List screen displays.

#### 3.36.2 To Allocate Grant Funds to a CE/Site (Add)

1. On the blue menu bar, select **Applications**.
2. From the Applications menu, select **Fresh Fruit and Vegetable Grant Allocations**. The Fresh Fruit and Vegetable Grant Allocations screen displays.
3. Enter **grant information**.
4. Select **Save** to receive a confirmation.
5. Select **<Edit** to return to the Fresh Fruit and Vegetable Program Grants – Site Grant screen or select **Finish** to return to the Fresh Fruit and Vegetable Program Grants – Site Grant Detail List screen.

Fresh Fruit and Vegetable Grant Allocations for School Year: 2014 - 2015					
Grant Allocations					
IRN	Site ID	Site Name	Operating Jul 2014 to Sep 2014	Operating Oct 2014 to Jun 2015	Admin Jul 2014 to Jun 2015
000297	00000297		0.00	0.00	0.00
000304	00000304		0.00	0.00	0.00
000305	00000305		0.00	0.00	0.00

Figure 82: Fresh Fruit and Vegetable Grant Allocation Screen

### 3.37 FFVP Grants Overview

To view all Fresh Fruit and Vegetable Program grants, the user can access the Fresh Fruit and Grant Overview screen. This menu option is available only to authorized State users.

#### 3.37.1 Accessing FFVP Grants Overview

1. On the blue menu toolbar, select **Applications**.
2. From the Applications menu, select **FFVP Grants Overview**.

3. Select the **CE Name** to view a specific Grants Overview.
4. Select the **<Back button** to return to the Applications menu screen.

Applications > FFVP Grant Overview >		School Year: 2016 - 2017	
<b>Fresh Fruit and Vegetable Program Grants - Grant Overview List</b>			
CE ID	CE Name	Site Name	Total Grant Award
00056			\$ 14,094.82
00056			\$ 8,426.26
00079			\$ 31,304.81
00079			\$ 41,314.17

**Figure 83: FFVP Grants Overview List**

### 3.38 Summer Nutrition Program Costs

The Summer Nutrition Program Costs screen allows Contracting Entities to enter their total costs related to operating a summer nutrition program.

#### 3.38.1 Accessing Summer Nutrition Program Costs

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Summer Nutrition Program Costs**. The list screen displays.
3. Select **Modify** next to the year to enter data into the Summer Nutrition Program Costs screen. The screen for the designated year displays.
4. Enter **information** into the screen fields provided.
5. Select **Save** to receive a confirmation.
6. Select **<Edit** to return to the summer Nutrition Program Costs screen or select **Finish** to return to the Summer Nutrition Program Costs list screen.



Please Note: The form is automatically submitted when all required fields have been completed without errors and the user selects the Save button. If the errors are not corrected, the form status will be in an "Error" status.

#### 3.38.2 Deleting Summer Nutrition Program Costs

1. On the blue menu toolbar, select **Applications** to access the menu.
2. On the menu, select **Summer Nutrition Program Costs**. The list screen displays.
3. Select **Modify** next to corresponding year to enter data into the Summer Nutrition Program Costs screen.
4. Select **Delete** on the Edit menu in the top-right corner.

5. The system transfers the user to the bottom of the screen and a warning message is displayed.
6. Select **Delete button** at the bottom of the page. A confirmation message displays.
7. Select **Finish**.




---

**WARNING:** Only Summer Nutrition Program Costs reports that have not been submitted can be deleted. Selecting the DELETE button permanently deletes the form from the system. It will not be recoverable once deleted.

---

### 3.38.3 Entering Internal Use Only Information

1. On the blue menu toolbar, select **Applications**.
2. On the menu, select **Summer Nutrition Program Costs**. The list screen displays.



Please Note: The Admin option is not available if the form status is “Not Started” (i.e., the Contracting Entity has not started to work on the Summer Nutrition Program Costs report).

3. Select **Admin** next to the corresponding year to update the information.
4. Enter information in the **Internal Use Only section**.
5. Select **Save Internal Use Only**.




---

*Tip: If viewing the form and have the security rights to update the Internal Use Only section, the user can also select Internal Use Only on the Edit menu in the top-right corner of the application screen to access the Internal Use Only section of the screen.*

---

## 3.39 Capital Expenditure Request

The Capital Expenditure Request screen allows Contracting Entities to submit capital expenditure requests. Contracting Entities must submit capital expenditure requests for each capital item that is >\$5,000. A Contracting Entity may submit as many capital expenditure requests as required in a given year.

### 3.39.1 Accessing Capital Expenditure Request

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Capital Expenditure Request**. The list screen displays.

### 3.39.2 Adding a Capital Expenditure Request

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Capital Expenditure Request**. The Capital Expenditure Requests list screen displays.
3. Select **Create New Request** button. A blank Capital Expenditure Request screen is displayed.
4. Enter **information** into the screen fields provided.
5. Select **Save**. A confirmation screen displays.
6. Select **<Edit** to return to the Capital Expenditure Request screen or select **Finish** to return to the Capital Expenditure Requests list.



Helpful  
Tips

---

*Tip: % Paid by Program Funds should be entered in whole numbers. If the user enters a decimal, upon selecting Save, the system will use normal rounding to derive a whole number.*

---



Helpful  
Tips

---

*Tip: The maximum quantity that can be entered is "9,999". The maximum cost per item that can be entered is "\$99,999.99". If this is insufficient, please enter the quantity on multiple lines.*

---

### 3.39.3 Modifying a Capital Expenditure Request

1. On the menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Capital Expenditure Request**. The list screen displays.
3. Select **Modify** next to the request that you would like to modify data. The Capital Expenditure Request screen for the selected request is displayed.
4. Make any necessary **modifications**.
5. Select **Save**. A confirmation screen displays.
6. Select **<Edit** to return to the Capital Expenditure Request screen or select **Finish** to return to the Capital Expenditure Request list screen.

### 3.39.4 Deleting a Capital Expenditure Request

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Capital Expenditure Request**.
3. Select **Modify** next to the corresponding year to enter data into the Capital Expenditure Request screen. The Capital Expenditure Request screen for the selected request is displayed.
4. Select **DELETE** on the Edit menu in the top-right corner.
5. The system transfers the user to the bottom of the screen and a warning message is displayed.
6. Select the **Delete** button at the bottom of the page. A confirmation message displays.
7. Select **Finish**.




---

**WARNING:** Only Capital Expenditure Requests that have not been submitted can be deleted. Selecting the **Delete** button permanently deletes the Capital Expenditure Request from the system. It will not be recoverable once deleted.

---

### 3.39.5 Entering Internal Use Only Information

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Capital Expenditure Request**. The Capital Expenditure Request list screen displays.
3. Select **Admin** next to the corresponding year to update. The Capital Expenditure Request screen for the selected request is displayed.



Please Note: The Admin option is not available if the form status is "Not Started".

4. Enter information in the **Internal Use Only** section.
5. Select **Save Internal Use Only**.



Please Note: If the State denies a capital expenditure request, a new form must be completed and submitted. The Contracting Entity cannot modify a denied request.

## 3.40 October Enrollment

The October Enrollment screen allows Contracting Entities to enter their October enrollment and eligibility data for each of their sites.

### 3.40.1 Accessing October Enrollment

1. On the blue menu bar, select **Applications** to access the menu screen.
2. On the menu, select **October Enrollment**. The list screen displays.

### 3.40.2 Completing or Modifying October Enrollment

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **October Enrollment**. The list screen displays.
3. Select **Modify** next to the corresponding year to enter data into the October Enrollment screen. The enrollment screen for the designated year displays.
4. Enter **information** into the screen fields provided.
5. Select **Save** to receive a confirmation.
6. Select **<Edit** to return to the October Enrollment screen or select **Finish** to return to the October Enrollment list screen.



Please Note: The form is automatically submitted when all required fields have been completed without errors and the user selects the Save button. If the errors are not corrected, the form status is "Error".



---

**WARNING:** Only October Enrollment forms that have not been submitted can be deleted. Selecting the **Delete button** permanently deletes the October Enrollment form from the system. It will not be recoverable once deleted.

---

### 3.40.3 Deleting October Enrollment

1. From the Applications menu, select **October Enrollment**. The list screen displays.
2. Select **Modify** next to the corresponding year to enter data into the October Enrollment screen.
3. Select **Delete** in the Edit menu in the top-right corner.
4. The system transfers the user to the bottom of the screen and a warning message is displayed.
5. Select the **Delete button** at the bottom of the page to receive a confirmation.
6. Select **Finish**.

### 3.40.4 Enter Internal Use Only Information

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **October Enrollment**. The list screen displays.
3. Select **Admin** next to the corresponding year to update.



Please Note: The Admin option is not available if the form status is “Not Started”.

4. Enter information in the **Internal Use Only section**.
5. Select **Save Internal Use Only**.




---

*Tip: If viewing the form and have the security rights to update the Internal Use Only section, the user can also select Internal Use Only on the Edit menu in the top-right corner of the application screen to access the Internal Use Only section of the screen.*

---

## 3.41 Site Enrollment

The Site Enrollment screen allows Contracting Entities to enter their Site Enrollment and eligibility data for each of their sites. The site must have an active approved application within the system.

Once the site-level claim data has been entered into the system will automatically pre-populate the fields on the Site Enrollment screen with the respective claim data.

### 3.41.1 Accessing Site Enrollment

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Site Enrollment** to display the list screen.
3. Select **Detail** for the respective school year to view site-level data.
4. Site enrollment site-level data for a Contracting Entity can be exported to MS Excel by selecting the **Export button** on the Site Enrollment Site List screen.



Action	School Year	Reporting Month	
Detail	2016 - 2017	October 2016	
Detail	2015 - 2016	October 2015	
Detail	2014 - 2015	October 2014	
Detail	2013 - 2014	October 2013	
Detail	2012 - 2013	October 2012	
Detail	2011 - 2012	October 2011	

**Figure 84: Site Enrollment Screen**

### 3.41.2 Completing or Modifying Site Enrollment

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Site Enrollment**. The list screen displays.
3. Select **Modify** next to the corresponding year to enter data into the Site Enrollment screen. The list screen for the designated reporting month is displayed.
4. Select **View** next to the corresponding site. The respective site’s Building Enrollment screen is displayed.
5. Enter **Enrollment and Eligibility data** based on the last operating day of October.
6. Select **Save** to obtain a confirmation.
7. Select **<Back** to return to the Site Enrollment screen or select **Finish** to return to the Site Enrollment list screen.

## 3.42 Community Eligibility Provision (CEP)

The Community Eligibility Provision screen allows Contracting Entities to enter Directly Certified (DC) Identified Students and Site Enrollment data for each of their sites. This data is used to report to USDA each designated data collection period and in determining a site’s potential eligibility in participating in the USDA Provision 4 CEP program. Sites which have a 40% or greater percentage of DC are eligible for this option. Sites whose percentage is between 30.00% - 39.99% are potentially eligible.

### 3.42.1 Accessing CEP Site Eligibility

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Community Eligibility Provision**. The Community Eligibility Provision (CEP) Site List screen displays.

Action	School Year	Reporting Date	Open Date	Close Date	Status
View   Modify   Admin	2016 - 2017	April 1, 2017	March 1, 2017	May 1, 2017	Submitted
View   Modify   Admin	2015 - 2016	April 1, 2016	March 1, 2016	May 1, 2016	Submitted
View   Modify   Admin	2014 - 2015	April 1, 2015	March 1, 2015	May 1, 2015	Submitted
View   Modify   Admin	2013 - 2014	April 1, 2014	April 7, 2014	April 11, 2014	Submitted

< Back

Figure 85: Community Eligibility Provision Screen

### 3.42.2 Viewing or Modifying CEP Site Eligibility

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Community Eligibility Provision**.
3. Select the appropriate **Detail (View, Modify, or Admin)** next to the applicable year to enter data into the Site Enrollment screen.
4. Enter the **number of Directly Certified students** and the **total student enrollment** for each site.
5. Select **Save** to obtain a confirmation.
6. Select **<Edit** to return to the Site Enrollment screen or select **Finish** to return to the Site Enrollment list screen.

Select sites are eligible for CEP								
Site ID	Site Name	Nbr Identified Students			Enrollment	ISP	Eligible?	Potentially Eligible?
		SNAP	Other	Total				
0003		103	0	103	147	70.06 %	X	
0041		68	0	68	97	70.09 %	X	
0101		280	0	280	372	75.27 %	X	
0103		0	0	0	0	0.00 %		
0106		146	0	146	195	74.87 %	X	
Contracting Entity Totals		597	0	597	811	73.61 %		

Total Sites: 5

Export    Export All

---

**Internal Use Only**

Date Received: 3/15/2017  
 Status: Submitted  
 Date Approved:  
 Internal Comments:

Comments to Contracting Entity:

Created By: sreyes on: 3/15/2017 11:46:09 AM    Modified By: sreyes on: 3/15/2017 11:46:09 AM

Save    Cancel

VIEW | MODIFY | DELETE | INTERNAL USE ONLY

Figure 86: CEP Screen (Partial Screen)

### 3.42.3 Deleting Community Eligibility Provision

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Community Eligibility Provision**. The Community Eligibility Provision (CEP) Site List screen displays
3. Select **Delete** on the Edit menu in the top-right corner.
4. The system transfers the user to the bottom of the screen and a warning message is displayed.
5. Select the **Delete button** at the bottom of the page. A confirmation message displays.
6. Select **Finish**.

### 3.42.4 Entering Internal Use Only Information

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Community Eligibility Provision**. The CEP Site List Screen displays.
3. Select **Detail** next to the corresponding year that to enter data into the Site Enrollment screen. The Community Eligibility Provision (CEP) - Site Eligibility screen for the designated reporting month is displayed.
4. Enter information in the **Internal Use Only section**.
5. Select **Save Internal Use Only**.

## 3.43 Texas Summer Mandate

By State law, Contracting Entities that meet certain criteria are required to operate a Summer Food Service Program (SFSP), Seamless Summer Option program (SSO) or submit a waiver to the State identifying why they are unable to meet this regulation. The Texas Summer Mandate screen allows Contracting Entities to identify which program they will operate or make a request for a waiver for a specific school year.

### 3.43.1 Accessing Texas Summer Mandate

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Texas Summer Mandate**. The list screen displays.

### 3.43.2 Completing or Modifying Texas Summer Mandate

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Texas Summer Mandate**. The list screen displays.
3. Select **Modify** next to the corresponding year to enter data into the Texas Summer Mandate screen.
4. Enter **information** into the screen fields provided.

5. Select **Save** to receive a confirmation.
6. Select **<Edit** to return to the Texas Summer Mandate screen or select **Finish** to return to the Texas Summer Mandate list screen.



Please Note: The form is automatically submitted when all required fields have been completed without errors and the user selects the Save button. If the errors are not corrected, the form status is “Error”.




---

*Tip: The Contracting Entity can select one of two options: 1) Operating a summer program or 2) Requesting a waiver from operating a summer program. The questions beneath each option are activated Only once the user selected an option.*

---

### 3.43.3 Reviewing a Texas Summer Mandate

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Texas Summer Mandate**. The list screen displays.
3. Select **Admin** next to the corresponding year to enter data into the Texas Summer Mandate screen for the designated year selected is displayed.
4. Enter **information** into the screen fields provided.
5. Select **Save** to receive a confirmation.
6. Select **<Edit** to return to the Texas Summer Mandate screen or select **Finish** to return to the Texas Summer Mandate list screen.

### 3.43.4 Revising a Submitted Texas Summer Mandate



Please Note: Only State-approved submissions can be revised.

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Texas Summer Mandate**. The list screen displays.
3. Select **Revise** next to the year to be updated. The Texas Summer Mandate screen with the most current version of the form is displayed.
4. Make any necessary **modifications** to the screen fields.
5. Select **Save** to receive a confirmation.

6. Select **<Edit** to return to the Texas Summer Mandate screen or select **Finish** to return to the Texas Summer Mandate list screen.



Please Note: The form is automatically submitted when all required fields have been completed without errors and the user selects the Save button. If the user does not correct the errors, the form status is “Error”.



Please Note: The Texas Summer Mandate list screen will now have “+” sign next to the entry with multiple versions. The default display is the most current version; however, by selecting the “+” sign, the user can see all versions for the respected School Year.

+	Action	School Year	Received Date	Latest Version	Status
		2018 - 2019		Original	Not Applicable/ Exempt
	Add	2017 - 2018		Original	
	View   Admin	2016 - 2017	12/01/2016	Original	Approved
+	View   Admin	2015 - 2016	06/02/2016	Rev. 1	Approved
	View   Admin	2014 - 2015	01/27/2015	Original	Approved

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Figure 87: Texas Mandate List Screen

### 3.43.5 Deleting Texas Summer Mandate

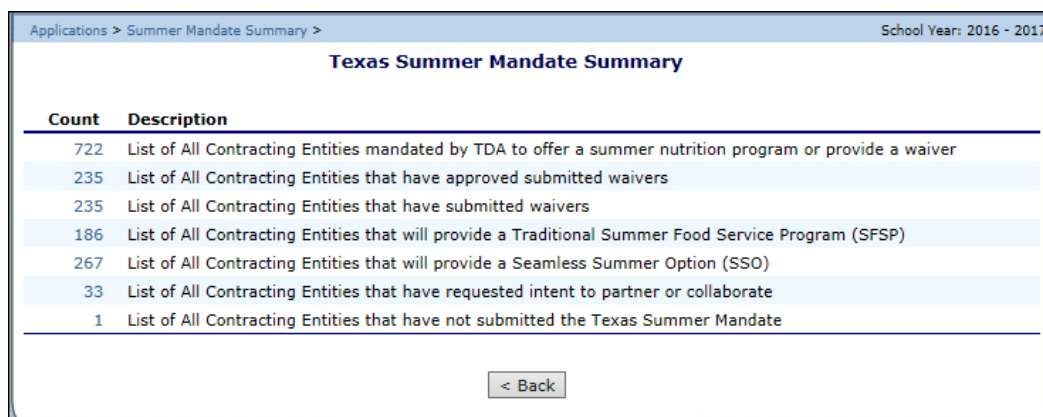
1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Texas Summer Mandate**. The list screen displays.
3. Select **Modify** next to the corresponding year to enter date into the Texas Summer Mandate screen.
4. Select **Delete** on the Edit menu in the top-right corner.
5. The system transfers the user to the bottom of the screen and a warning message displays.
6. Select the **Delete button** at the bottom of the page to receive a confirmation.
7. Select **Finish**.

### 3.44 Texas Summer Mandate Summary

The Texas Summer Mandate Summary function allows State users to quickly and efficiently view a summary of the Texas Summer Mandate statistics. This menu option is available ONLY to authorized State users.

The Texas Summer Mandate Summary screen operates based on TDA-defined business rules. The screen will display counts for only the following submissions:

- If the Contracting Entity’s Type of SNP Organization is “Public”.
- The Contracting Entity has a prior year March claim (or any of its sites have a prior year March claim) with a status of “Accepted”.
- 60 percent or more of their students qualify for free or reduced-price lunch.



Count	Description
722	List of All Contracting Entities mandated by TDA to offer a summer nutrition program or provide a waiver
235	List of All Contracting Entities that have approved submitted waivers
235	List of All Contracting Entities that have submitted waivers
186	List of All Contracting Entities that will provide a Traditional Summer Food Service Program (SFSP)
267	List of All Contracting Entities that will provide a Seamless Summer Option (SSO)
33	List of All Contracting Entities that have requested intent to partner or collaborate
1	List of All Contracting Entities that have not submitted the Texas Summer Mandate

[< Back](#)

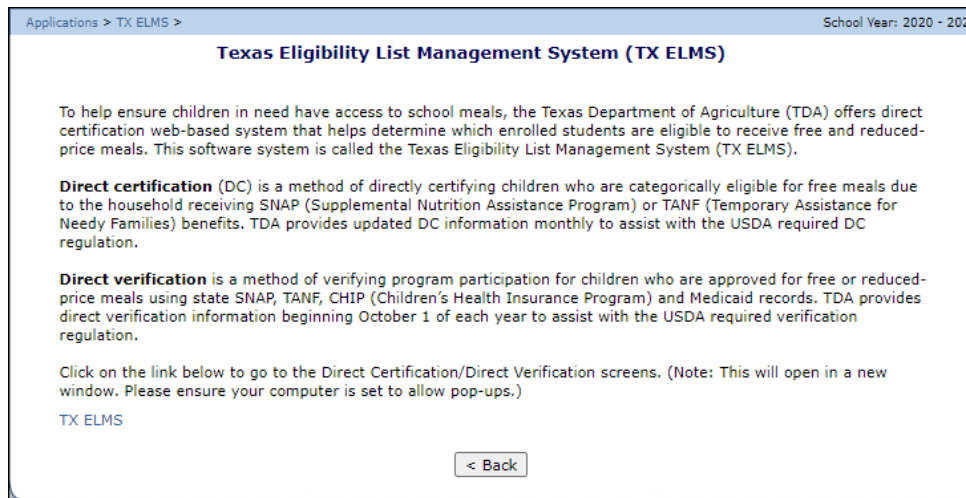
Figure 88: Texas Mandate Summary Screen

#### 3.44.1 Viewing a Texas Summer Mandate Summary Report

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. Select **Texas Summer Mandate Summary** from the menu.
3. Under **Count**, select the on-screen applicable report summary to view.
4. Select the **<Back button** to return the previous page.

