# Table of Contents

1.0 School Nutrition Program ....................................................................................................................... 3  
   1.1 Purpose/Overview ............................................................................................................................. 3  
   1.2 Website Benefits and Features .......................................................................................................... 3  

2.0 Accessing the Website ............................................................................................................................ 4  
   2.1 TX-UNPS Home Page .......................................................................................................................... 5  
   2.2 Logging On.......................................................................................................................................... 5  
   2.3 TX-UNPS Programs Menu Page .......................................................................................................... 6  
   2.4 Error Processing ................................................................................................................................. 7  
   2.5 Selecting a School Year ...................................................................................................................... 8  
   2.6 Contracting Entity Search................................................................................................................. 10  

3.0 SNP Applications ................................................................................................................................... 14  
   3.1 School Year Enrollment Process ....................................................................................................... 14  
   3.2 Submitting an Application Packet .................................................................................................... 14  
   3.3 Applications Menu ........................................................................................................................... 15  
   3.4 Contracting Entity Manager ............................................................................................................. 16  

4.0 Claims....................................................................................................................................................94  
   4.1 About the Claims Process ............................................................................................................... 105  
   4.2 Claims Menu .................................................................................................................................. 105  
   4.3 Claim Dates .................................................................................................................................... 106  
   4.4 Claim Entry ..................................................................................................................................... 106  
   4.5 Claim Site List ................................................................................................................................. 108  
   4.6 Claim Rates ..................................................................................................................................... 112  

5.0 Compliance.........................................................................................................................................102  
   5.1 Compliance Menu .......................................................................................................................... 114  
   5.2 Review Tracking .............................................................................................................................. 114  
   5.3 Statewide Review Dashboard ........................................................................................................ 117  
   5.4 Bulk Review Scheduling .................................................................................................................. 120  
   5.5 Bulk Review Assignments .............................................................................................................. 122  
   5.6 Historical Reviews .......................................................................................................................... 122  
   5.7 Procurement Review Tracking ....................................................................................................... 123  
   5.8 Notifying CEs of a Procurement Review ........................................................................................ 123  

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5.9 Scheduling the Review ................................................................................................................... 123
5.10 Review List ................................................................................................................................... 124
5.11 Providing Procurement Documentation ....................................................................................... 125
5.13 Procurement Standards and Government Regulations ............................................................... 129
5.14 Vendors ........................................................................................................................................ 130
5.17 Formal Contracts Vendors ........................................................................................................... 133
5.18 FSMC Contracts ............................................................................................................................ 134
5.19 Processing Contracts .................................................................................................................... 135
5.20 Technical Assistance and Corrective Action ................................................................................. 136
5.21 Corrective Action Documents ....................................................................................................... 140
5.22 Reporting the Results of the Review ............................................................................................ 144
6.0 Reports ........................................................................................................................................... 131
6.1 About Reports ................................................................................................................................ 146
6.2 Report Parameters ......................................................................................................................... 146
6.3 Reports .......................................................................................................................................... 146
7.0 Security .......................................................................................................................................... 148
7.1 Security Menu ............................................................................................................................... 148
7.2 User Manager ............................................................................................................................... 149
7.3 User’s Profile ............................................................................................................................... 150
7.4 User Assigned Group(s) ................................................................................................................ 151
7.5 User’s Security Rights ................................................................................................................... 154
7.6 User’s Associated Contracting Entities (CEs) ............................................................................... 157
7.7 Reset User’s Password .................................................................................................................. 158
8.0 Application Packet ......................................................................................................................... 145
8.1 Submitting an Application Packet ................................................................................................... 145
8.2 Reviewing an Application Packet ................................................................................................ 170
8.3 Approving an Application Packet ................................................................................................ 173
8.4 Application Packet Statuses ......................................................................................................... 174
8.5 Application Statuses .................................................................................................................... 175
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.

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.

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.
- One 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.

![Programs Menu Screen](image)

*Figure 3: Programs Menu Screen*
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.

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.

![Figure 5: Examples of a Business Rule Error (Partial Screen)](image)

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.

![Figure 6: Example of a Warning Error](image)

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.
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.

---

<table>
<thead>
<tr>
<th>Select Year</th>
<th>2022 - 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2021 - 2022</td>
</tr>
<tr>
<td><strong>2020 - 2021 &lt; Selected</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2019 - 2020</td>
</tr>
<tr>
<td></td>
<td>2018 - 2019</td>
</tr>
<tr>
<td></td>
<td>2017 - 2018</td>
</tr>
<tr>
<td></td>
<td>2016 - 2017</td>
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<tr>
<td></td>
<td>2015 - 2016</td>
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<td>2014 - 2015</td>
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<td>2012 - 2013</td>
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<tr>
<td></td>
<td>2011 - 2012</td>
</tr>
<tr>
<td></td>
<td>2010 - 2011</td>
</tr>
<tr>
<td></td>
<td>2009 - 2010</td>
</tr>
<tr>
<td></td>
<td>2008 - 2009</td>
</tr>
</tbody>
</table>