### 3.45 TX Eligibility List Management System (TX ELMS)

The TX ELMS feature provides the ability to offer direct certification via a web-based system. Select the link located at the bottom of the screen to be relocated to the web-based feature. Authorized users access to the Direct Certification/Direct Verification system from within TX-UNPS.



**Figure 89: Texas ELMS Screen**



Please Note: By selecting the TX ELMS link on this screen, a new browser window will open providing access to the Direct Certification/Direct Verification system.

The screen will not open if you have a pop-up blocker running on your system. If this occurs, hold down the CTRL key and select Direct Certification/Direct Verification again.

## 3.46 Menu Module and Menu Module Training.

By selecting either of these features, a new browser window will open providing access to the Menu Planner and training modules.

## 3.47 Download Forms

The Download Forms function allows users to view, download and/or print all forms and documents made available on the site by the State.

### 3.47.1 Accessing Download Forms

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Download Forms** to display the screen.

### 3.47.2 Downloading or Viewing a Form

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Download Forms**. The Download Forms screen displays a list of all available forms.

3. Select the **Form ID** of the form you wish to download. If the form is a document, a gray dialog box appears.
4. Select **Open** to view the form or select **Save** to save the form to your computer.
5. Select the **<Back** button to return to the previous screen.



## 4.0 Claims

The TX-UNPS Claims component allows Contracting Entities to submit monthly online reimbursement claim requests to the State, review claim rates, and review historical payment summaries.

### 4.1 About the Claims Process

A CE submits a reimbursement claim to the State for every month in which one or more sites participates in the School Nutrition Programs. CEs may enter CE and site information into the monthly claim form beginning at the first of every month. CEs have thirty days from the last day of the claim month/year to submit an original claim.

Claims cannot be created for a month if there is no approved Application Packet in effect for that period. If you cannot access claims for a specific month, be sure your Application Packet has been approved.

At the time claims are submitted, they are checked by the system to ensure they conform to established business rules governing reimbursement claim eligibility and approval.

The following table identifies the steps related to submitting and processing a claim:

Performed by	Task
Contracting Entity (CE)	Complete the Claim for Reimbursement form(s) for the selected claim month. Submit error-free claim to the State for processing.
State	Review and approve claim. Select claim for inclusion in the payment process. Send payment information to the appropriate State agency for payment.

### 4.2 Claims Menu

CEs use the Claims Menu to access claim functions, view current claim rates, or view payment summaries.

Claims >		School Year: 2016 - 2017
Item	Description	
Claim - SNP	School Nutrition Program Claims	
Claim - SSO	Seamless Summer Option Claims	
Claim - FFVP	Fresh Fruit and Vegetable Program Claims	
Claim Rates	View current claim rates	
Payment Summary	Summary of payments made to this Contracting Entity	
Grant Award Notification	Grant Award Notification	

Figure 90: Claims Menu

## 4.3 Claim Dates

Various dates are used in the claims function. The following table identifies and describes the dates used:

Date	Description
<b>Date Received</b>	This date is typically set to the date the claim was first submitted to the State. The date can be changed by an authorized State user via the Internal Use Only section of the claim form until the claim has been processed for payment. The value of this field is used to validate the 60/90-day claim rules.
<b>Date Accepted</b>	This date is set to the current system date each time the claim is submitted for payment and contains no errors. If errors are detected during the submit process, the date is not set.  These claims are identified with a status of “Accepted”. Accepted claims can be modified until they are included in a payment batch.
<b>Date Processed</b>	This is the date that the claim was added by the State into the batch payment process (via Payment Tracking in the Accounting module). Once the claim has been added to a batch (i.e., “batched”), it cannot be modified.  These claims are identified with a status of “Accepted*” until the batch process has completed. When the batch process is completed, the status of the claim is “Processed”.  If a change is required to a claim that has a status of “Accepted*” or “Processed”, a revised claim must be entered into the system.

## 4.4 Claim Entry

The Claim Entry function is used to enter, modify, and view claims. The system provides the ability to submit claims at the Contracting Entity or site level. Original and upward adjusted claims cannot be submitted if the received date is more than 60 days from the last day of the claim month/year. To create a claim in any given month, an approved Application Packet must be in effect for the period.

### 4.4.1 Accessing a Claim Entry

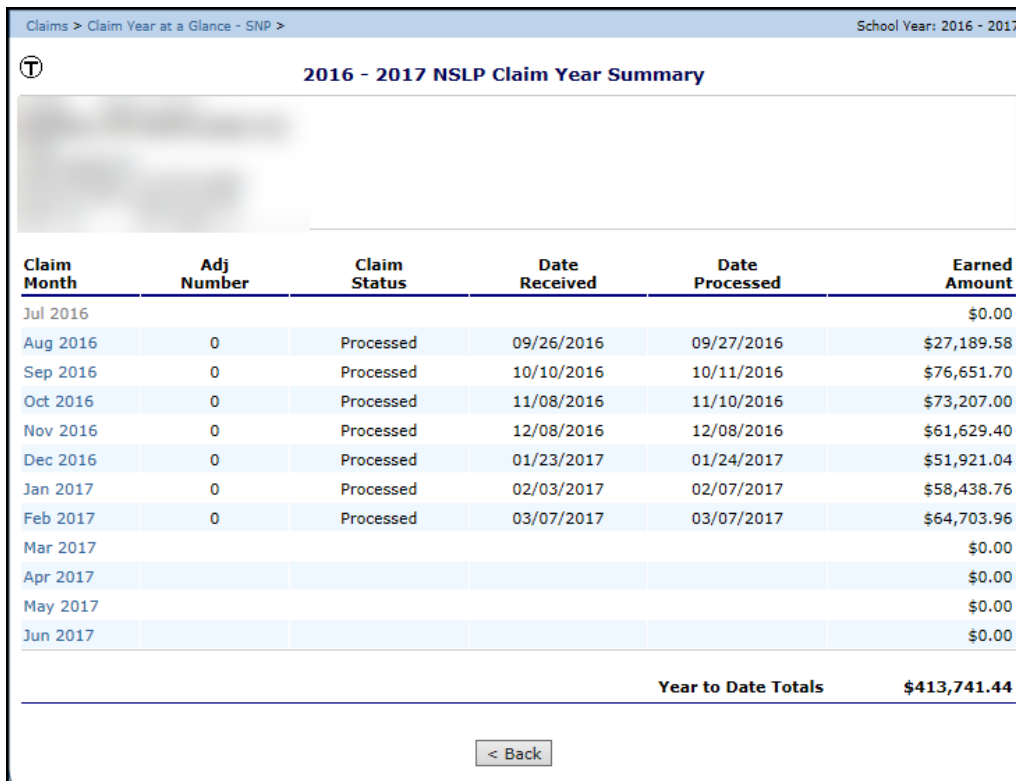
1. On the blue menu bar, select **Claims** to access the menu screen.

2. From the **Claims** menu, select the type of claim you would like to enter (e.g. SNP, SSO or FFVP). The Claim Year Summary screen displays.
  - a) If a CE has already been selected, the Claim Year Summary screen displays.
  - b) If no CE has been selected, use the **CE Search** to search for and select a CE.
3. Select the **Claim Month** to submit a claim. The Claim Month Details screen displays. The current school year is the default year if no other school year has been selected.

## 4.4.2 Claim Year Summary

The Claim Year Summary summarizes information regarding the claim for each claim month in the designated year:

- **Adj Number:** identifies the number of revisions associated with the claim. Each revision must be re-processed by the state.
- **Claim Status:** identifies the current status of the claim.
- **Date Received:** identifies the date the system initially received the claim submission. The State has the authority to modify this date.
- **Date Processed:** identifies the date the claim was included in the payment batch process.
- **Earned Amount:** identifies the current value of the claim.



Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2016					\$0.00
Aug 2016	0	Processed	09/26/2016	09/27/2016	\$27,189.58
Sep 2016	0	Processed	10/10/2016	10/11/2016	\$76,651.70
Oct 2016	0	Processed	11/08/2016	11/10/2016	\$73,207.00
Nov 2016	0	Processed	12/08/2016	12/08/2016	\$61,629.40
Dec 2016	0	Processed	01/23/2017	01/24/2017	\$51,921.04
Jan 2017	0	Processed	02/03/2017	02/07/2017	\$58,438.76
Feb 2017	0	Processed	03/07/2017	03/07/2017	\$64,703.96
Mar 2017					\$0.00
Apr 2017					\$0.00
May 2017					\$0.00
Jun 2017					\$0.00
<b>Year to Date Totals</b>					<b>\$413,741.44</b>

Figure 91: Claim Year Summary Screen

### 4.4.3 Claim Month Details

From the Claim Month Details screen, specific claim forms or a summary of the submitted claim can be accessed.

Claim Month: September 2016						
Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
<a href="#">View</a>   <a href="#">Summary</a>	0	10/10/2016	10/10/2016	10/11/2016	\$76,651.70	Processed
<b>Total Earned</b>					\$76,651.70	

Figure 92: Claim Month Details Screen – Example of Processed Claims

If the claim has been processed, the options are View (to view the completed claim form) or Summary (to view the calculated payment summary related to the claim).

If the claim has not been processed, the options are View (to view the completed claim form), Modify (to enter a new claim or modify an existing claim) or Summary (to view the calculated payment summary related to the claim).



Please Note: Claims can be modified UNTIL they have been added by the State into the batch payment process. Once a claim has been included in a payment batch, the status of the claim is “Accepted\*”) until the batch process has completed. When the batch process has completed, the status of the claim is “Processed”.

### 4.5 Claim Site List

The CE will first select Add Original Claim from the Claim Months Detail screen. The Claim Site List screen will display.

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
There are no claims for this month.						
<b>Total Earned</b>					\$0.00	

Figure 93: Claim Site List Screen

The CE would use the Claim Site List screen to select the site whose claim to add, view, or modify.

### 4.5.1 Adding an Original Claim

Claims can be entered for each eligible month in the school year. Eligible months are determined based on an approved Application Packet and the designated application effective date (identified by the State in the Internal Use Only section of the CE and Site applications).

1. From the Claims menu, select the **type of claim** to enter (e.g., SNP, SSO or FFVP). The Claim Year Summary screen displays.
2. Select a **Claim Month**. The Claim Month Details screen displays.
3. Select **Add Original Claim** button. If the CE is performing site-level claiming, the **Claim Site List** screen displays. Under **Actions**, select **Add** to the left of the Site Name to add an original claim. The Claim for Reimbursement screen displays.
4. Enter claim information for all enrolled programs. Only the programs identified in an approved Application Packet with the appropriate effective date will be available for data entry.
5. Select **Save**. The Claim Month Details screen displays.
6. Review the **information**.
7. To make a modification or correction to the claim, select the **<Back** button to return to the Claim for Reimbursement screen.
8. To submit the claim, check the **Certification box** and select the **Submit for Payment** button.



Please Note: When the Submit for Payment button is selected, the system performs additional edit checks (e.g., 60/90-day rule, etc.). If the system identifies errors, the errors must be corrected before the user can submit the claim for payment.

### 4.5.2 Modifying an Unprocessed Claim

Claims can be modified as many times as necessary until the claim has been submitted **and** processed by the State for payment distribution.

1. From the Claims menu, select the **type of claim** to view (e.g., SNP, SSO, or FFVP). The Claim Year Summary screen displays.
2. Select the applicable **Claim Month**. The Claim Month Details screen displays.
3. The Claim Site List screen displays. Under Actions, select **Modify** to the left of the **Site Name** you wish to view. The Site Claim Report screen displays.
4. Update **claim information**.
5. Select **Save**. The Claim Month Details screen displays.
6. Review the **information**.

7. To make a modification or correction to the claim, select the **<Back** button to return to the Claim for Reimbursement screen.
8. To submit the claim, check the **Certification** box and select the **Submit for Payment** button.

### 4.5.3 Revise a Processed Claim

Claim revision resulting in a downward adjustment may be submitted at any time. Claim revisions resulting in an upward adjustment may be submitted if the date of submission is within 30 days of the last day of the original claim month. Revised claims must be re-processed by the State regardless of their original status.

1. From the **Claims** menu, select the type of claim to enter (e.g., SNP, SSO or FFVP). The Claim Year Summary screen displays.
2. Select the applicable **Claim Month**. The Claim Month Details screen displays.
3. If the CE is performing site-level claiming, the Claim Site List screen displays. Under Actions, select **Revise** to the left of the Site Name whose claim you wish to revise. The Site Claim Report screen displays.



Please Note: The Add Revision button will only display on Claim Month Details screens that currently have no claims created.

4. Make any necessary **changes** to the claim.
5. Select **Save**. The Claim Month Details screen displays.
6. Review the **information**.
7. To submit the revised claim, check the **Certification** box and select the **Submit for Payment** button.

### 4.5.4 Viewing a Claim

1. From the **Claims** menu, select the type of claim to view (e.g., SNP, SSO, or FFVP). The Claim Year Summary screen displays.
2. Select the applicable **Claim Month**. The Claim Month Details screen displays.
3. If the CE is performing CE-level claiming, select **View**. The Leave as is screen displays.
4. If the CE is performing site-level claiming, the Claim Site List screen displays. Under Actions, select **View** to the left of the Site Name to view. The Site Claim Report screen displays.

## 4.5.5 Viewing a Claim Summary

The Claim Summary allows the user to view a summary of the month's claim in an easy-to-read or print format. No modifications can be made from this page.

1. From the **Claims** menu, select the type of claim to view (e.g., SNP, SSO, or FFVP). The Claim Year Summary screen displays.
2. Select the applicable **Claim Month**. The Claim Month Details screen displays.
3. If the CE is performing CE-level claiming, select **Summary**. The Claim for Reimbursement Summary screen displays.
  - If the CE is performing site-level claiming, the Claim Site List screen displays. Under Actions, select **View** to the left of the Site Name to view. The Site Claim Report screen displays.

<b>Contracting Entity Totals</b>			
<b>Meal Type</b>	<b>Meals/Supplements Served</b>	<b>Federal Rate</b>	<b>Reimbursement Federal Amount</b>
<b>National School Lunch Program</b>			
Free	13,093	3.1800	41,635.74
Reduced	0	2.7800	0.00
Paid	0	0.3200	0.00
<b>Total</b>	<b>13,093</b>		<b>41,635.74</b>
<b>Performance-Based Reimbursement (Lunch)</b>			
Claimed	13,093	0.0600	785.58
Adjusted	0	0.0600	0.00
<b>Total</b>	<b>13,093</b>		<b>785.58</b>
<b>School Breakfast Program Severe Need</b>			
Free	8,909	2.0400	18,174.36
Reduced	0	1.7400	0.00
Paid	0	0.2900	0.00
<b>Total</b>	<b>8,909</b>		<b>18,174.36</b>
<b>Afterschool Care Program - Area Eligible</b>			
Free	1,202	0.8600	1,033.72
<b>Total</b>	<b>1,202</b>		<b>1,033.72</b>
<b>Claim Reimbursement Total</b>			<b>61,629.40</b>
<b>Contracting Entity Claim Reimbursement Totals</b>			
Current Claim Reimbursement Total			61,629.40
Previous Claim Reimbursement Total			0.00
<b>Net Claim Reimbursement Total</b>			<b>61,629.40</b>
<a href="#">Show Site Meal Details</a>			
<input type="button" value=" &lt; Back"/>			

Figure 94: Claim for Reimbursement Summary Screen

### 4.5.6 Deleting a Claim

If the CE has entered a claim in error and the claim has not been included in the batch payment process (i.e., the status of the claim is not “Accepted” or “Processed”), the claim can be deleted.

1. From the **Claims** menu, select the type of the claim to view (e.g., SNP or FFVP). The Claim Year Summary screen displays.
2. Select the applicable **Claim Month** to display the screen.
3. If the CE is performing site-level claiming, the Claim Site List screen displays. Under Actions, select **Modify** to the left of the Site Name to view. The Claim for Reimbursement screen displays.
4. Select **Delete** in the Edit menu in the upper-right corner.
5. The system transfers the user to the bottom of the screen and a warning message is displayed.
6. Select the **Delete button** at the bottom of the page. A confirmation message displays.
7. Select **Finish**.

### 4.5.7 Entering Internal Use Only Information for a Site-Level Claim

1. From the **Claims** menu, select the type of claim to review (e.g., SNP, SSO, or FFVP). The Claim Year Summary screen displays.
2. Select the applicable **Claim Month** to access the details screen.
3. Select **Claim** in the Claim Items column. The Claim Site List screen displays. Under Actions, select **Modify** to the left of the Site Name to view. The Site Claim Report screen displays.
4. Select **Internal Use Only** from the top-right of the screen.
5. Enter **information**.
6. Select **Save Internal Use Only** to receive a confirmation.
7. Select **<Edit** to return to the Claim for Reimbursement screen or select **Finish** to return to the Claim Month Details screen.

## 4.6 Claim Rates

The system provides a screen to view claim for reimbursement rates by year. The rates displayed apply for the rate year defined at the top of the page. Meals are reimbursed based on the designated rate established by the USDA. Annually, the reimbursement rates are entered by authorized staff through the Claim Rate Maintenance screens in the Maintenance and Configuration module.



### 4.6.1 Accessing Claim Rates

1. From the Claims menu, select **Claim Rates**. The Claim Rates screen displays.
2. Use the **<Back** button to return to the Claims menu. The Claim Rates screen defaults to the designated school year identified at the top-right of the screen.

## 5.0 Compliance

The Compliance Review Tracking section provides instructions regarding how to navigate through and use the features associated with Administrative Reviews, including Corrective Action Documents (CADs) Through the web-based Compliance module, authorized users can:

- View review schedules.
- Enter and maintain CE contact information related to the review.
- Complete select off-site review forms.
- Submit CADs to the State for review.
- View commendation and technical assistance information.
- View notes from the State.
- Attachment documents within the system.

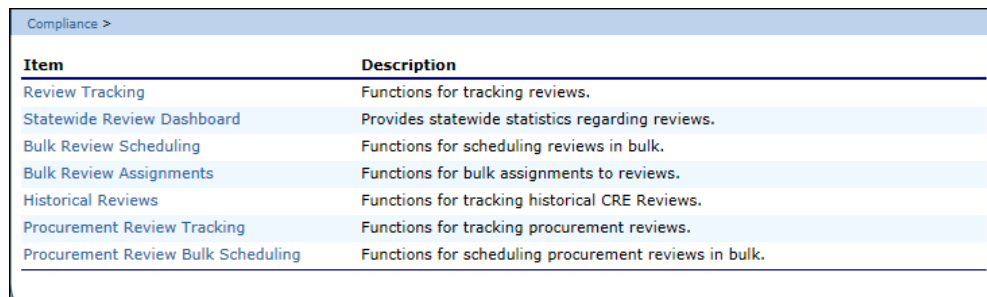
### 5.1 Compliance Menu

Using the SNP module, authorized users have the ability to access the Compliance administration submodule. From the Reviews screen, the user can either add a new Review or open an existing Review to view or modify.

Once a new review has been set up in the system, the user is transferred to the Review Dashboard for a summary of the review and a launching point to all available review-specific functions.

#### 5.1.1 Accessing the Compliance Menu

1. On the blue menu toolbar, select **Compliance** to access the menu screen.



Compliance >	
Item	Description
Review Tracking	Functions for tracking reviews.
Statewide Review Dashboard	Provides statewide statistics regarding reviews.
Bulk Review Scheduling	Functions for scheduling reviews in bulk.
Bulk Review Assignments	Functions for bulk assignments to reviews.
Historical Reviews	Functions for tracking historical CRE Reviews.
Procurement Review Tracking	Functions for tracking procurement reviews.
Procurement Review Bulk Scheduling	Functions for scheduling procurement reviews in bulk.

Figure 95: Compliance Menu Screen

### 5.2 Review Tracking

The Review Tracking can be used to add a new Compliance Review or open an existing Compliance Review to view or modify. This feature contains general administrative information about the review.

This screen is:

- The first screen completed to schedule a review.
- Used by the State throughout the review process to track key dates, etc.
- The last screen completed to close a review.

Some Review Information is pre-populated based on the CE Profile, Application, and/or Site Applications. Furthermore, there is data entered on this screen that drives the status of the Review Progress Bar, CE access to the Off-site review forms, and CE access to the Corrective Action documents.



*Tip: The Review Information screen has several overall review-tracking fields. These are completed over the life of the review.*

### 5.2.1 Viewing or Modifying Review Information

1. If necessary, search for and select a **CE**.
2. Select **Review Tracking** from the Compliance menu.
3. Select the **Details link** for the applicable review. The Review Dashboard displays.

Actions	Review ID	Review Year	Review Type	Lead Reviewer	Scheduled Date	Closed Date	Nbr of Sites	Status
<a href="#">Details</a>	26498	2018 - 2019	Administrative	Romo, Melba			0	Open
<a href="#">Details</a>	18330	2015 - 2016	Administrative	Romo, Melba	10/07/2015	9/23/2016	1	Closed
	52	2010 - 2011	Initial CRE	Cantu, Jaclyn		6/30/2011		Closed

[Add New Review](#) [Expand](#)

**Figure 96: Review Tracking Screen**

4. Select the **View** or **Modify link** next to Review Information.

**Review Progress**

Scheduled
On-site
CAD
Closed

**Review Details**

**Review Type:** Scheduled      **Lead Reviewer:**      **Review ID:** 31388  
**Review Form Set:** CACFP - 2015 v1      **Status:** Open

**Review Tools**

Action	Description
<a href="#">View</a>   <a href="#">Modify</a>	Review Information
<a href="#">View</a>   <a href="#">Modify</a>	Contracting Entity Contact Information
<a href="#">Detail</a>	Site Dashboard (1)
<a href="#">Detail</a>	Review Forms
<a href="#">View</a>   <a href="#">Modify</a>	Corrective Action Documents (0)
<a href="#">View</a>   <a href="#">Modify</a>	Commendations (0)
<a href="#">View</a>   <a href="#">Modify</a>	Technical Assistance (0)
<a href="#">View</a>   <a href="#">Modify</a>	Notes to Contracting Entity (0)
<a href="#">View</a>   <a href="#">Modify</a>	State Agency Notes (0)
<a href="#">Detail</a>	Review Attachments (0)
<a href="#">Detail</a>	Correspondence Tracking (0)

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**Figure 97: Review Dashboard**

5. Enter required **data**.
6. Select **Save**.

**Review Tracking**

Review ID: 31388

1. Review Type: Scheduled ▼
2. Review Form Set: CACFP - 2015 v1 ▼
3. Review Year: 2016 - 2017 ▼
4. Prior Cycle: ▼
5. Month of Review: ▼ ⓘ
6. First Review?
7. Follow-up Required?  Associated Review ID: ▼

**Application Information**

8. Type of Agency: Private Non Profit Organization

Type of CACFP Organization: Sponsor of Affiliated Sites

9. Application Effective Date: [ ]

**Reviewers**

10. Lead Reviewer: Unassigned ▼

11. Additional Reviewer 1: Unassigned ▼

12. Additional Reviewer 2: Unassigned ▼

13. Additional Reviewer 3: Unassigned ▼

14. Additional Reviewers: [ ]

**Figure 98: Review Information Screen**



Please Note: The CE Access to CAD dates determine when the CE will be able to view or modify information prior to the Start Date and will not be able to modify information after the End Date.

### 5.3 Statewide Review Dashboard

The Review Dashboard serves as the launching point for all information pertaining to the review including:

- Managing the administrator of the review.
- Updating review contact information.
- Identifying sites to review.
- Completing forms.
- Managing findings and Corrective Action Documents (CADs).
- Entering Technical Assistance, Notes, and recommendations.

There are four (4) major process steps in completing a SNP review:

- 1) Scheduling a review.
- 2) Preparing for and conducting the On-site review.
- 3) Completing the Findings/Corrective Action process.
- 4) Closing the review.

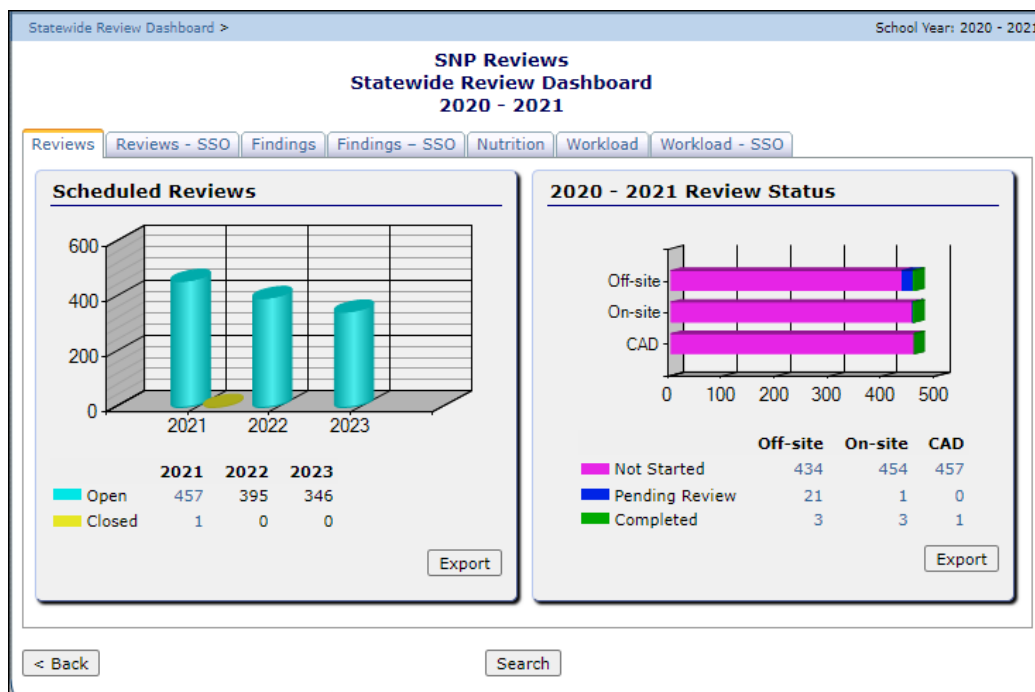


Figure 99: Statewide Review Dashboard

### 5.3.1 Accessing the Review Dashboard

1. If necessary, search for and select a **CE**.
2. On the blue menu toolbar, select **Compliance**.
3. Select **Review Tracking** from the Compliance menu to access the list screen.
4. Select **Details link** for the applicable review.

Review Tools	
Action	Description
View	Review Information
View	Sponsor Contact Information
Detail	Site Dashboard (1)
Detail	Review Forms
View	Corrective Action Documents (0)
View	Commendations (8)
View	Technical Assistance (9)
View	Notes to Sponsor (0)
View	State Agency Notes (0)
Detail	Review Attachments (0)
Detail	Correspondence Tracking (0)

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Figure 100: Statewide Review Dashboard



Please Note: Menu items and links on the Review Dashboard are driven by the Security feature.



*Tip: When applicable, a number in parenthesis is displayed after a menu item. This indicates the respective count of the associated items (e.g., a "(1)" next to Site Dashboard indicates that one (1) site has been selected for review).*

### 5.3.2 Accessing the Graphical Review Data

1. On the blue menu toolbar, select **Compliance**.
2. Select **Statewide Review Dashboard link**.

3. Select the **tab** related to the category of review data to access.

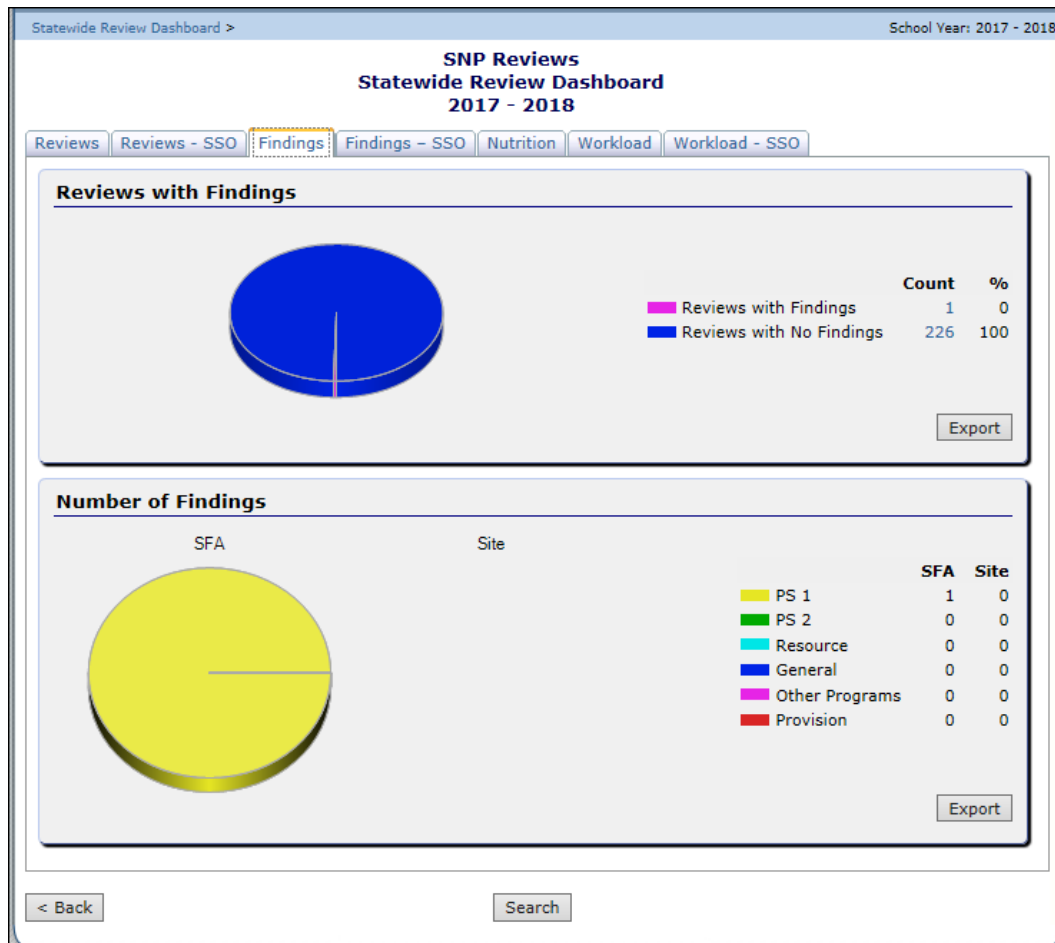
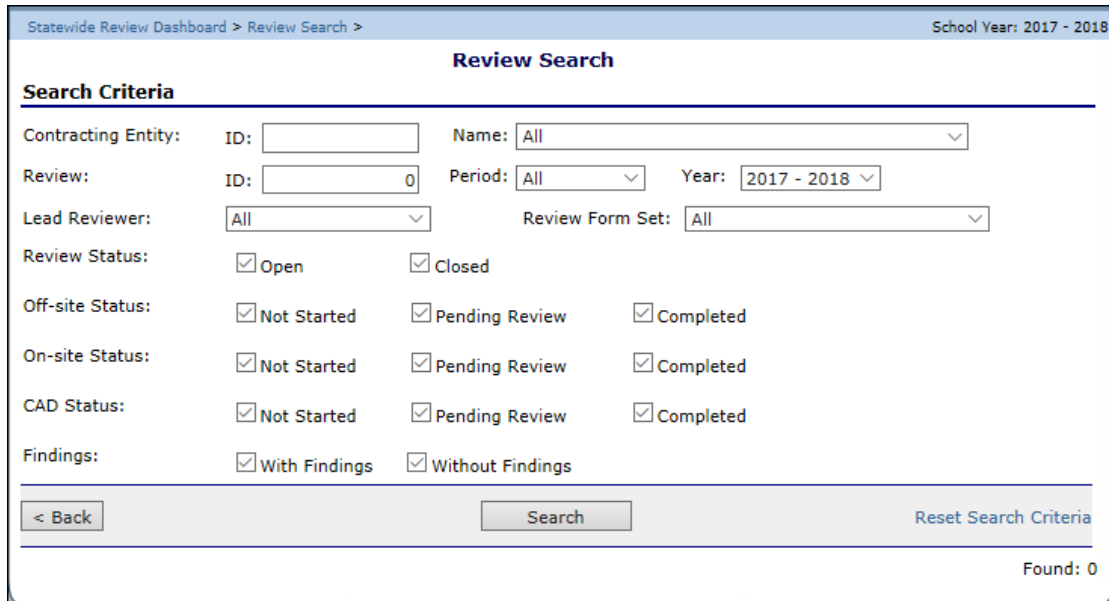


Figure 101: Statewide Review Dashboard Data Tab

4. To view the data for a specific statistic, select the **count link**. The Review Search displays with the data results.
5. To export the data into Microsoft Excel for a specific graphic, select **Export**.

6. To conduct a search not specific to a graphic, select **Search** at the bottom of the page.



**Figure 102: Statewide Review Dashboard Search Screen**

## 5.4 Bulk Review Scheduling

The Bulk Review Scheduling feature provides the ability for the State to add a new review, or to enter/change a Scheduled Date for multiple reviews, from a single screen. This feature reduces work steps by allowing for review creation and Schedule Date definition/updates from a single screen, as opposed to accessing each review and entering the information on the Review Information screen.

### 5.4.1 Accessing the Bulk Review Scheduling Screen

1. On the menu toolbar, select **Compliance** to access the menu screen.
2. If necessary, select **search** to find and choose a CE.
3. Select **Bulk Review Scheduling link**.



Review Scheduling > School Year: 2017 - 2018

### SNP Reviews Bulk Review Scheduling

**Search Criteria**

Review Year:

CE Name:

ESC Region:

TDA Region:

Review Type:

Display CE with no reviews:

[Clear Search Criteria](#)

**Found:**

[]	CE ID	CE Name	ESC Region	TDA Region	Review Type	Scheduled Date	Lead Reviewer	Review Status
<b>No data to display.</b>								

Review Form Set:       Schedule Date:

**Figure 103: Bulk Review Scheduling**

### 5.4.2 Adding a Review

1. On the blue menu toolbar, select **Compliance** to access the menu screen.
2. Select **Bulk Review Scheduling link**.
3. The criteria automatically defaults to CEs with no review scheduled in the current Review Year.
4. Select **Search**. The results section of the screen displays.
5. Check the **box next to each corresponding review** to schedule.
6. At the bottom of the screen, enter the **Schedule Date**.
7. Select **Schedule**. A review is created for each CE with the Scheduled Date set to the entered date. A confirmation message is displayed identifying that the review(s) have been created.
8. Select **Finish**.

### 5.4.3 Adding a Scheduled Date to an Existing Review

1. On the blue menu toolbar, select **Compliance** to access the menu screen.
2. Select **Bulk Review Scheduling link**.
3. Enter the **search criteria**.

4. Select **Search**. The results section of the screen displays.
5. Check the **box** next to each corresponding review to add a scheduled date.
6. At the bottom of the screen, enter the **Schedule Date**.
7. Select **Schedule**. The review's **Scheduled Date** is updated to be the entered date. A confirmation message is displayed identifying that the review(s) have been created.
8. Select **Finish**.

## 5.5 Bulk Review Assignments

The Bulk Review Assignments feature provides the ability for the State to assign a review, or multiple reviews, to a Lead Reviewer. This is useful at the beginning of the year when reviews are allocated to State staff. This is also useful when reviews need to be reassigned throughout the year due to workload management, absent staff, etc. This feature reduces work steps by allowing for review assignments from a single screen, as opposed to accessing each review and entering the Lead Reviewer information on the Review information screen.

### 5.5.1 Accessing the Bulk Review Assignments Screen

1. On the blue menu toolbar, select **Compliance**.
2. Select **Bulk Review Assignments link** to access the screen.

### 5.5.2 Adding a Reviewer

1. On the blue menu toolbar, select **Compliance** to access the menu screen.
2. Select **Bulk Review Assignments link**. Enter the **search criteria**.
3. Select **Search**. The results section of the screen displays.
4. Check the **box** next to each review to assign.
5. At the bottom of the screen, select **Lead Reviewer**.
6. Select **Assigned**. The review is updated with newly assigned Lead Reviewer. A confirmation message is displayed identifying that the review(s) has been created.
7. Select **Finish**.

## 5.6 Historical Reviews

If the State has performed historical reviews within the system, the SNP reviews are also listed on the SNP Review List screen but are not accessible. The user can access these reviews via the Historical Reviews menu item on the SNP Compliance menu.

## 5.7 Procurement Review Tracking

The purpose of the Local Agency Procurement Review is to provide Contracting Entities (CEs) with a resource for completing procurement activities for review to ensure compliance with the established policies and standards of the government program.

The procurement of goods and services is the responsibility of a Contracting Entity. Obtaining the most economical purchase price for the products or services needed should be considered when using Federal funds. Federal, State, and Local Government laws and regulations specify the procurement methods, terms, and conditions CEs must follow to competitively procure goods and services, award contracts, and oversee contractor performance [2 CFR 200.318(b)]. State Agencies are required to ensure that CEs comply with the applicable provisions through audits, administrative reviews, technical assistance, training guidance materials, and by other means [7 CFR 210.19(a)(3)].

## 5.8 Notifying CEs of a Procurement Review

Much like an Administration Review, the State Agencies will notify each CE when a procurement review is needed. Notification may be done within the Procurement Review, by telephone, email, letter, or a combination of all types. Notice may be within 4-6 weeks or more, as the State Agency schedules its reviews for the school year. Advance notice enables CEs to:

- Discuss the review with their administrative, business, and/or procurement officials to prepare for the review.
- Complete a CE Procurement Table of procurement processes conducted during the previous school year.
- Obtain a “vendor paid list”/summary report of expenditures by vendor during the previous school year.
- Provide procurement documentation of purchases from awarded vendor selected by the State on which the review will be conducted.

## 5.9 Scheduling the Review

The State Agency will contact the CE to schedule the procurement review. Procurement reviews will often be conducted in the same year that an CE received an Administrative Review since State Agency procurement reviews are required once every three years. These reviews may be conducted on-site during the Administrative Review, off-site only, or via a combination of on-site and off-site activities.

Once the State Agency communicates the scheduled review, it will notify the CE regarding the information needed from the CE.

For off-site reviews, the CE will need to provide the State Agency with the requested procurement documentation within the Procurement Review. The entrance conference, review, and exit conference will be conducted off-site.

On-site reviews entail the entrance conference, review, and exit conference being conducted on-site or both on-site and off-site. Requested procurement documentation within the Procurement Review must be provided by the State Agency.

If the review will be conducted both on-site and off-site, the State may review documentation on-site and/or off-site if needed and conduct an entrance and/or exit conference on-site.

The State may determine the review approach based on whether the CE’s document storage system is electronic or hard-copy and the CE’s ability to electronically transmit procurement documentation. The State Agency will discuss these options and include the method of review in its notification.

## 5.10 Review List

The **Procurement Review List** enables selection of a specific review by clicking on the **Details** link, as well as the creation of a new review by clicking on the **Add New Procurement Review** link.

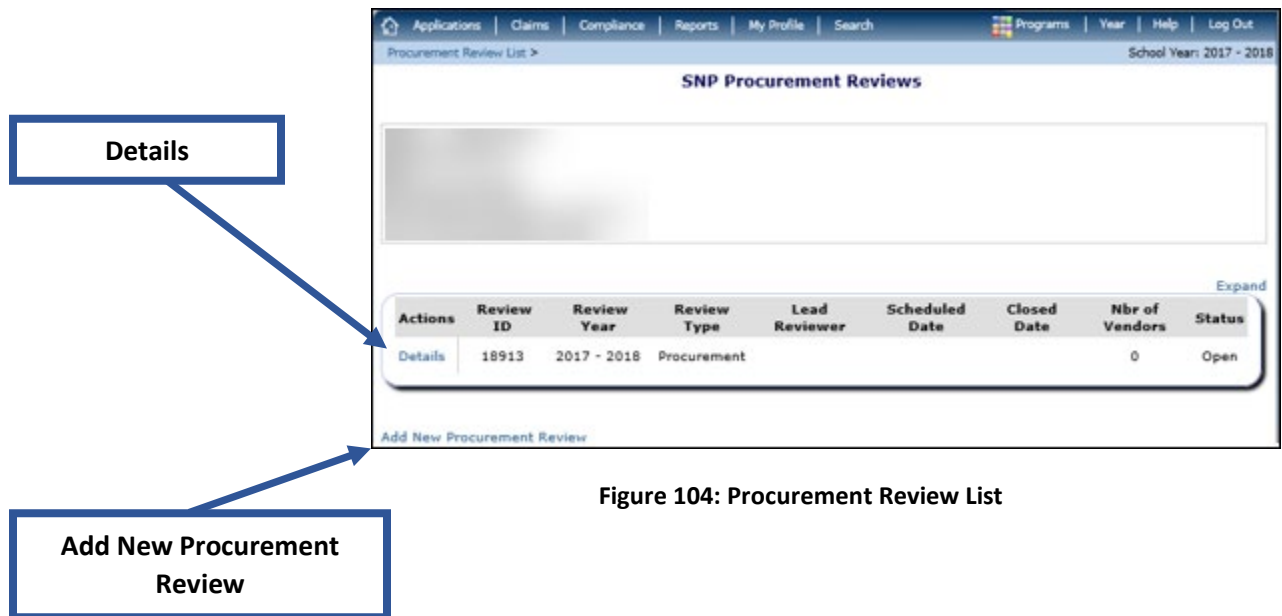


Figure 104: Procurement Review List

Clicking the **Details** link in an existing review navigates to the Procurement Review Dashboard.