**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](image)

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

![Figure 9: Contracting Entity Search Screen](image)
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.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Type of Search</th>
<th>Search Features</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE ID</td>
<td>“includes”</td>
<td>• If in combination with the Contracting Entity Name, the CE ID takes precedence</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• If in combination with any other parameter, all parameters are used to perform</td>
</tr>
<tr>
<td>Contracting Entity Name</td>
<td>“includes”</td>
<td>• If in combination with the CE ID, the CE ID takes precedence; this parameter is</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• If in combination with any other parameter, all parameters are used to perform</td>
</tr>
<tr>
<td>TIN</td>
<td>“includes”</td>
<td>• If in combination with the CE ID, the search is performed using both the CE ID</td>
</tr>
<tr>
<td>CD Code</td>
<td></td>
<td>• If in combination with any other parameter, all parameters are used to perform</td>
</tr>
<tr>
<td>County</td>
<td>“exact match”</td>
<td>• If in combination with the CE ID, the search is performed using both the CE ID</td>
</tr>
<tr>
<td>Packet Status</td>
<td></td>
<td>• If in combination with any other parameter, all parameters are used to perform</td>
</tr>
<tr>
<td>Field Service Rep</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Packet Assigned To ESC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Region</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TDA Region</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parameter</td>
<td>Type of Search</td>
<td>Search Features</td>
</tr>
<tr>
<td>----------------------------</td>
<td>----------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Contracting Entity Status</td>
<td>“exact match”</td>
<td>▪ Required; defaults to “Active”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ If in combination with any other parameter, all parameters are used to perform the search.</td>
</tr>
</tbody>
</table>

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.

![Contracting Entity Search Screen](image)

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.
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.

![Application Packet Enrollment Screen](image)

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”.

---

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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](image)

**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.

![Menu Toolbar](image)

**Figure 14: Menu Toolbar**
4. The Applications menu will list multiple items to access various functions.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracting Entity Manager</td>
<td>SNP Contracting Entity's Profile, Site and Hold Information</td>
</tr>
<tr>
<td>Application Portal</td>
<td>Access to all program applications</td>
</tr>
<tr>
<td>Application Packet</td>
<td>Applications Forms (Contracting Entity and Site)</td>
</tr>
<tr>
<td>Attachment B</td>
<td>Policy Statement for Free and Reduced-Price Meals, Attachment B: Meal Counts/Collection Procedure(s)</td>
</tr>
<tr>
<td>Attachment B Summary</td>
<td>Attachment B summary of submissions.</td>
</tr>
<tr>
<td>Attachment B Upload Attachments</td>
<td>Manage the upload of attachments for the Attachment B form</td>
</tr>
<tr>
<td>Annual Audits</td>
<td>Annual Audits</td>
</tr>
<tr>
<td>Annual Audit Status Summary</td>
<td>Annual Single Audit Status Summary</td>
</tr>
<tr>
<td>FFVP Summary</td>
<td>Fresh Fruit and Vegetable Program Invitations and Approvals</td>
</tr>
<tr>
<td>FFVP Application Packet</td>
<td>Fresh Fruit and Vegetable Program Application Forms (SFA and Site)</td>
</tr>
<tr>
<td>FFVP Grant Allocations</td>
<td>Fresh Fruit and Vegetable Program Grant Allocations by CE/Site</td>
</tr>
<tr>
<td>FFVP Grants</td>
<td>Fresh Fruit and Vegetable Program Grant Information for a specific CE</td>
</tr>
<tr>
<td>FFVP Grant Overview</td>
<td>Fresh Fruit and Vegetable Program Grant Information by Site Overview</td>
</tr>
<tr>
<td>Summer Nutrition Program Costs</td>
<td>Total Costs Associated with Operating a Summer Nutrition Program</td>
</tr>
<tr>
<td>Capital Expenditure Request</td>
<td>Request for funds to purchase capital items &gt; $5,000</td>
</tr>
<tr>
<td>October Enrollment</td>
<td>October Enrollment and Eligibility by Site</td>
</tr>
<tr>
<td>Site Enrollment</td>
<td>Site Enrollment and Eligibility</td>
</tr>
<tr>
<td>Community Eligibility Provision</td>
<td>Enrollment and Eligibility for Community Eligibility Provision</td>
</tr>
<tr>
<td>Texas Summer Mandate</td>
<td>Summer Nutrition Programs Intent Declaration</td>
</tr>
<tr>
<td>Texas Summer Mandate Summary</td>
<td>Summer Nutrition Programs Intent Summary</td>
</tr>
<tr>
<td>TX ELMS</td>
<td>Eligibility List Management System for direct certification and direct verification</td>
</tr>
<tr>
<td>MENU Module</td>
<td>Menu Planning and Analysis module</td>
</tr>
<tr>
<td>MENU Module Training</td>
<td>Menu Planning and Analysis – Training Environment</td>
</tr>
<tr>
<td>Download Forms</td>
<td>Forms Available for Downloading</td>
</tr>
</tbody>
</table>

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**.

![Contracting Entity Manager Menu](image)

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

![Contracting Entity Manager Screen](image)

**Figure 17: Contracting Entity Manager Screen**

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

![Contracting Entity Profile (Partial Screen)](image)

**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.

---

**Helpful Tips**

*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.
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.