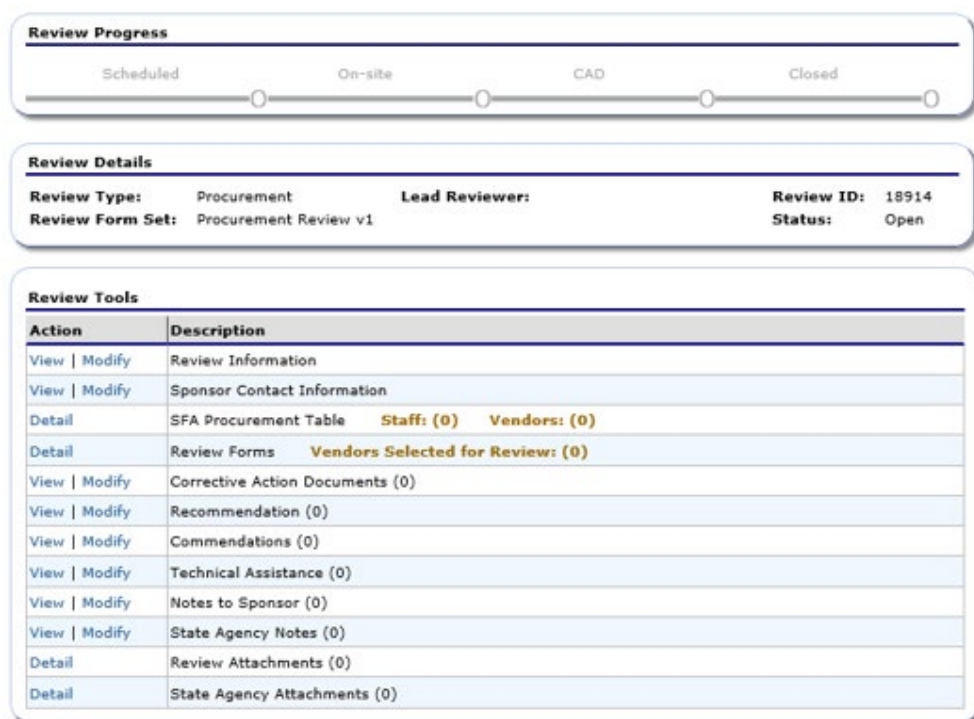
## 5.11 Providing Procurement Documentation

The State Agency requires the CE to complete the "CE Procurement Table" from the Procurement Review Dashboard to collect procurement information from the CE. This is a link within the Procurement Review Dashboard that contains questions and links to forms the CE will complete regarding the vendors that supplied goods and services to the CE during the previous school year.

The CE Procurement Table details the procurement information the CE conducted in the prior school year, the review period, so the State Agency can select a sample of procurements/contracts to review.

In this step, the State Agency will:

- Click **Detail** to access the CE Procurement Table.
- Send notification and the CE Procurement Table to the CE to answer questions and input relevant information. This step is completed outside of this system.
- Request copies of documentation to detail the procurement history.



**Review Progress**

Scheduled — On-site — CAD — Closed

---

**Review Details**

**Review Type:** Procurement      **Lead Reviewer:**      **Review ID:** 18914  
**Review Form Set:** Procurement Review v1      **Status:** Open

---

**Review Tools**

Action	Description
View   Modify	Review Information
View   Modify	Sponsor Contact Information
Detail	SFA Procurement Table <b>Staff: (0)    Vendors: (0)</b>
Detail	Review Forms <b>Vendors Selected for Review: (0)</b>
View   Modify	Corrective Action Documents (0)
View   Modify	Recommendation (0)
View   Modify	Commendations (0)
View   Modify	Technical Assistance (0)
View   Modify	Notes to Sponsor (0)
View   Modify	State Agency Notes (0)
Detail	Review Attachments (0)
Detail	State Agency Attachments (0)

**Figure 105: Procurement Review Dashboard**

CE Procurement Table contains the questions and forms for CEs to input the:

- Procurement Authority Staff Information.
- Dollar value of the CE's small purchase threshold.
- Memberships at retail and/or wholesale club warehouses.
- Use of group purchasing/buying organizations and/or cooperatives.

- Information regarding their purchases such as:
  - Vendors
  - Total paid/vendor
  - Goods/services purchased
  - Competitive procurement method to procure the product(s) or service(s)

### 5.11.1 Procurement Review Dashboard

\*The dashboard is like the other review dashboards. CE Procurement Table replaces Site Dashboard. Review Forms includes the number of vendors selected for review.

### 5.11.2 CE Procurement Table Summary Screen

This screen encapsulates the information on the USDA Procurement module’s CE Procurement Table page.

Procurement Authority
Edit

Does your business office close for summer or another extended period time not associated with a holiday?  
 If yes, what date range is your business office personnel not available?    From:                      To:

---

Procurement Authority Staff
Count: 0

Add Staff

Action	Name	Position/Title	Responsibilities	Contact Information
<b>No Staff Entered</b>				

---

Small Purchase Threshold Information
Edit

What is the small purchase threshold for the LEA/SFA? 0.00  
 What is the small purchase threshold for the State, if applicable? 0.00

---

Group Purchasing Organizations, Group Buying Organizations and Third Party Entities
Edit

Did the SFA pay a membership fee, join at no cost, or otherwise enter into an agreement with a Group Purchasing Organization (GPO), Group Buying Organization (GBO) or third party entity?  
 If Yes, Provide Organization Name/Type

Add Count: 0

Action	Organization Name	Organization Type
<b>No Organizations Entered</b>		

---

Vendors

Type	Vendor Count	# Selected for Review
Micro Purchases	0	0
Small Purchases	0	0
Formal Contracts	0	0
FSMC Contracts	0	0
Processing Contracts	0	0

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**Figure 106: CE Procurement Table Summary Screen**

CE Procurement Table: This form includes questions and forms for CEs to input the:

- Procurement Authority Staff information.
- Dollar value of the CE's small purchase threshold.
- Memberships at retail and/or wholesale club warehouses.
- Use of group purchasing/buying organizations and/or cooperatives.
- Information regarding their purchases such as:
  - Vendors
  - Total paid/vendor
  - Goods/services purchased
  - Competitive procurement method to procure the product(s) or service(s)

### 5.11.3 Common Dashboard Items

The remaining items on the Procurement Review Dashboard are similar to the AR items with the same descriptions.

<a href="#">View</a>   <a href="#">Modify</a>	Corrective Action Documents (3)
<a href="#">View</a>   <a href="#">Modify</a>	Recommendation (2)
<a href="#">View</a>   <a href="#">Modify</a>	Commendations (2)
<a href="#">View</a>   <a href="#">Modify</a>	Technical Assistance (2)
<a href="#">View</a>   <a href="#">Modify</a>	Notes to Sponsor (1)
<a href="#">View</a>   <a href="#">Modify</a>	State Agency Notes (1)
<a href="#">Detail</a>	Review Attachments (1)
<a href="#">Detail</a>	State Agency Attachments (1)

Figure 107: Common Procurement Review Dashboard Items

### 5.11.4 Procurement Authority

Collects information regarding extended closures for the business office.

Procurement Authority
Edit

Does your business office close for summer or another extended period time not associated with a holiday? Yes

If yes, what date range is your business office personnel not available?      From: 6/19/2017      To: 7/28/2017

Figure 108: Procurement Authority Screen

The section is edited by clicking on the **Edit** link. The date range will be required if the question is answered “Yes”.

**Procurement Authority**

- Date range of office closure required.

Does your business office close for summer or another extended period time not associated with a holiday?  Yes  No

If yes, what date range is your business office personnel not available? From:  To:

**Save**

Figure 109: Procurement Authority Screen

### 5.11.5 Procurement Authority Staff

List the name(s), position(s)/title(s), responsibility, and contact information of those person(s) authorized by the CE as procurement agent(s) and who is/are responsible for compliance with Federal, State, and Local Government program regulations, including Child Nutrition Program requirements. The personnel listed in the Procurement Authority Staff screen will be the State Agency’s points of contact.

Action	Name	Position/Title	Responsibilities	Contact Information
<b>No Staff Entered</b>				

Figure 110: Procurement Authority Staff Screen

- The grid is sortable by the Name.
- Staff entries are added by clicking on the Add Staff link. All fields must be completed.

**Procurement Authority Staff**

- Name must be provided.
- Position/Title must be provided.
- Responsibilities must be provided.
- Contact Information must be provided.

Name: \*

Position/Title: \*

Responsibilities: \*

Contact Information: \*

**Save**

Figure 111: Procurement Authority Staff Contact Screen



## 5.12 List of Documentation to Provide to the State

The State Agency will request information from the CE at two different points in time. The first request for documentation will occur after the State Agency has notified the CE of the impending procurement review. The information the State Agency should request includes the CE's:

- Vendor paid list/summary report of all vendors paid from the nonprofit food service account.
- The completed CE Procurement Table.

After receiving the CE's completed CE Procurement Table and/or vendor paid list-summary report of vendors paid, the State Agency will select a sample of procurements to review and request the following documents from the CE for the purposes of the procurement review:

- Vendor paid list/summary report of expenditures by vendor.
- Supporting procurement documentation (solicitations, evaluation, and contracts) for each vendor selected for review [2 CFR 200.318(i)].
- The CE's procurement procedures [ CFR 200.318(a) and 7 CFR 210.21(c)].
- Written Code of Conduct [2 CFR 200.318(c) and 7 CFR 210.21(c)].
- Solicitation documentation (copies of quotes and/or sealed bids/competitive proposals issued and advertisements published, as applicable).
- Responses (quotes for informal procurement procedures and bids/offers for formal procurement procedures).
- Evaluation and scoring results used to select the contractor (for competitive proposals – RFPs)
- Final contract awarded and contract notification documentation.
- Supporting documentation, such as purchase orders and/or receipts/invoices for vendors selected for review (2 CFR 200.318(i)). The State Agency reviewer will examine three receipts from each vendor selected for review. The State has the discretion to request receipts/invoices as follows: three invoices provided in one month from the vendor; one invoice a month for a three-month period; or otherwise as the State Agency chooses.
- Amended contract language, as applicable (The State Agency will need to review amended contracts to determine if a material change was created by an amendment).
- Prior year value of USDA food planned assistance levels for processing contracts for self-operating CEs and for CEs with a FSMC.

Within the **Procurement Review Dashboard**, the CE and State Agency can attach documents within the review feature's "**Review Attachments**" or within the **Review Forms** attachments.

## 5.13 Procurement Standards and Government Regulations

Once the State Agency receives the documentation needed to assess compliance, the information will be reviewed to answer the questions in each form. Answers will be selected from the options provided and, as needed, reviewers will add information in the "comments" box provided next to each question.

When the answer triggers a finding or the need for the State Agency to provide technical assistance to the CE, the user will indicate the finding within the **Findings Detail Screen** will pull the question and information from the review pages into the **“Summary of Findings”** page specific for the review page.

The procurement method features will be used to review a vendor based on the procurement method used by the CE. The State Agency may insert comments/provide technical assistance and record this information in the applicable column (providing technical assistance, establishing findings, and listing required corrective action). The State Agency will review the CE's procurement procedures and answer the applicable questions in each of the applicable review pages.



Please Note: When reviewing the individual procurement methods, micro-purchase methods, small purchase procedures, sealed bids/competitive proposals, FSMC, and processing contracts, the State Agency will use the questions in each page determine if the solicitation process used complies with the type of procurement being reviewed.

## 5.14 Vendors

This section provides links to the details for each of the vendor types, the total number of each vendor type, as well as the number of vendors selected for review for each vendor type.

Vendors		
Type	Vendor Count	# Selected for Review
Micro Purchases	3	2
Small Purchases	3	0
Formal Contracts	2	1
FSMC Contracts	2	1
Processing Contracts	2	1

**Figure 112: Vendor Screen**

The association to the USDA’s procurement module is as follows:

- Micro-purchases – purchases from vendors valued at \$3,500 or below.
- Small purchases/informal contracts – purchases from vendors valued at \$150,000 or below or most restrictive threshold.
- Formal contracts: sealed bids/competitive proposals – vendor contracts valued above \$150,000 or at above the State’s/CE’s small purchase threshold.

## 5.15 Micro Purchases Vendors

List the name of the vendor(s), goods/services provided, total paid to vendor(s), and how many purchases were made from this vendor(s) during the school year are listed in the appropriate boxes.

Micro Purchase Vendors							
(Purchases from vendors valued at \$3,500 or below)							
Add Vendor							Count: 2
Action	Vendor Name	Vendor ID	Goods/Services	Total Paid	# Purchases	Comments	Selected
Modify	ABC Micro Vendor	012345	Fruit	\$2,500.00	2		✗
Modify	EFG Micro Vendor	6547879	Vegetables	\$1,700.00	3		✓

Micro Purchase Vendor Analysis			
	Count	Required to Review	Selected for Review
All Micro Purchase Vendors	2	1	1

Minimum selection requirements have been met.

Figure 113: Procurement Table Vendor Screen

The Micro Purchase Vendors section allows the CE to add or modify vendors and has an indicator to show if the vendor has been selected for review.

Please note by the indicator that one vendor is selected for review.

Micro Purchase Vendors							
(Purchases from vendors valued at \$3,500 or below)							
Add Vendor							Count: 2
Action	Vendor Name	Vendor ID	Goods/Services	Total Paid	# Purchases	Comments	Selected
Modify	ABC Micro Vendor	012345	Fruit	\$2,500.00	2		✗
Modify	EFG Micro Vendor	6547879	Vegetables	\$1,700.00	3		✓

Figure 114: Micro-Purchase Vendor Screen

The Micro Purchase Vendor Analysis section displays the count of vendors, the number of vendors required to review, and the number of vendors selected for review.

Please note: A warning will appear if the minimum number of vendors have not been selected for review.

Micro Purchase Vendor Analysis			
	Count	Required to Review	Selected for Review
All Micro Purchase Vendors	2	1	1

Minimum selection requirements have been met.

Figure 115: Micro-Purchase Vendor Analysis Screen

## 5.16 Small Purchases Vendors

List the names of vendor(s), goods/services provided, and total paid to vendor(s) are listed, as well as all applicable questions have been responded to.

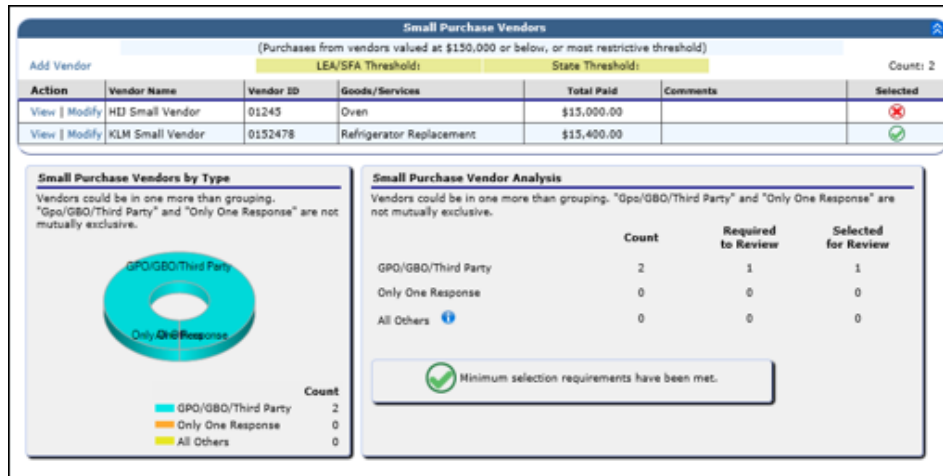


Figure 116: Small Purchases Vendor Screen

The Small Purchase Vendors section allows for vendors to be added or modified and has an indicator to show if the vendor has been selected for review.



Figure 117: Small Purchase Vendor List Screen

The Small Purchase Vendor Analysis section displays the count of vendors, the number of vendors required to review, and the number of vendors selected for review.

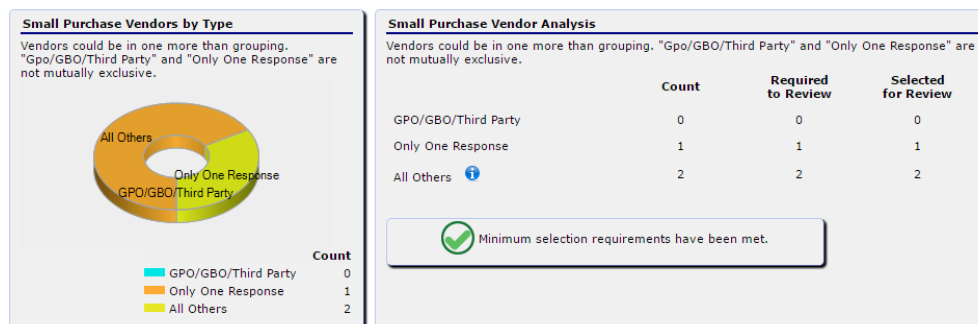


Figure 118: Small Purchase Vendor Analysis Screen

Small purchase vendors (and subsequent vendor types) allows for the selection of the GPO/GB0/third party organization previously mentioned, if needed. The drop-down list on the vendor entry/edit screens is populated from the list of Organization Names entered on the CE Procurement Summary screen.

## 5.17 Formal Contracts Vendors

List the name of vendor(s), goods/services provided, contract value, solicitation type (IFB or RFP), contract type (fixed price or cost reimbursable), and contract duration are listed, as well as all applicable questions have been responded to.

Please note: A warning will appear if the minimum number of vendors have not been selected for review.

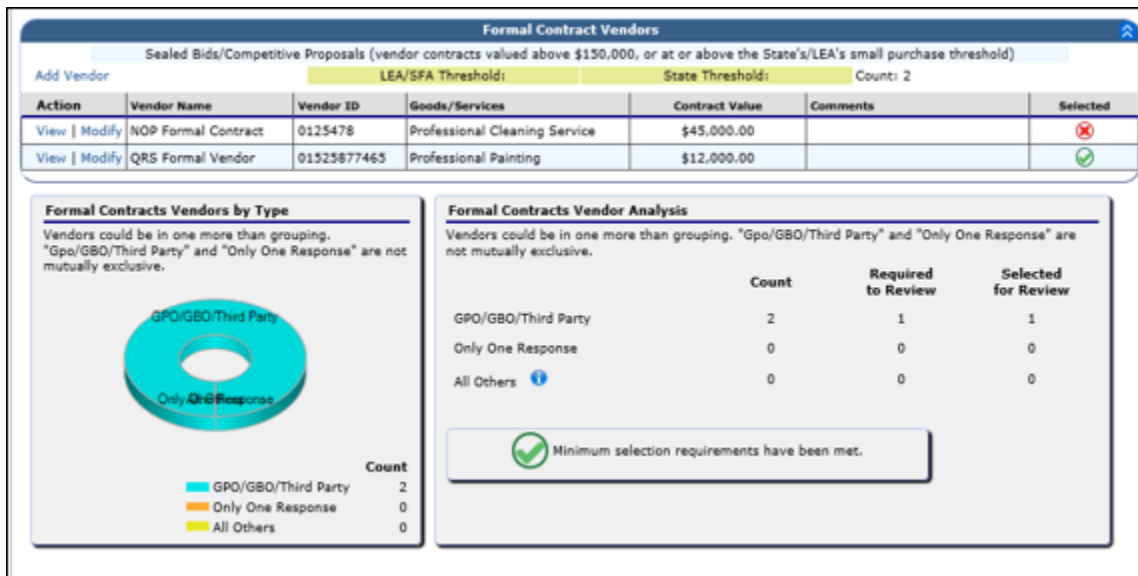


Figure 119: Formal Contract Vendor Screen

The Formal Contract Vendors section allows for vendors to be added, viewed, or modified and has an indicator to show if the vendor has been selected for review.

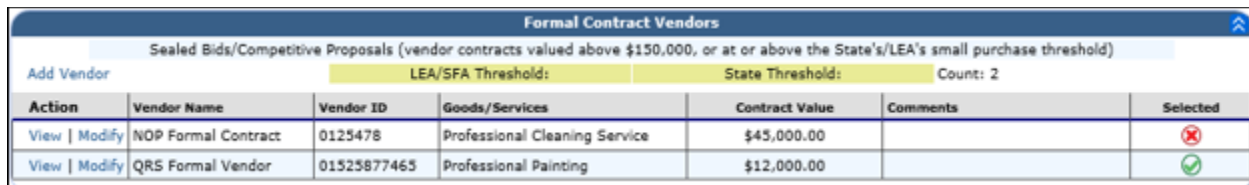


Figure 120: Formal Contract Vendor List Screen

The Formal Contracts Vendor Analysis section displays the count of vendors, the number of vendors required to review, and the number of vendors selected for review.

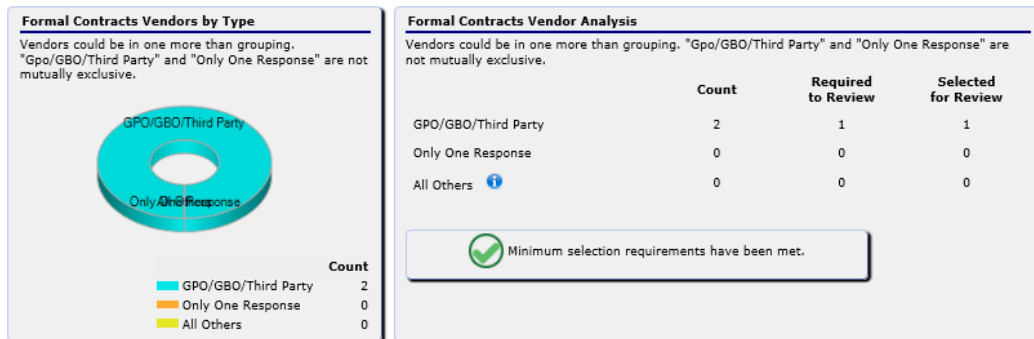


Figure 121: Formal Contract Vendor Analysis Screen

## 5.18 FSMC Contracts

List the contract value, solicitation type (IFB or RFP), and contract type (fixed price or cost reimbursable, contract year), and respond to all applicable questions.

Please note: A warning will appear if the minimum number of vendors have not been selected for review.

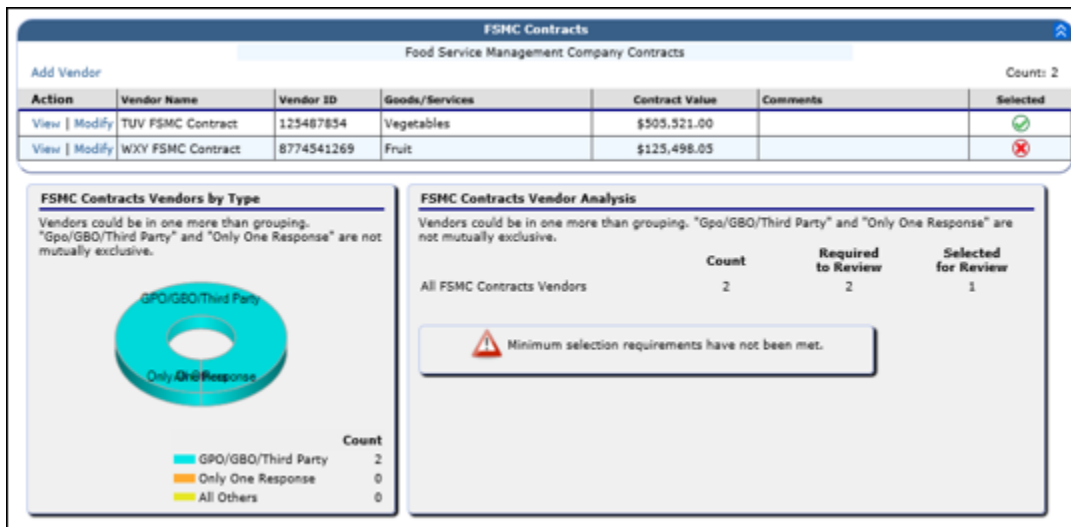


Figure 122: FSMC Contracts Screen

Verify the contract value, procurement type, and contract duration are listed, as well as all applicable questions have been responded to.

FSMC Contracts						
Food Service Management Company Contracts						
Add Vendor						Count: 2
Action	Vendor Name	Vendor ID	Goods/Services	Contract Value	Comments	Selected
<a href="#">View</a>   <a href="#">Modify</a>	TUV FSMC Contract	125487854	Vegetables	\$505,521.00		<input checked="" type="checkbox"/>
<a href="#">View</a>   <a href="#">Modify</a>	WXY FSMC Contract	8774541269	Fruit	\$125,498.05		<input type="checkbox"/>

Figure 123: FSMC Contracts Screen

The FSMC Contract Vendor Analysis section displays the count of vendors, the number of vendors required to review, and the number of vendors selected for review.

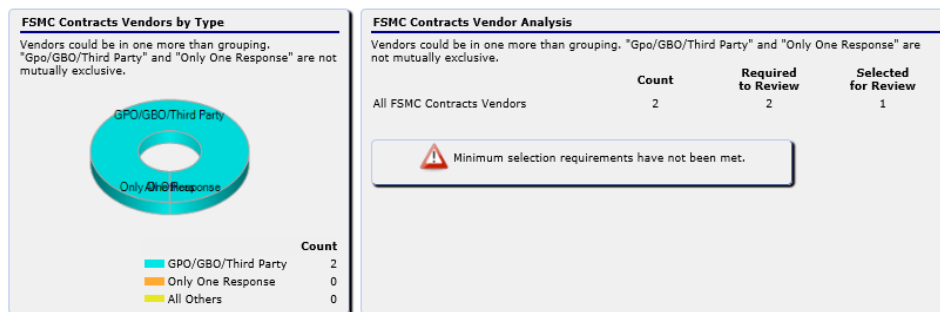


Figure 124: FSMC Contracts Screen

## 5.19 Processing Contracts

List the contract value, procurement type, and contract duration are listed. Answer all applicable questions.

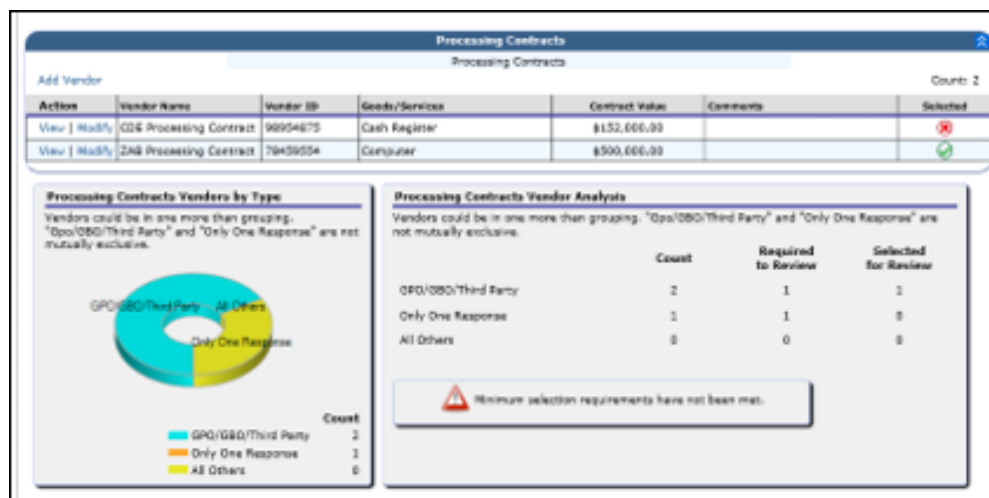


Figure 125: Procurement Table Vendor Screen

Processing Contracts						
Processing Contracts						Count: 2
Action	Vendor Name	Vendor ID	Goods/Services	Contract Value	Comments	Selected
<a href="#">View</a>   <a href="#">Modify</a>	CDE Processing Contract	98954875	Cash Register	\$152,000.00		<input type="checkbox"/>
<a href="#">View</a>   <a href="#">Modify</a>	ZAB Processing Contract	78459554	Computer	\$500,000.00		<input checked="" type="checkbox"/>

Figure 126: Processing Contracts Screen

The Processing Contracts Vendor Analysis section displays the count of vendors, the number of vendors required to review, and the number of vendors selected for review.

Please note: A warning will appear if the minimum number of vendors have not been selected for review.

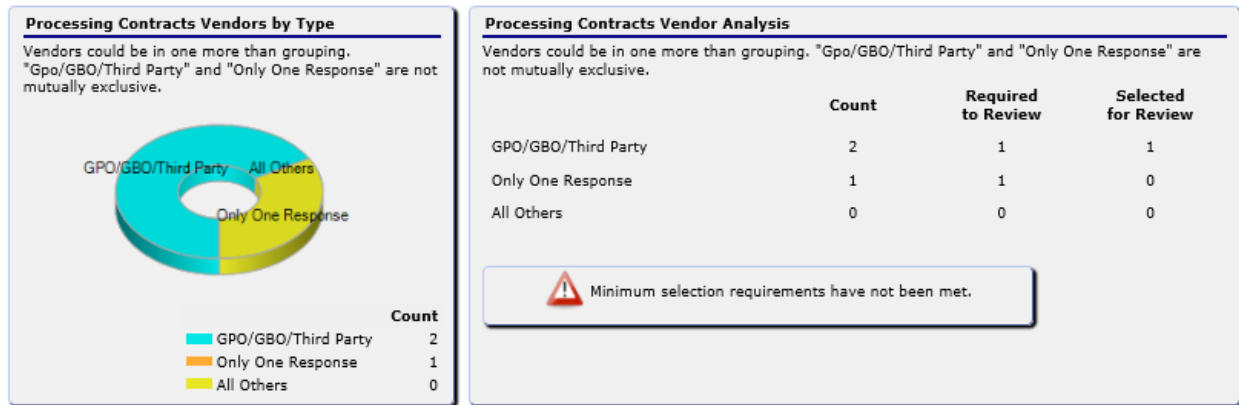


Figure 127: Processing Contracts Vendor Analysis Screen

## 5.20 Technical Assistance and Corrective Action

After completing the review, the State Agency must identify the areas of noncompliance, note the technical assistance provided, and document the findings/associated corrective actions necessary.

As the reviewer answers the questions in each page, the response to the question will determine whether corrective action is necessary. Answers that are designated as findings or requiring technical assistance will auto-populate into the corresponding review tool, Corrective Action documents, and/or Technical Assistance, and provide a summary of the designated Findings.



- From the Procurement Review Forms screen, select **View** or **Modify** next to the corresponding vendor review file.

Procurement Review List > Procurement Review Dashboard > Procurement Review Forms > School Year: 2017 - 2018

### SNP Procurement Review Review Forms

	Action	Form	Status
<input type="checkbox"/>		Procurement Review (11)	
<input type="checkbox"/>		Sponsor Level (11)	
	View   Modify	100 - General Procurement Procedures	
	View   Modify	Micro Purchases - All	
	View   Modify	Small Purchases - All	
	View   Modify	Formal Contracts - All	
	View   Modify	FSMC - All	
	View   Modify	Processing Contracts - All	
<input type="checkbox"/>		Micro Purchase Vendors (1)	
	View   Modify	EFG Micro Vendor	
<input type="checkbox"/>		Small Purchase Vendors (1)	
	View   Modify	KLM Small Vendor	
<input type="checkbox"/>		Formal Contracts Vendors (1)	
	View   Modify	QRS Formal Vendor	
<input type="checkbox"/>		FSMC Contracts Vendors (1)	
	View   Modify	TUV FSMC Contract	
<input type="checkbox"/>		Processing Contracts Vendors (1)	
	View   Modify	ZAB Processing Contract	

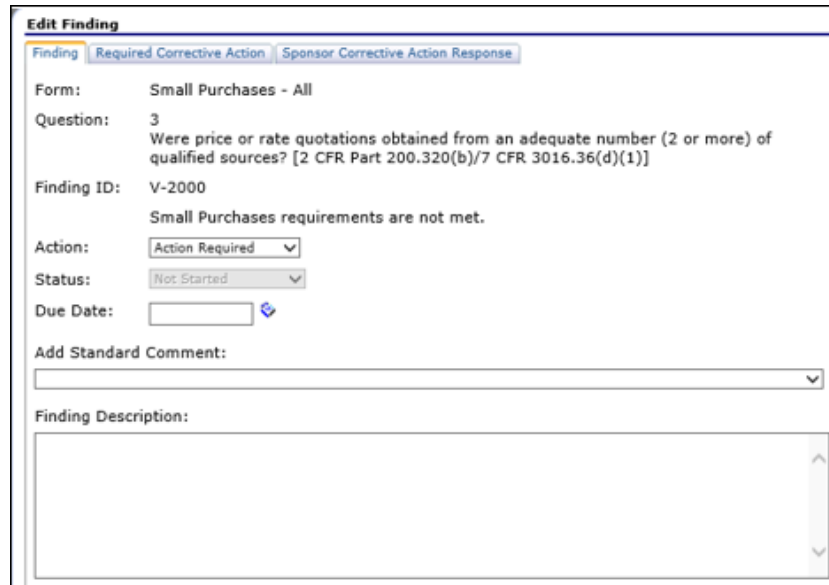
**Figure 128: Procurement Review Forms Menu**

- The selected form displays.
- Select **Yes**, **No**, or **N/A** to answer the question.
- Populate the **Comments** box with the appropriate response.
- If the answer results in a Technical Assistance or a Finding choose either the **Finding (F)** or **Technical Assistance (T)** icons next to the question. The Technical Assistance/Finding screen will be displayed.

If the user clicks on the “**F**” icon this following screen displays. Please note the three tabs along the top of the screen.

- Under the Finding tab, select which **Action** is required in the drop-down menu.
- Select the appropriate **Status** in the drop-down menu.
- Fill in the **Due Date** for Corrective Action to be completed.

- Select a **Standard Comment** that is provided in the drop-down menu.
- Enter the **Description** of the Finding in the text box.



**Edit Finding**

Finding | Required Corrective Action | Sponsor Corrective Action Response

Form: Small Purchases - All

Question: 3  
Were price or rate quotations obtained from an adequate number (2 or more) of qualified sources? [2 CFR Part 200.320(b)/7 CFR 3016.36(d)(1)]

Finding ID: V-2000  
Small Purchases requirements are not met.

Action: Action Required

Status: Not Started

Due Date:

Add Standard Comment:

Finding Description:

**Figure 129: Edit Findings Description Screen**

- Click on the **Required Corrective Action** tab.
- Select a **Standard Comment** that is provided in the drop-down menu.
- Enter the **Required Corrective Action** in the text box.
- Enter any **Finding Description/Special Instructions** within the text box.



**Edit Finding**

Finding | Required Corrective Action | Sponsor Corrective Action Response

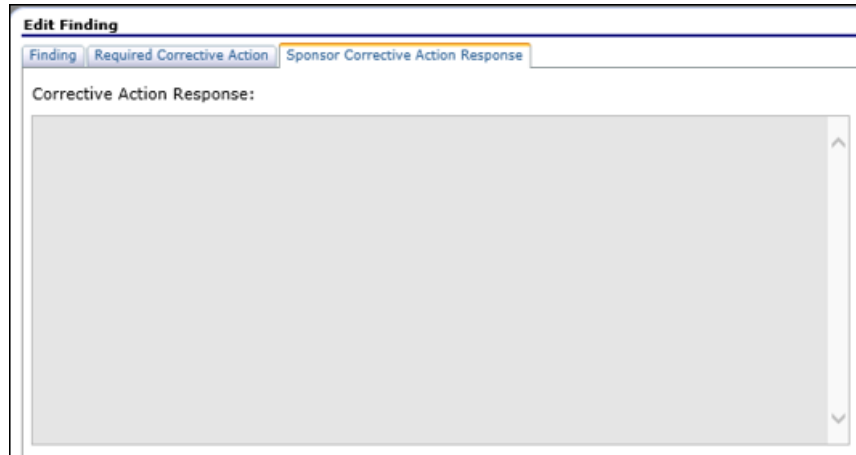
Add Standard Comment:

Required Corrective Action:

Special Instructions:

**Figure 130: Edit Findings Corrective Action Screen**

- Click on the **Contracting Entity Corrective Action** tab.
- Enter the **Required Corrective Action Response** within the text box.

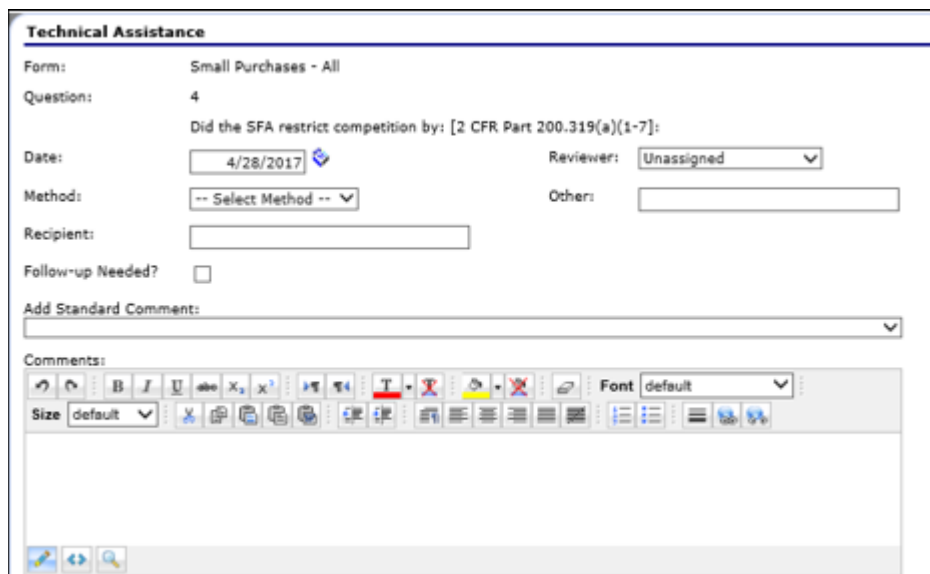


**Figure 131: Edit Findings Corrective Action Response Screen**

If the user clicks the “T” icon on the Technical Assistance question, the following screen will display. The Technical Assistance function enables the State to enter and track technical assistance provided to CEs or sites.

Adding a Technical Assistance:

- Select the “T” Icon link for **Technical Assistance**. The **Technical Assistance** pop-up displays.
- Enter the **Technical Assistance** details.
- Select **Save**.



**Figure 132: Technical Assistance Screen**

Figure 113 illustrates how the Procurement Review Dashboard displays existing Corrective Actions or Technical Assistance associated with the review.

Review Tools	
Action	Description
View   Modify	Review Information
View   Modify	Sponsor Contact Information
Detail	SFA Procurement Table <b>Staff: (0) Vendors: (10)</b>
Detail	Review Forms <b>Vendors Selected for Review: (5)</b>
View   Modify	Corrective Action Documents (1)
View   Modify	Recommendation (0)
View   Modify	Commendations (0)
View   Modify	Technical Assistance (1)
View   Modify	Notes to Sponsor (0)
View   Modify	State Agency Notes (0)
Detail	Review Attachments (0)
Detail	State Agency Attachments (0)

**Figure 133: Procurement Review Dashboard**

## 5.21 Corrective Action Documents

The Corrective Action Documents (CAD) section is accessed from the Review Dashboard. A CAD is automatically generated for each Finding logged by the State in the On-site Assessment. The State user can update the Finding Description either from the Edit Findings pop-up or from the Findings Details screen.

The Findings screen provides the ability for State users to easily:

- View total CADs required by status.
- View CAD counts, due date, and CE access dates.
- Update CAD due dates for all open Findings/Recommendations.
- View lists of Findings/Recommendations at the CE- and site-level.
- Update Finding information.

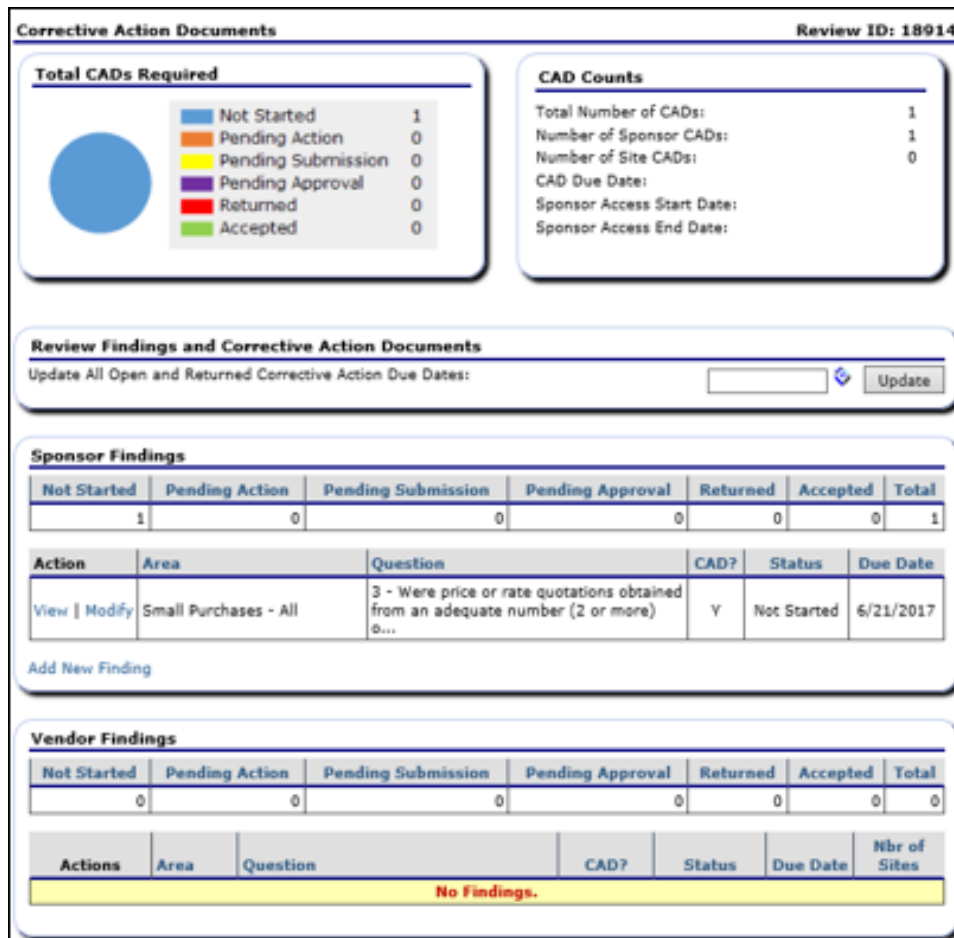


Figure 134: Procurement Review Findings Screen

To add a new Finding, click on the **Add New Finding** link displays following Reviews Findings Detail screen.

- Select the **Form** in the drop-down box.
- Select the appropriate **Question** in the drop-down box.
- Complete the **Finding Description** and **Required Corrective Action** text boxes as needed.
- Enter **Special Instructions**, if applicable. If the user would like to add an attachment, select **Add an attachment**. The Findings File Upload Detail screen displays. There is a 15MB size limit to uploaded files.
- Select **Browse** and navigate to the file to upload.
- Enter a **description** in the text box.
- Multiple attachments may be entered; however, the Add an Attachment link must be selected for each individual attachment. Selecting **Modify** and then **Browse**
- **Browse** for an existing attachment will overwrite the previous file with a new file.

- Complete the Finding Tracking section to reflect the **Current Status**, **Corrective Action Required**, **Due Date**, and complete the **Reviewer Response to CAD** text box.
- Select **Save**.
- Select **Submit for Acceptance**.

Review Findings and Corrective Action Documents
Review ID: 18914

Form:

Question:

Finding ID:

**Finding Description**

Add Standard Comment:

Font default

Size default

↩ ↪ 🔍

**Required Corrective Action:**

Add Standard Comment:

Font default

Size default

↩ ↪ 🔍

**Special Instructions:**

**Sponsor Corrective Action Response:**

**Document Attachments**

A Sponsor may submit supplemental information related to their Corrective Action by selecting the 'Add an attachment' link.

Action	Comments	Uploaded By
You may add an attachment only after creating the CAD, click on save button		

**Finding Tracking**

Current Status:

Corrective Action Required:

Due Date:

Reviewer Response to CAD:

Figure 135: Findings Review Details Screen

Clicking the **Modify** link from the Procurement Review Findings screen (Figure. 43) opens Figure 64. Modifying Findings Corrective Action Screen.

- Update the **Finding Description** and **Required Corrective Action** text boxes as needed.
- Enter **Special Instructions**, if applicable. If the user would like to add an attachment, select **Add an attachment**. The Findings File Upload Detail screen displays. There is a 15MB size limit to uploaded files.
- Select **Browse** and navigate to the file to upload.
- Enter a **description** in the text box.
- Multiple attachments may be entered; however, the Add an Attachment link must be selected for each individual attachment. Selecting **Modify** and then **Browse** for an existing attachment will overwrite the previous file with a new file.
- Complete the **Finding Tracking** section to reflect the Current Status, Corrective Action Required, Due Date, and complete the **Reviewer Response to CAD** text box.
- Select **Save**.
- Select **Submit for Acceptance**.

To modify a Technical Assistance entry, select **Modify** from the Procurement Review Dashboard. The following Technical Assistance screen will be displayed. For this screen vendors are broken down by name/type.

- Select the **View or Modify link** for Technical Assistance. The Technical Assistance list page displays.
- Select **View** or **Modify** next to the desired Technical Assistance.
- Clicking **Modify** opens the specific Technical Assistance screen.
- Make any desired changes.
- Provide appropriate documentation within the text box.
- Select **Save**.

Clicking on **Add Contracting Entity Technical Assistance** will allow the user to add new Technical Assistance entries.

- Select **Add Contracting Entity Technical Assistance** or **Add Site Technical Assistance** link. The Technical Assistance pop-up displays.
- Enter the **Technical Assistance** details.
- Select **Save**.

As with the case of the AR, no fiscal action is required during the first procurement review cycle. Only when repeat findings of documented noncompliance are identified may fiscal action be assessed.

However, when noncompliance is identified, findings, and technical assistance provided must be documented and corrective action required. The following required corrective action must be followed:

- When a solicitation of bids/offers was used to award contracts without language based on lowest responsive bidder/responder most advantageous with price as the primary factor, State Agencies must require CEs to rebid these contracts in time for the next school year.
- When unallowable costs provisions are determined, States must require CEs to immediately amend contracts to remove unallowable cost provisions.
- If the State Agency requires an CE to amend a contract, no other contract modifications may be made other than those approved by the State Agency for the purposes of the corrective action.
- States may require the CE to participate in procurement training to increase knowledge of procurement standards and correct procurement procedures to comply with Federal, State, and Local Government procurement standards.
- States may take other action as needed to resolve findings identified during procurement reviews.
- When assessing the need for fiscal recovery and re-solicitation of contracts, these actions must be assessed on a case-by-case basis and the State Agency must work with the appropriate regional office to assess this process.

## 5.22 Reporting the Results of the Review

The State Agency may provide technical assistance and establish findings and required corrective action, as applicable. State agencies must notify CEs in writing of the results of a procurement review. CEs with questions concerning required corrective action for program violations should be directed to the State Agency.

## 5.23 Summary

The State Agency has the discretion to conduct the procurement reviews off-site, on-site, or a combination of both if all procurement documentation needed to conduct the review can be provided by the CE. The procurement review may be conducted as part of the AR, or as a separate review, as determined by the State Agency. State Agencies must review all CEs once during each AR cycle. State Agencies may add questions to the feature to ensure compliance with State procurement regulations that may be more restrictive than Federal requirements.

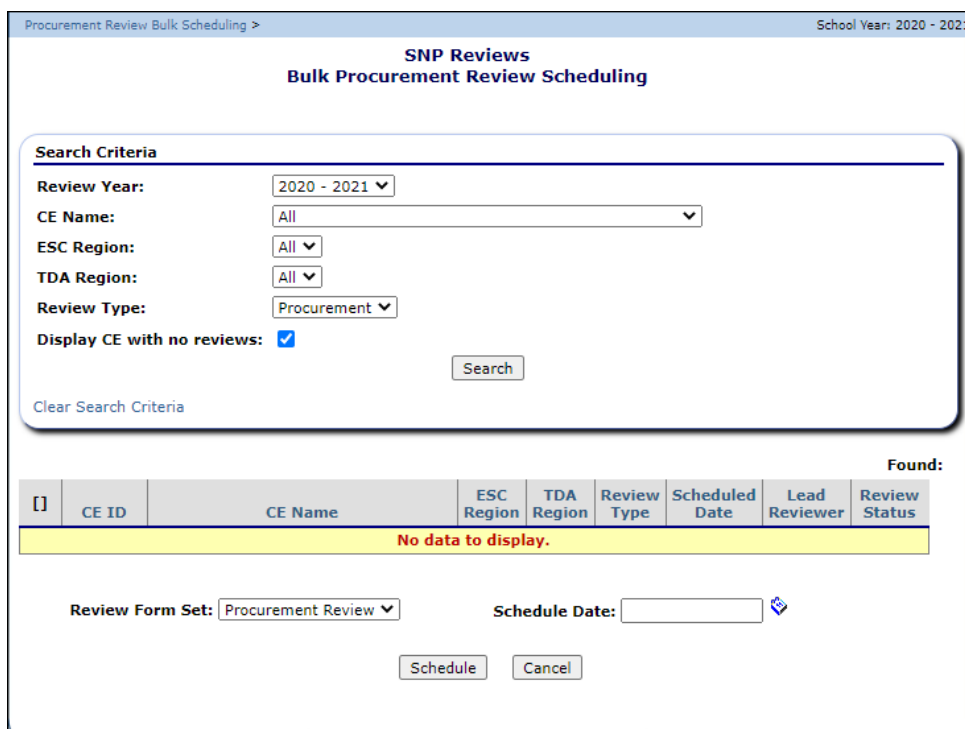


## 5.24 Procurement Review Bulk Scheduling

This feature creates Procurement Reviews for bulk scheduling.

### 5.24.1 Scheduling a Review

1. On the blue menu toolbar, select **Compliance** to access the menu screen.
2. Select **Procurement Review Bulk Scheduling** link.
3. Enter the **search criteria**.
4. Select **Search**. The results section of the screen displays.
5. Using the drop-down box select the **Review Form set**.
6. At the bottom of the screen, select **Schedule**.
7. Select **Finish**.



Procurement Review Bulk Scheduling > School Year: 2020 - 2021

**SNP Reviews**  
**Bulk Procurement Review Scheduling**

**Search Criteria**

Review Year: 2020 - 2021 ▼

CE Name: All ▼

ESC Region: All ▼

TDA Region: All ▼

Review Type: Procurement ▼

Display CE with no reviews:

Search

Clear Search Criteria

Found:

☐	CE ID	CE Name	ESC Region	TDA Region	Review Type	Scheduled Date	Lead Reviewer	Review Status
No data to display.								

Review Form Set: Procurement Review ▼

Schedule Date:  📅

Schedule Cancel

**Figure 136: Procurement Review Bulk Scheduling Screen**

## 6.0 Reports

Standard Reports for the School Nutrition Programs are available to users through the Reports component.

### 6.1 About Reports

The Reports component of the SNP module enables users to run, view, and print reports containing data maintained within the program. The Report List contains all reports available within the SNP module. Once a user selects a particular report, the user may be prompted for additional parameter information.

Access to Reports is generally provided to authorized users to help review and manage statewide data. The Reports menu displays only reports to which the user has access.

#### 6.1.2 Generating a Report

1. On the blue menu toolbar, select **Reports**. The **Reports** menu screen displays.
2. Select a **report** to generate. The respective report's parameters screen will display.
3. Identify the **report parameters**.

### 6.2 Report Parameters

Most reports require one or more parameters to be entered in order to customize the report to the user's specific needs. Report parameters are useful to also limit data contained in the report or control how the information is sorted or grouped. Below is an example of a report parameters screen.

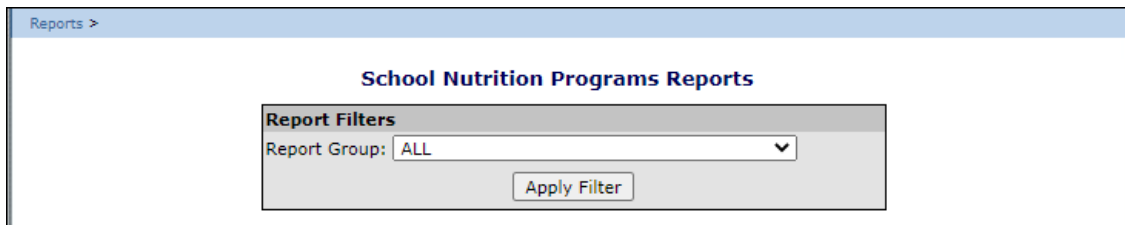


Figure 137: Example of a Report Parameter –CE Profile Report

### 6.3 Reports

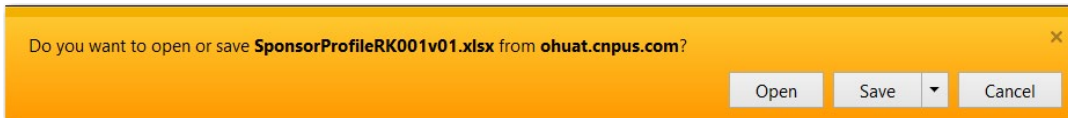
From this window, the user can:

- View the report, page-by-page.
- Change the zoom percentage of the displayed report.
- Search the report using the “Find/Next” feature.
- Select to export the report data (see next section).
- Select to print the report or specific pages.

### 6.3.1 Exporting a Report

Once the report is generated, the user can export the report in a variety of formats including: .XML, .CSV, .PDF, and Microsoft Excel.

1. In the top menu bar of the generated report, select a **format** in the Select a format box. The Export link becomes active.
2. Select **Export**. The system will open a new window and display a pop-up confirmation asking if the user would like to open or save the file.



**Figure 138: Open or Save Confirmation Pop-Up Screen**

3. Select either the **Open** or **Save** option. The desktop software will manage the opening or saving of the file.

## 7.0 Security

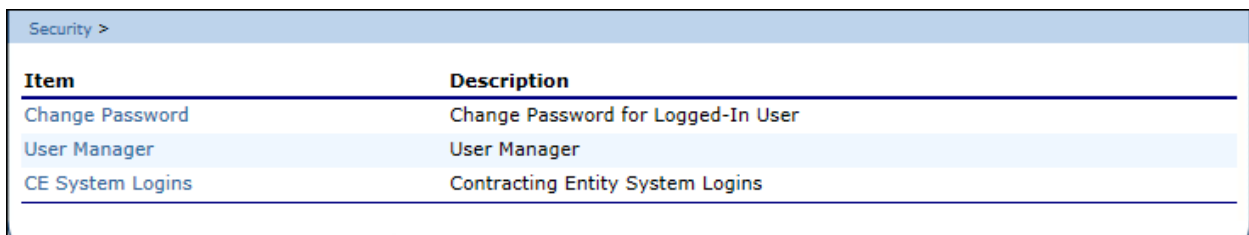
The Security menu option within the Child and Adult Care Food Program module is the access point to the Change Password and User Manager functions.

### 7.1 Security Menu

The Security menu option within the Child and Adult Care Food Program module is the access point to the Change Password and User Manager functions.

#### 7.1.1 Accessing the Security Menu

1. Select **Security** on the blue menu toolbar to access the menu screen.
2. Select a **security item** to access that security function.

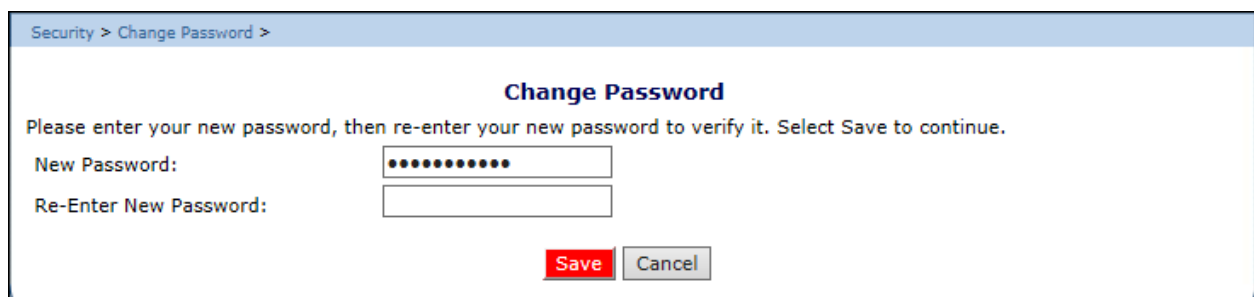


Security >	
Item	Description
Change Password	Change Password for Logged-In User
User Manager	User Manager
CE System Logins	Contracting Entity System Logins

Figure 139: Security Menu Screen

#### 7.1.2 Accessing Change Password

1. On the blue menu toolbar, select **Security**.
2. On the Security menu, select **Change Password**. The Change Password screen displays.
3. Enter your **New Password**.
4. Re-Enter the **New Password**.
5. Select **Save** to receive a confirmation message.
6. Select **<Edit** to return to the recently modified Change Password screen or select **Finish** to return to the Security menu.



Security > Change Password >

**Change Password**

Please enter your new password, then re-enter your new password to verify it. Select Save to continue.

New Password:

Re-Enter New Password:

Figure 140: Change Password Screen



Please Note: Security configuration settings require a password ten (10) to twelve (12) characters in length. Please note that the password must be at least ten (10) characters in length. The password must contain at least one number, one letter, and one special character (e.g., !, ?, /). Passwords are case sensitive.

## 7.2 User Manager

The User Manager allows authorized users to set up and maintain various components of a user’s security access. The features within the User Manager enable you to add new users, set up and modify user profiles, change passwords, and set assigned groups, security rights, and associated CEs.

### 7.2.1 Accessing User Manager

1. On the blue menu toolbar, select **Security**.
2. Select **User Manager** to access the Search for User screen.

### 7.2.2 Searching for a User

Before proceeding in the **User Manager**, a user must always be searched for and selected. If a user has already been selected or are elsewhere in the application, return to the **User Manager** screen.

1. From the User Manager/Search for User Page, select the **type of search** on the Search By drop-down list. Enter the **Last Name** or **Username** in the text box, and select **Search** or select All to display a list of all users. A list of users matching the search criteria displays.

The names displayed are dependent on the user’s type. The chart below describes how a user’s type is denoted and which users will be displayed in the search for each type:

User Type	Denoted by	Users displayed
Administrators	"Yes" in Administrator column	All
State Employees	Names and User IDs in bold	Non-administrators
CE users	Non-bolded names; blank administrator column	Non-administrators

2. Select a **User** to access the User Options menu.

## 7.2.3 Adding a New User

If you have already selected a user or are elsewhere in the application, return to the User Manager screen.

1. From the User Manager screen, select **Add New User** to access the User Profile screen.
2. Enter the **new user's information** in the User Information section.
3. Enter the **new user's login name** and **password**. Enter the **password again** for confirmation.  
(The new user is required to create a new password upon first logging in).
4. Use the **buttons** to select if the user is a State employee, an Administrator, and if the user is to only be granted access to associated CEs.
5. Use the drop-down menu to select the **user's status**.
6. Select **Save** to receive a confirmation.



Please Note: After creating a new user, it is recommended that the user is assigned to a group. Until the user is linked to a security group, he or she does not have any security rights and will not be able to access any system functions.

## 7.3 User's Profile

The User's Profile enables a user's basic information, login, security base, and status to be viewed and modified. In addition to name, contact, and login information, the user's profile specifies whether the user is a State employee, an administrator, and if the user is granted access to associated CEs only. These specifications affect which program functions the user may access. Furthermore, users specified as Active have access to all normal functions, while Inactive and Locked users are not permitted to login or access the system.

### 7.3.1 Accessing User's Profile

1. On the blue menu toolbar, select **Security**.
2. Select **User Manager** to access the Search for User screen.
3. On the Search By drop-down list, select the type of search, enter the Last Name or Username in the text box, and then select **Search** or select All to display a list of all users. A list of users matching the search criteria displays.
4. Select the **User** to access the User Options menu.
5. Select **User's Profile**.

### 7.3.2 Viewing or Modifying a User's Profile

1. Access the **User's Profile** to view or modify through the User Manager.
2. Make any necessary **modifications**.
3. Select **Save** to receive a confirmation.



Please Note: To make any modifications, **Modify** must be selected on the Edit menu in the top-right corner.

### 7.3.3 Deleting a User's Profile



**WARNING:** Once a profile has been deleted, it cannot be restored. Use caution before deleting profiles.

1. On the blue menu toolbar, select **Security**.
2. Select **User Manager** to access Search for User screen.
3. On the Search By drop-down list, select **Last Name** or **Username**, enter all or part of the Name in the text box, and then Select **Search** or select All to display a list of all users. A list of users matching the search criteria displays.
4. Select the **User** to access the User Options menu.
5. Select **User's Profile**.
6. On the **Edit menu**, select **Delete**. A warning displays.
7. Select **Delete** again to receive a confirmation screen.

## 7.4 User Assigned Group(s)

The User Assigned Group(s) enables users to be assigned to numerous pre-defined groups. Groups are created as a way to categorize multiple users together to provide identical security settings for the entire group. Changing any security setting for the group changes the setting for each member in that group.

### 7.4.1 Accessing User Assigned Group(s)

1. On the blue menu toolbar, select **Security**.
2. Select **User Manager**, to access the Search for User screen.

- On the Search By drop-down list, select **Last Name** or **Username**, enter all or part of the Name in the text box, and then select **Search** or select **All** to display a list of all users. A list of users matching the search criteria displays.

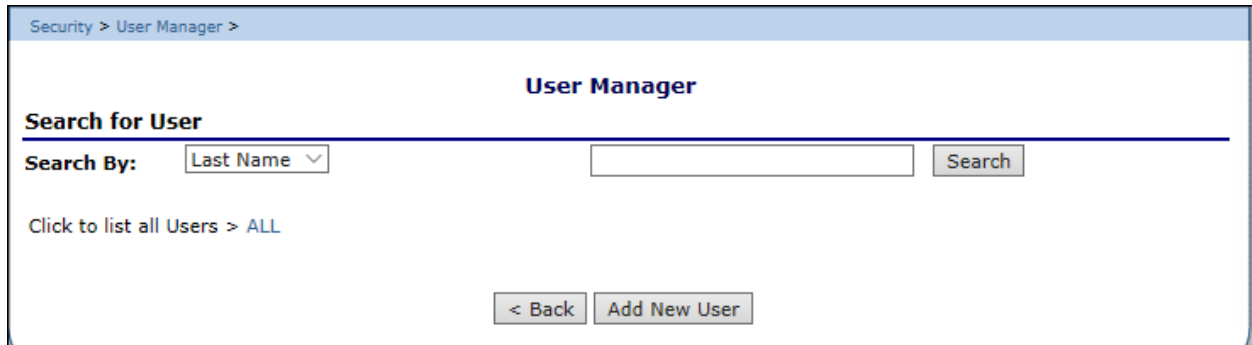


Figure 141: User Manager Search Screen

- Select the **User** to access the User Options menu.
- Select **User's Assigned Group(s)**.

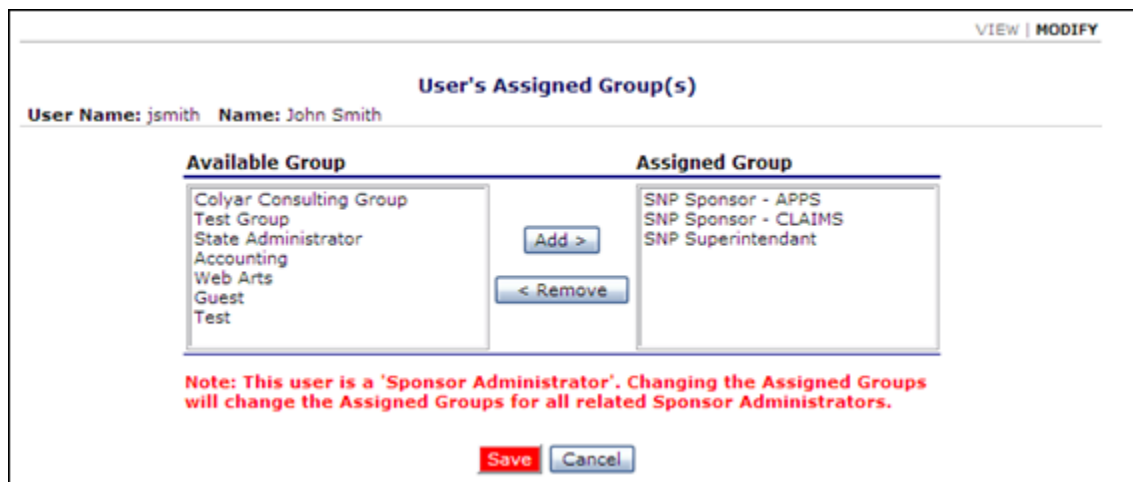


Figure 142: User's Assigned Group Search Screen

### 7.4.2 Adding a User to Assigned Group(s)

- On the blue menu toolbar, select **Security**.
- Select **User Manager**. The Search for User screen displays.
- On the Search By drop-down list, select **Last Name** or **Username**, enter all or part of the Name in the text box, and then select **Search** or select **All** to display a list of all users. A list matching the search criteria displays.
- Select a **User** to access the User Options menu.



5. Select **User's Assigned Group(s)**.
6. Once the screen displays, select the **group to add the user** to on the Available Group list.



Please Note: To make any modifications, **Modify** must be selected on the **Edit** menu.

Figure 143: User's Assigned Group Screen

7. Select **Add>**.
8. Select **OK** on the Message box that appears.
9. Select **Save** to receive a confirmation.

### 7.4.3 Removing a User to Assigned Group(s)

1. On the blue menu toolbar, select **Security**.
2. Select **User Manager**. The Search for User screen displays.
3. On the Search By drop-down list, select **Last Name** or **Username**, enter all or part of the Name in the text box, and then select **Search** or select All to display a list of all users. A list matching the search criteria displays.
4. Select a **User** to access the User Options menu.
5. Select **User's Assigned Group(s)**.
6. Select the **group** to remove the user from on the Available Group list.



Please Note: To make any modifications, **Modify** must be selected on the **Edit** menu.

7. Select **<Remove**.
8. Select **OK** on the Message box that appears.
9. Select **Save** to receive a confirmation.

## 7.5 User's Security Rights

The User's Security Rights feature enables administrators to set security rights for an individual user. These rights determine the areas within the system's programs and modules the user is granted access.

When a user has assigned groups, the groups' default security settings will apply and display in the user's security rights. No more rights may be given to the user than are given to the group. However, administrators may deny user's specific rights through this feature. Users cannot modify their own security rights.

### 7.5.1 Accessing a User's Security Rights

1. On the blue menu toolbar, select **Security**.
2. Select **User Manager**. The Search for User screen displays.
3. On the Search By drop-down list, select **Last Name** or **User Name**, enter all or part of the Name in the text box, and then select **Search** or select **All** to display a list of all users. Select **All** to display a list of all users. A list matching the search criteria displays.
4. Select a **User** to access the User Options menu displays.

5. Select **User's Security Rights** to access the screen.

User Security Rights by Program	
User Name: <input type="text"/>	Name: <input type="text"/>
Program	Description
Combined Programs	✓ Lists security rights related to Combined Programs.
SNP	✓ Lists security rights related to the School Nutrition Program module.
CACFP	✓ Lists security rights related to the Child and Adult Care Food Program module.
SFSP	✗ Lists security rights related to the Summer Food Service Program module.
FDP	✓ Lists security rights related to the Food Distribution Program module.
Accounting	✗ Lists security rights related to the Accounting module.
Maintenance and Configuration	✗ Lists security rights related to the Maintenance and Configuration module.
Security	✗ Lists security rights related to the Security module.

Figure 144: User's Security Rights Menu Screen

## 7.5.2 Modifying a User's Security Rights

1. On the blue menu toolbar, select **Security**.
2. Select **User Manager**. The Search for User screen displays.
3. On the Search By drop-down list, select **Last Name** or **Username**, enter all or part of the Name in the text box, and then select **Search** or select **All** to display a list of all users. A list matching the search criteria displays.
4. Select a **User** to access the User Options menu.
5. Select **User's Security Rights**.



Please Note: To make any modifications, **Modify** must be selected on the **Edit** menu.

6. Modify the desired information.
7. Select **Save** to receive a confirmation.



Please Note: To security rights available to a user depend on the user's assigned groups. Only the security rights assigned to the user's assigned groups display in the user's security rights. To assign additional security rights to a user that are not displayed as options in the user's security rights, a user will need to be assigned to a group with the preferred rights.

## 7.6 User's Associated Contracting Entities (CEs)

The User's Associated CEs feature enables individual users to be associated with specific CEs. In order for users to have access to system functions for a Contracting Entity, such as claims access, users must be associated with the Contracting Entity. Similarly, users who should no longer have access to Contracting Entity functions need to have their Contracting Entity association removed.



Please Note: for security purposes, users can only view Contracting Entities to whom they are associated.

### 7.6.1 Accessing User Associated CEs

1. On the blue menu toolbar, select **Security**.
2. Select **User Manager**. The Search for User screen displays.
3. On the Search By drop-down list, select **Last Name** or **Username**, enter all or part of the Name in the text box, and then select **Search** or select **All** to display a list of all users. A list matching the search criteria displays.  
Select a **User** to access the User Options menu.
4. Select **User's Associated CEs**. The User's Associated CEs screen displays.



User's Associated Contracting Entities		
User Name:	<input type="text"/>	Name: <input type="text"/>
Associated CEs		
Actions	CE ID	CE Name
Remove	00115	BRAZOSPORT ISD

Figure 145: User's Associated Contracting Entities Screen

### 7.6.2 Adding a CE Association

1. On the blue menu toolbar, select **Security**.
2. Select **User Manager**. The Search for User screen displays.
3. On the Search By drop-down list, select **Last Name** or **Username**, enter all or part of the Name in the text box, and then Select **Search** or select **All** to display a list of all users. A list matching the search criteria displays.

4. Select a **User** to access the User Options menu.
5. Select **User's Associated CEs**. The User's Associated CEs screen displays.
6. Select **Add CE** to access the Add User's Associated CEs screen.
7. Enter the **Agreement Number** or the **CE Name**, and then Select **Search** or select All to display a list of all CEs. A list matching the search criteria displays.
8. Select **Add Association** to the left of the CE to associate with the User. A confirmation message displays.
9. Select **Finish**. The User's Associated CE screen displays with the newly added Contracting Entity on the list.

### 7.6.3 Removing a CE Association

1. On the blue menu toolbar, select **Security**.
2. Select **User Manager**. The Search for User screen displays.
3. On the Search By drop-down list, select **Last Name** or **Username**, enter all or part of the Name in the text box, and then Select **Search** or select **All** to display a list of all users. A list matching the search criteria displays.
4. Select a **User** to access the User Options menu.
5. Select **User's Associated CEs**. The User's Associated CEs screen displays.
6. Select **Remove** to the left of the CE to remove. A confirmation message displays.

## 7.7 Reset User's Password

The Reset User's Password enables a user's required password to be reset to login to the system.



Please Note: Passwords can be reset for user's who have forgotten their passwords. If a user attempts to log in with an incorrect password, a Login error will display. The user will be temporarily locked out of the system after six unsuccessful login attempts. Remember, passwords are case-sensitive.

### 7.7.1 Resetting a User's Password

1. On the menu toolbar, select **Security**.
2. Select **User Manager**. The Search for User screen displays.
3. On the **Search By** drop-down list, select **Last Name** or **Username**, enter all or part of the Name in the text box, and then Select **Search** or select **All** to display a list of all users. A list matching the search criteria displays.

4. Select a **User** to access the User Options menu.
5. Select **Reset User's Password**. The Reset User's Password screen displays.
6. Enter the **New Password**.



Please Note: Default settings require a password to be at least six characters in length, containing one or more numbers. However, these settings can be changed by State administrators within the Configuration module.

8. Confirm the **New Password**.
9. Select **Save**. A confirmation screen displays.

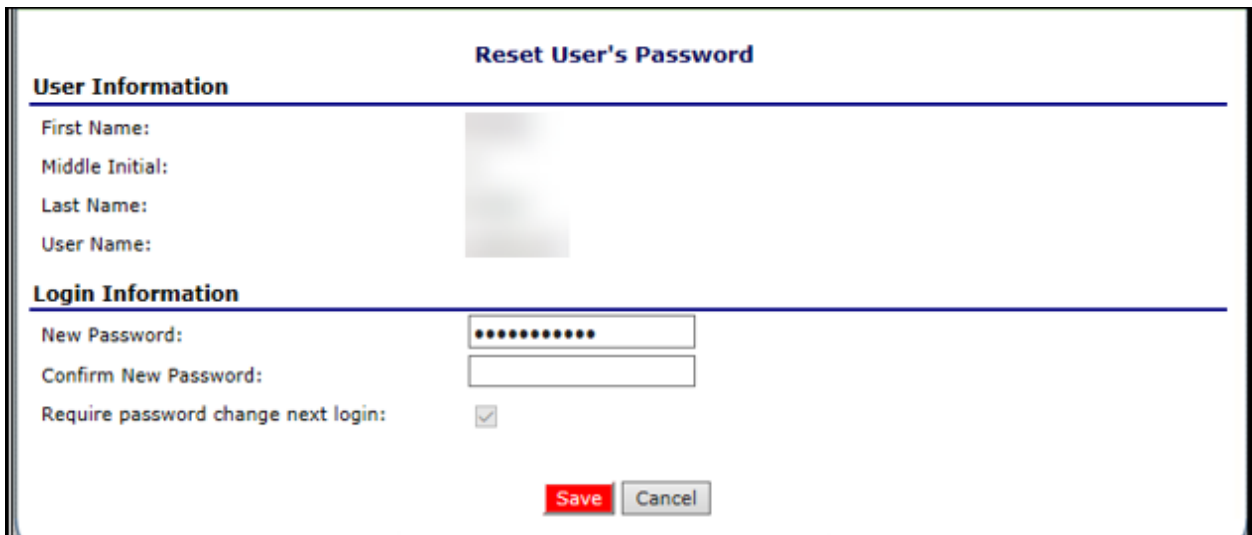


Figure 146: Reset User's Password Screen

## 7.8 Impersonate User

This feature allows State administrators to assume the login ID and security rights of a user.

### 7.8.1 Impersonating a User

1. Select **User Manager**. The Search for User screen displays.
2. On the **Search By drop-down list**, select the type of search and then select **Search** or select **All** to display a list of all users. A list of users matching the search criteria displays.
3. Select a **user**. The User Options menu displays.
4. Select **Impersonating User**. The User Impersonation screen displays.

5. Select the **Impersonate this User button**. The system will revert back to the main program module page so the User can navigate through the program.

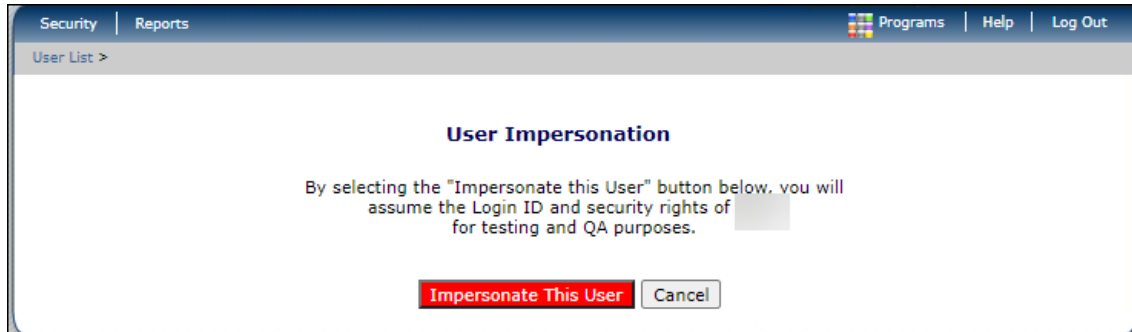


Figure 147: User Impersonation Screen

## 7.9 CE Systems Login

1. From the Security Menu, select **CE System Logins** to access the List screen. All users associated with the Contracting Entity are displayed.

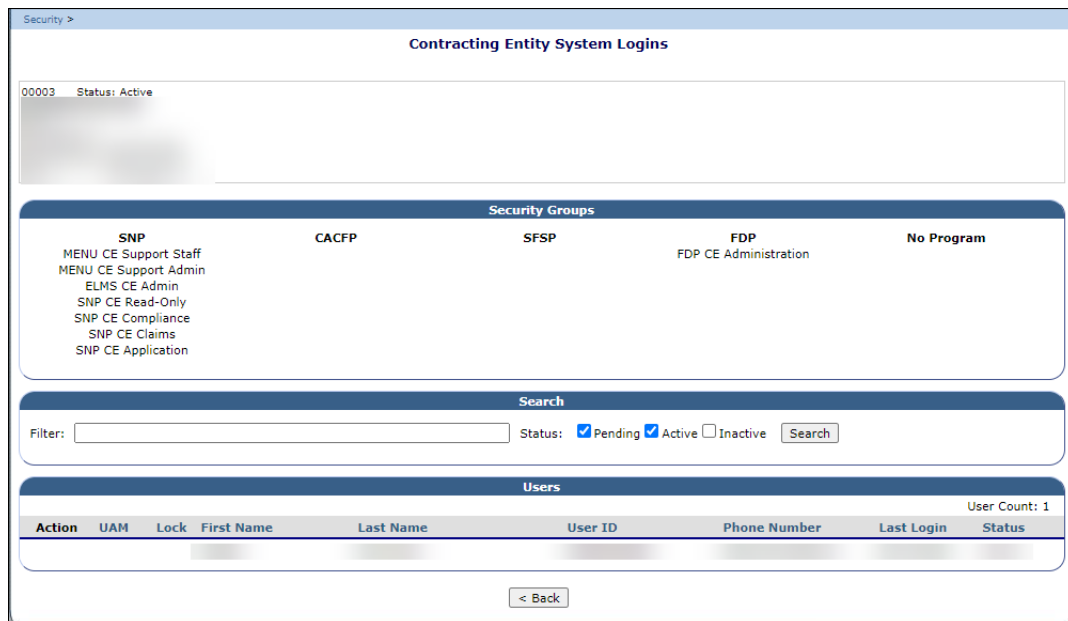


Figure 148: System Login Screen





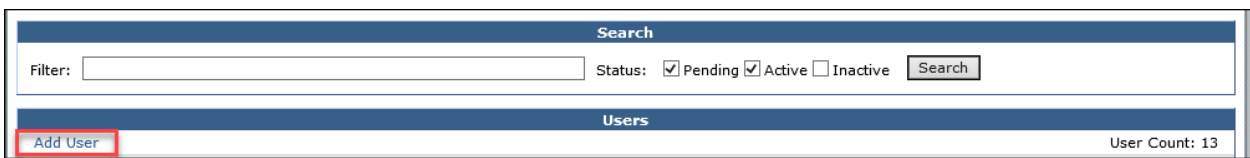
Please Note: Only Admin or State users can see the Detail links.

The key symbol located in the Admin column identifies the system administrators. An administrator is determined by the State via the User Profile under the Security module.

The lock symbol indicates a user that has been locked out of the system.

### 7.9.1 Adding a New User

1. Select **Security** from the blue menu toolbar.
2. Select the **Systems Logins** link.
3. From the Detail screen, click the **Add User** link.



**Figure 149: Add User Link**

4. The User Profile pop-up screen displays. Complete all required **text fields**.
5. Select **Save**.

**Figure 150: User Profile Screen**



Please Note: For new users, once the User ID has been saved, the user is automatically activated and an email is sent allowing the user to reset their password.

## 7.9.2 Selecting Security Groups

1. After completing the User Profile screen and selecting **Save**, the Security Groups section displays.
2. Verify the **list of security groups** is correct.
3. Check all the applicable **security groups** that the user will have access to.
4. Select **Save**.

Program	Security Group	Has Group
CACFP	CACFP Center CE Admin	<input type="checkbox"/>
	CACFP Center CE Support (Claims)	<input type="checkbox"/>
	CACFP Day Care Home (DCH) CE Admin	<input type="checkbox"/>
	CACFP Day Care Home (DCH) CE Support (Claims)	<input type="checkbox"/>
	CACFP Read Only	<input type="checkbox"/>
FDP	FDP CE Admin	<input type="checkbox"/>
	FDP CE Direct Ship	<input type="checkbox"/>
	FDP CE Non Coop Proc Sch	<input type="checkbox"/>
	FDP Contracted Warehouse	<input type="checkbox"/>
	FDP Coop	<input type="checkbox"/>
	FDP Food Bank	<input type="checkbox"/>
	FDP Processor/Broker	<input type="checkbox"/>
SFSP	SFSP CE Admin	<input type="checkbox"/>
	SFSP CE Read Only	<input type="checkbox"/>
	SFSP CE Support (Claims)	<input type="checkbox"/>
SNP	SNP CE Admin	<input type="checkbox"/>
	SNP CE Support (Claims)	<input type="checkbox"/>
	SNP Food Service Management Company (FSMC) Representative	<input type="checkbox"/>

**Save**

**Figure 151: Security Groups List Screen**

5. Once the appropriate security groups have been selected, a **User ID** can be generated or assigned.

**Login**

User ID:

The user designated above, and I, acknowledge that each is individually authorized on behalf of the contracting organization to make written agreements with the Texas Department of Agriculture (TDA) to operate a food program, to sign documents or reports about the agreement and to present claims for reimbursement, when appropriate, to the agency.

By enabling this system login, we certify individually and collectively that to the best of our knowledge and belief, all documents submitted physically or electronically on behalf of the above named contracting organization pursuant to our participation in any and all programs administered by TDA, are/will be true and correct in all respects, that they are/will be available to support any and all claims and that we will not submit claims (excluding amended/adjusted claims) for goods or services for which we have already received payment. We recognize that we are fully responsible for any excess amounts which may result from errors made in relation to the completion and submission of claims.

We are also aware that deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal laws.

We further understand that user IDs and passwords are specific to the individual and will not be shared.

**Save**

Created By: on: 10/3/2016 9:54:55 AM

**Figure 152: User ID Screen**

## 7.10 Making Modifications to Existing Users

The Detail screen is mostly read-only to users. Information can be edited by selecting the Edit icon in the section. A separate Edit icon is provided for each section: User, Security Groups, and User Login.

### 7.10.1 Modifying an Existing User

1. Select **Security** from the blue menu toolbar.
2. Select the **Systems Logins link**.
3. From the System Logins screen, select **Detail** next to username.
4. From the User Detail screen, click the **Edit button** in the upper-right corner of the section to modify (User, Security Groups, or User Login).
5. Make any necessary **modifications** on the pop-up screen. The pop-up screens are the same as when adding a new user.
6. Select **Save**.

The screenshot displays the 'User Detail Screen' for a user named Larry Lawrence. The interface includes a navigation bar at the top with options like Applications, Claims, Compliance, Reports, Security, and Search. The main content area is divided into several sections:

- User Section:** Shows the user ID '00001', status 'Active', and name 'Larry Lawrence' with the title 'Director'. An 'Edit' button is located in the top right corner of this section.
- Security Groups Section:** Contains a table with columns 'Program', 'Security Group', and 'Has Group'.
 

Program	Security Group	Has Group
SFSP	SFSP CE Admin	X
SNP	SNP CE Admin	X

 An 'Edit' button is in the top right corner.
- User Login Section:** Displays 'User ID: llawrence10', 'Status: Active', and 'Last Login: 10/03/2016 08:00:22 AM'. It includes a 'Reset Password' button and a 'Deactivate User' button. An 'Edit' button is in the top right corner.
- Notes Section:** Shows 'Add Note' and 'Count: 0'. Below this is a table with columns 'Action', 'Note ID Created', and 'Note', which currently displays 'No Notes'. A '< Back' button is at the bottom.

Figure 153: User Detail Screen

## 7.11 Action Buttons

The User Login section of the Detail screen contains administrative action buttons that control the status of the account.

### 7.11.1 Deactivating a User

This button displays when the user account is active. After selecting the **Deactivate User button**, the Activate User button displays.

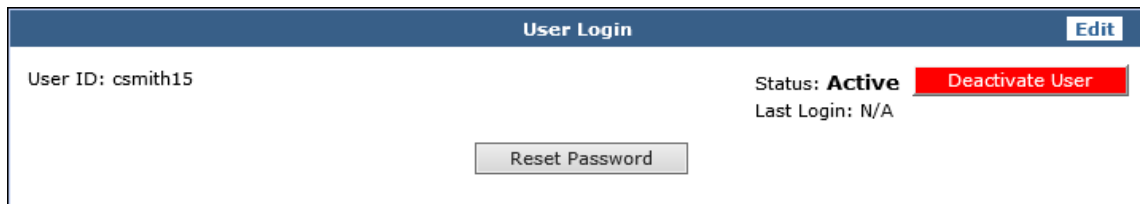


Figure 154: User Login Deactivation Option

### 7.11.2 Activating a User

This button displays when the user account is not active. After selecting the **Activate User button**, the Deactivate User button displays.

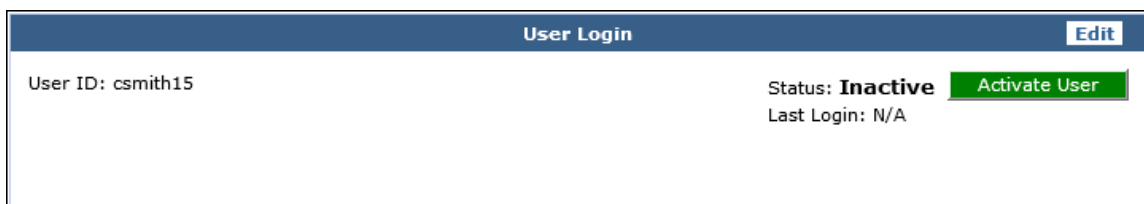


Figure 155: User Login Activation Option

### 7.11.3 Unlocking a User

Locked users are identified on the List screen by a Lock symbol in the corresponding column.


Action	Admin	Lock	First Name
Detail			Paula
Detail			Larry
Detail			Larry
Detail			Amy
Detail			Mary

Figure 156: User Login Locked Users Example



**Figure 157: User Login Unlock User Option**



Please Note: The Unlock User button displays when the account is locked, after selecting the button to unlock the user account, the button will be hidden.

### 7.11.4 Resetting a Password

The Reset Password button displays when the user account is active or for new users. Once this selection is made, an email is sent to the user allowing the password to be reset within the system.



**Figure 158: Password Reset Email Example**

Clicking on the link transfers the user to a new screen to reset the password. No password is necessary for this action.

### 7.11.5 Setting a Password

As the password is typed and confirmed, the green edit checks will display positive feedback once each specified condition is met. Once the new password is saved, the user is redirected to the login screen.

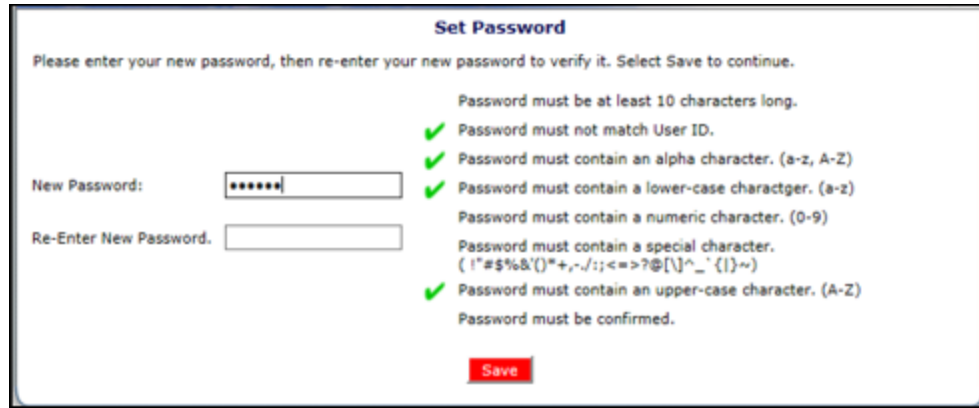


Figure 159: Set Password Screen

## 7.12 Notes

The Notes section allows users to read and add notes regarding an account. This enables users to efficiently communicate and log information pertaining to a user.



Please Note: The Notes feature is only accessible to Administrators or State users. Sponsors do not have access to the Notes menu option and, therefore, will not be able to access any notes that were entered.

### 7.12.1 Creating a Note

1. On the blue menu toolbar, select **Security**.
2. Select the **Systems Logins** link.
3. From the System Logins screen, select **Detail** next to user name.
4. In the Notes section of the User Detail screen, select **Add Note**.

Notes		
Add Note		Count: 1
Action	Note ID Created	Note
View   Modif	1002 07/16/2018 Developer CCG	User must reset password and have security rights assigned.
<input data-bbox="799 1780 896 1814" type="button" value=" &lt; Back "/>		

Figure 160: Notes Section

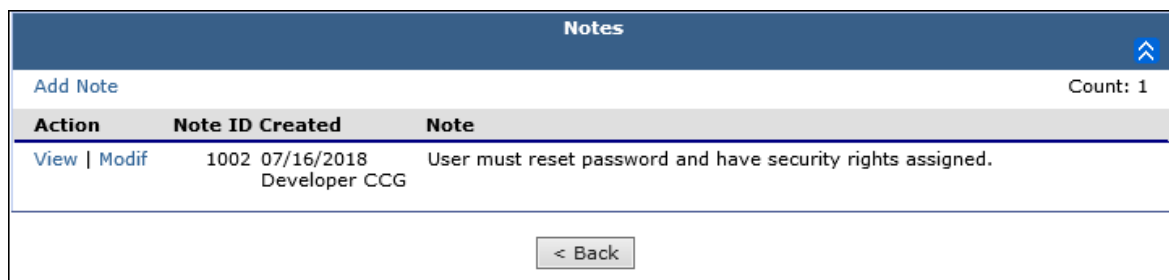
5. Enter the **Note**.
6. Select **Save**. The note will be added immediately to the Notes section.



Figure 161: Adding a Note

### 7.12.2 Viewing or Modifying a Note

1. On the blue menu toolbar, select **Security**.
2. Select the **Systems Logins link**.
3. From the System Logins screen, select **Detail** next to username.
4. In the Notes section of the User Detail screen, select **View** or **Modify**.



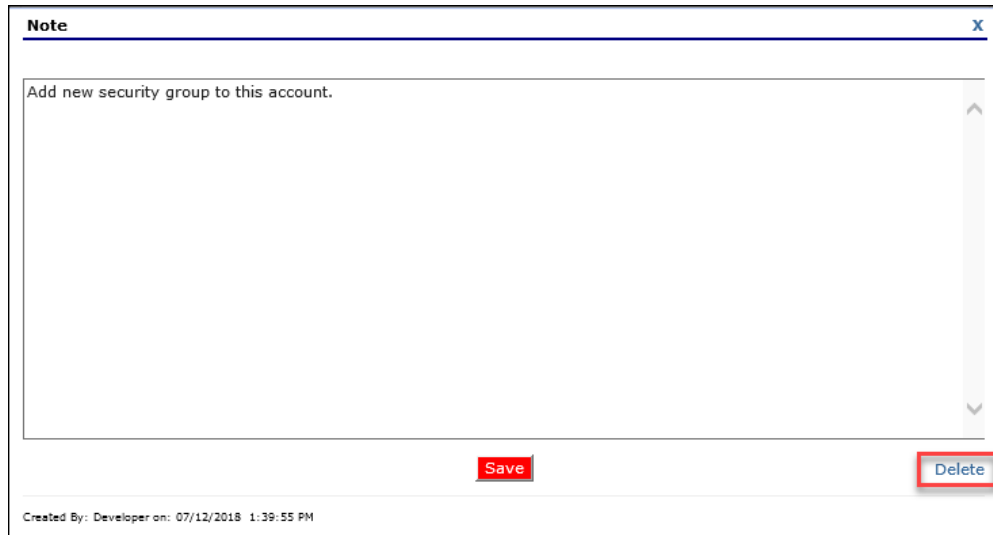
Notes			
Action	Note ID	Created	Note
<a href="#">View</a>   <a href="#">Modif</a>	1002	07/16/2018 Developer CCG	User must reset password and have security rights assigned.

Figure 162: Notes List Section

5. Make any necessary **modifications**.
6. Select **Save**.

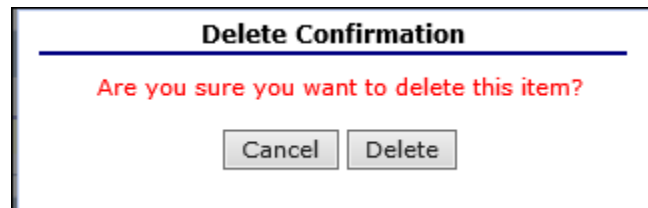
### 7.12.3 Deleting a Note

1. On the blue menu toolbar, select **Security**.
2. Select the **Systems Logins link**.
3. From the System Logins screen, select **Detail** next to username.
4. In the Notes section of the User Detail screen, select **Modify**.



**Figure 163: Notes Delete Option**

5. Select **Delete**. A pop-up warning confirmation displays.
6. Select **Delete**. The note will be immediately removed from the list.



**Figure 164: Delete Confirmation Pop-Up Screen**



## 8.0 Application Packet Process

This section of the manual provides information on how the State can review and approve Application Packets through the program.

### 8.1 Submitting an Application Packet

All new enrollment or renewal enrollment applications are initially created with a status of “Pending Validation”. Once the Application has been saved, the system validates the business rules and the application’s status is set by the system to either “Error” (if any errors exist) or “Not Submitted” (no errors, but the Application Packet has not been submitted).

Only complete Application Packets that have no errors can be submitted to the State. To submit a completed Application Packet, the CE would select the Submit for Approval button. This simulates sending a completed Application Packet in the mail. Application items are placed in a view-only mode for the CE.

An Application Packet can be submitted to the State (i.e., the Submit for Approval button is enabled) only if the following conditions have been met:

- The CE Application must contain no errors.
- At least one Site Application must exist and contain no errors.
- If the CE is using a Food Service Management Company (FSMC), at least one contract must exist and contain no errors.
- If the CE is participating in the Community Eligibility Provision (CEP) offered by the USDA, the Community Eligibility Provision (CEP) Schedule must exist and contain no errors.
- All items in the Checklist must be submitted (submitted checkbox checked and date submitted is entered).
- The CE is not closed.

Once the CE has submitted the Application Packet, the State will review each item in the submitted Application Packet. The State may approve each application item, deny an application item, or return the application item and its respective Application Packet back to the CE for correction.

If the Application Packet is denied or returned to the CE for correction, the State will provide comments within the respective Application Packet item as to why the application was denied or what needs to be corrected in order to re-submit the Application Packet.

## 8.2 Reviewing an Application Packet

Once a CE’s Application Packet has been submitted, it must be reviewed by an authorized State user. The State must review each item included in the Application Packet and set each item’s status to “Approved”. This includes each checklist item.

To identify which Application Packets have been submitted, State users can use the CE Search screen by performing a search where Packet Status is “Submitted for Approval”.

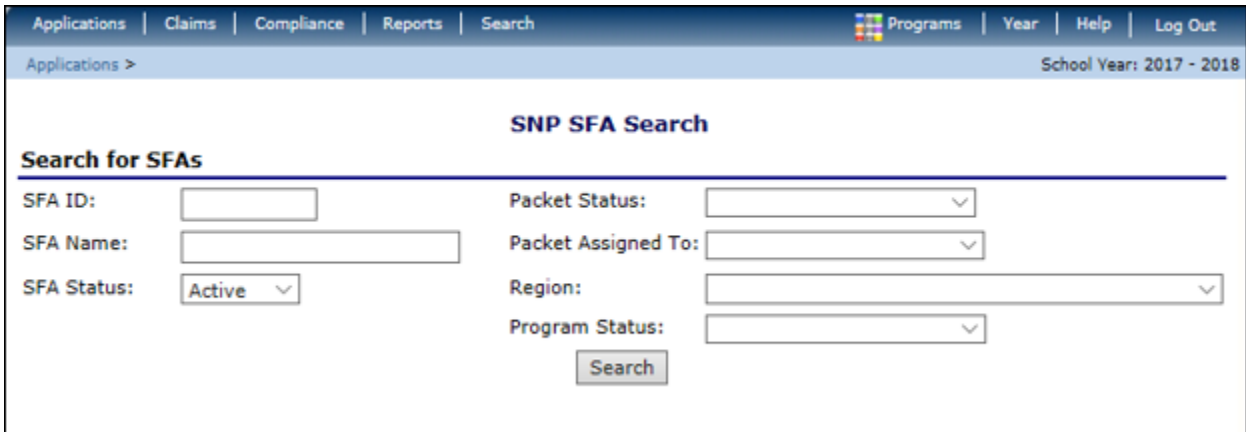


Figure 165: CE Search

After locating a submitted Application Packet via the Search screen, the user should follow the following steps:

1. Assign the **Application Packet** to a consultant (this may be yourself). For additional information, see the *Assign an Application Packet* section.
2. Review the *CE Application*.
  - Select the **Admin** option next to the CE Application item.
  - Review the application.
  - Update the **Internal Use Only** section of the application.
  - Enter **Internal Comments**, if desired.
  - Update the **Application Status**.
    - If the application has no issues, change the status to “**Approved**”.
    - Returning to the Application Packet screen, you will notice that the application status is “Approved” and there is a green checkmark next to the packet item.

- If the application requires additional information or corrections from the CE, change the status to **“Returned for Correction”**.
- Ensure that you have provided information as to what needs to be corrected within the **Comments to CE** field.
- Returning to the **Application Packet** screen, you will notice that the application status is **“Returned for Correction”**.
- If the application is not valid for submission, change the status to **“Denied”**.
- Ensure that you have provided information as to the reason for denial within the **Comments to CE** field.
- Returning to the **Application Packet** screen, you will notice that the application status is **“Denied”**.
- If the CE has requested to withdraw the application, change the status to **“Withdrawn”**.
- Ensure that you have entered information as to the reason for the withdrawal within the **Comments to CE** field.
- Returning to the **Application Packet** screen, you will notice that the application status is **“Withdrawn”**.

3. Review the FSMC Contract List (if applicable).

- Select the **Details** option next to the FSMC Fact Sheet item. The FSMC Contract List is displayed.
- Select each **submitted contract** and review the packet item.
- Update the **Internal Use Only** section of the packet item with **Internal Comments**, if desired.
- Update the packet item status.
  - For each FSMC contract submission, if the packet item has no issues, change the status to **“Approved”**.
  - Returning to the **Application Packet** screen, you will notice that there is a green checkmark next to the **FSMC Contract List** packet item.
  - If the packet item has an issue, keep the status as **“Pending Approval”**.
  - Ensure that you have provided information as to what needs to be corrected within the **Comments to CE** field.

- Returning to the **Application Packet** screen, you will notice that the **FSMC Contract List** item will have a red arrow, signifying that the item requires attention.
4. Review each **School Nutrition Program Site** application.
- Select the **Admin** option next to the site application item.
  - Review the application.
  - Update the **Internal Use Only** section of each site application.
  - Enter **Internal Comments** and **Comments to CE**, if desired.
  - Update the application status.
    - If the application has no issues, change the status to **“Approved”**.
    - Returning to the **Site List** screen, you will notice that the application status is **“Approved”** and there is a green checkmark next to the packet item.
    - If the application requires additional information or corrections, change the status to **“Returned for Correction”**.
    - Ensure that you have provided information as to what needs to be corrected within the **Comments to CE** field.
    - Returning to the **Site List** screen, you will notice that the application status is **“Returned for Correction”**.
    - If the application is not valid for submission, change the status to **“Denied”**.
    - Ensure that you have provided information as to the reason for denial within the **Comments to CE** field.
    - Returning to the **Site List** screen, you will notice that the application status is **“Denied”**.
    - If the CE has requested to withdraw the application, change the status to **“Withdrawn”**.
    - Ensure that you have entered information as to the reason for the withdrawal within the **Comments to CE** field.
    - Returning to the **Site List** screen, you will notice that the application status is **“Withdrawn”**.

5. Review the Community Eligibility Provision (CEP) Schedule (if applicable).
  - Select the **Admin** option next to the **Community Eligibility Provision (CEP) Schedule** item. The Community Eligibility Provision (CEP) Schedule is displayed.
  - Review the **data** submitted.
  - Update the **Internal Use Only** section of the packet item with Internal Comments, if desired.
  - Update the packet item status.
    - If the schedule has no issues, change the status to **“Approved”**.
    - Returning to the Application Packet screen, you will notice that there is a green checkmark next to the **Community Eligibility Provision (CEP) Schedule** packet item.
    - If the packet item has an issue, change the status to **“Error”**.
    - Ensure that you have provided information as to what needs to be corrected within the **Comments to CE** field.
    - Returning to the **Application Packet** screen, you will notice that the **Community Eligibility Provision (CEP) Schedule** item will have a red arrow, signifying that the item requires attention.
6. Review the **Checklist** items (if applicable).
  - Select the **Details** option next to **Checklist Summary**. The **Checklist Summary** is displayed.
  - Select each checklist item for the **CE** and each site.
  - Select **INTERNAL USE ONLY** from the top right of the screen.
  - For each checklist item received and reviewed, identify that the items was received and change the status to **“Approved”**.
    - Returning to the Application Packet screen, you will notice that there is a green checkmark next to the **Checklist Summary** packet item.

## 8.3 Approving an Application Packet

Once the State has reviewed each Application Packet item and has identified each item as “Approved”, the State can now approve the Application Packet.

For new CEs, two levels of approval are required. Initially, an authorized State user would select the Recommend Approval button on the CE's Application Packet screen.

Once the button is selected, the **Approve** button is activated on the CE's Application Packet screen. Once the Approve button is selected, the Application Packet status is set to "Approved" and the CE can begin submitting claims for reimbursement based on the approved Application Packet's data.

For existing CEs, only a single level of approval is required. Once the renewal applications and required packet items have all been reviewed and approved by, the State user selects the **Approve** button (i.e., the **Recommend Approval** button is not active) on the CE's Application Packet screen. Once the **Approve** button is selected, the CE can begin submitting claims for reimbursement.

## 8.4 Application Packet Statuses

Statuses are used to manage the workflow of the Application Packet. Each packet can have only one status at a time.

### **Not Submitted**

The packet has a status of "Not Submitted" when the packet is created for the first time or when any of the packet items are created, revised, or modified, but the Application Packet has not been submitted to the State.

### **Submitted**

The packet has a status of "Submitted" when the CE uses the Submit for Approval button on the Application Packet screen to submit the error-free packet to the State for review.

If the packet status is "Submitted", the entire packet becomes read-only to the CE.

All applications that are "Submitted" must ultimately be "Approved", "Denied", or "Returned for Correction" or "Withdrawn".

### **Approval Recommended (i.e., First Level Approved)**

When a CE is new to the program, the system will require two levels of approval. This status represents the first level of approval performed by the State before a final approval is granted.

The Application Packet screen will display the First Approval button when the first level approval is required. After selection, this button will not display; however, the Approve button will be displayed.

### **Approved**

The packet has a status of "Approved" when the State has approved each packet item AND has selected the Approve button on the Application Packet screen.

### **Denied**

The packet has a status of “Denied” when the State selects the Deny button on the Application Packet screen.

When a packet is “Denied”, the packet remains view-only and nothing in the packet can be modified. The only way to edit items in a denied packet is for the State to change the status of the packet to something other than “Denied”.

By denying an Application Packet, the status of all items within the packet is automatically set to “Denied”. An “Approved” packet cannot be “Denied”.

### **Returned for Corrections**

The packet has a status of “Returned for Corrections” when the State selects the Return button on the Application Packet screen.

This status unlocks the packet for the CE and sets the status back to “Not Submitted”.

An “Approved” packet cannot be “Returned for Corrections”.

### **Withdrawn**

The packet has a status of “Withdrawn” when the CE or State selects the Withdraw button on the Application Packet screen. An Application Packet with a status of “First Level Approved” can be withdrawn.

An Application Packet with a status of “Approved” packet cannot be “Withdrawn”. If an application has been “Approved”, it can only be “Cancelled” or “Terminated” by the State (see *Application Packet* section).

## **8.5 Application Statuses**

Statuses are used to define the current state of an application packet item. Each application can have only one status at a time.

### **Pending Validation**

The application has a status of “Pending Validation” when the application has not yet been opened or saved.

### **Error**

The application has a status of “Error” if it has failed system validation rules. Data entered is maintained.

### **Not Submitted**

The application has a status of “Not Submitted” when the application is saved without error, but the

Application Packet has not been submitted to the State.

### **Submitted**

The application has a status of “Submitted” when the CE has submitted the Application Packet to the State for review (i.e., the CE has selected the Submit for Approval button).

Any application that is marked “Not Submitted” is changed to “Submitted”.

The Application Packet becomes read-only to CE users.

### **Approved**

The application has a status of “Approved” when the State has approved the application (i.e., the State selected “Approved” in the Internal Use Only section of the form).

### **Denied**

The application has a status of “Denied” when the State has denied the application (i.e., the State selected “Denied” in the Internal Use Only section of the form).

If the application is “Denied”, it can no longer be modified by the CE. Only the State can change the status of the application.

When setting the application status to “Denied”, the State should enter a comment in the Comments to CE field explaining the reason the application was denied.

### **Returned for Correction**

The application has a status of “Returned for Correction” when the State has identified errors in the application and has selected “Returned for Correction” in the Internal Use Only section of the form.

When setting the application status to “Returned for Correction”, the State should enter a comment in the Comments to CE field explaining the reason the application was returned.

### **Withdrawn**

The application has a status of “Withdrawn” when the State has selected “Withdrawn” in the Internal Use Only section of the form.

If the Application Packet has ever been approved, there will not be an option to withdraw.



## 8.6 Claim Statuses

Statuses are used to define the current state of a claim. Each claim can have only one status at a time.

### **Not Eligible**

The claim has a status of “Not Eligible” when there is an application condition that is preventing claiming for the selected month (e.g., CE or site is not authorized on the Application Packet to operate for the selected month or the Application Packet status is not “Approved”).

### **Incomplete**

The claim has a status of “Incomplete” when the claim has been created in the system but the Save button was never clicked (e.g., timeout, logout, etc.). The system saves the data that has been entered, but no edits have been performed.

### **Error**

The claim has a status of “Error” when the claim has been submitted and has business rule violations.

### **Pending**

The claim has a status of “Pending” when the claim has been saved and on-line edits have been performed, but the claim has not been submitted and validated with additional edits (e.g., 60/90 days edit, etc.). Applicable only when the CE is participating in CE-level claiming.

### **Validated**

This site claim has a status of “Validated” when the site claim has been entered, validated, and contains no errors. Applicable only when the CE is participating in site-level claiming.

### **Accepted**

The claim has a status of “Accepted” when the claim has passed all on-line edits and additional edits (e.g., 60/90 days edit, etc.), and is ready to be included in the payment tracking process.

### **Accepted\***

The claim has a status of “Accepted\*” when the claim has been selected by the State for inclusion in the batch payment process. However, if the batch process has not run, the claim cannot be modified. Should the claim require a change, a revised claim must be submitted.

### **Processed**

Claim has been fully processed and has been sent to the State’s Accounting Office for disbursement of funds.