![Site Profile](image)

**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.

**Important**: 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](image-url)
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**.

![High Risk Information Detail Screen]

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.
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.
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.
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.

**Figure 26: Technical Assistance Screen**
3.10 Application Portal

The Application Portal provides access to all program applications.

![Application Portal Menu Screen](image)

**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**.

![Application Packet Notes Section](image)

**Figure 28: Application Packet Notes Section**
3. Select a **Date** in the Application Packet Notes section to access the applicable note.

![Application Packet Notes](image1.png)

**Figure 29: Application Packet Notes**

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

![Application Note](image2.png)

**Figure 30: Application Notes**
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.

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.

![Figure 32: Application Packet Screen](image)

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.

![Figure 33: Application Packet Screen](image)

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.

![Figure 34: End Contracting Entity Agreement](image)
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.
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

**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).

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**.

**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.
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.

![Figure 35: End Contracting Site List](image-url)
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.
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.

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

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.

![Figure 36: “Quick” Site Profile](image_url)
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.
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.
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.
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.
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.
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.
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.

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

*Important* 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.

5. 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.

6. 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.

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

**Figure 38: ‘Quick’ Site Profile Screen**

3.15.3 Viewing 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 **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.

![Figure 39: SNP Site List Screen](image)

### 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.
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.

![End Site Agreement Screen](image)

**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.
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.

![Meal Pattern Compliance Dashboard Screen](image)

### Instructions

New CSSs participating in NLSP or CSSs 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 the screen. All other CSSs participating in NLSP/OSBP must upload the Annual Attestation only.

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<td>View</td>
<td>Breakfast</td>
<td>K-12</td>
<td>3</td>
<td>Waffle Bar</td>
<td>View</td>
<td>View</td>
<td>11/18/2012</td>
<td>Approved</td>
<td>2</td>
</tr>
<tr>
<td>Add Menu</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

![Figure 42: Menu Type Screen](image)

6. Enter the **Menu Name**.

![Figure 43: Menu Type Screen (Partial Screen)](image)

7. 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.

![Figure 44: File Upload Screen](image)
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.
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.
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.
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.
7. Select **Upload** to access the document and return to the Attestation screen.

![Figure 46: Annual Attestation Upload Screen](image)

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.
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.
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.
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 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.
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

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

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

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](image-url)
3.17.21 Deleting a Meal Pattern Note

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.
3. Select Checklist.

![Figure 48: Checklist Summary Screen](image)
3.18.2 Viewing a Checklist

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

![Figure 49: Checklist Screen](image)

3.18.3 Updating a Checklist

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**.

![Checklist File Upload Detail](image)

**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**.

3.19.2 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.

---

**Figure 51: 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.
3. Select View next to Application Packet Notes for CE. The Application Packet Notes screen displays.
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](image)

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.**
Figure 53: NDL Dashboard

<table>
<thead>
<tr>
<th>Action</th>
<th>Verified</th>
<th>Attachments</th>
<th>Suspect</th>
<th>NDL Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detail</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detail</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detail</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detail</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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](image)

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

![Figure 55: Attachments Example](image)

### 3.24 NDL Suspect Detail

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

![Figure 56: Suspect Match Detail Screen](image)
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](image)

### 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.

![Figure 58: Attachment List](image)
2. Make any revisions. Select **Save**.

![Attachment Pop-Up Screen](image)

*Figure 59: Attachment Pop-Up Screen*

- **Important**

  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.

![NDL Non-Suspect Match Detail Screen](image)

*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.
3. Select Attachment B from the menu screen.

![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.
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.
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**.

![Attachment B Report Summary Search Screen](image)

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.

![Attachment B: Upload Attachments Summary](image)

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

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

![List of All Contracting Entities](image)

**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.
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.

---

**Figure 65: Attachment B Upload Summary**

<table>
<thead>
<tr>
<th>Completed</th>
<th>Item Type</th>
<th>File Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Household Application</td>
<td>2020_2021_NSFL_HHApplication_Standard_MultiChild_200415.docx</td>
<td>8/7/2020 7:15:34 AM</td>
</tr>
<tr>
<td></td>
<td>Instructions</td>
<td>2020_2021_NSFL_HHApplication_Directions_200415.docx</td>
<td>8/7/2020 7:16:10 AM</td>
</tr>
<tr>
<td></td>
<td>Notification Letter</td>
<td>2020_2021_NSFL_HHApplication_Letter_200415.docx</td>
<td>8/7/2020 7:16:45 AM</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Status</th>
<th>Returned for Correction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewed on</td>
<td>08/07/2020</td>
</tr>
</tbody>
</table>

**Internal Comments:**

returned for corrections to re-upload the notification letter on 8/13/20. 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.

Copyright © 2020 by Colyar Technology Solutions, LLC. All rights reserved.
6. A warning displays. Select the Delete button to permanently remove the document from the program.

![Delete Warning Screen](image)

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.

![Internal Use Only Section](image)

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.

![Figure 68: Compliance Certification Screen](image)

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.
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.

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**.

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.

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*Figure 70: Review Applications 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.

![Verification Report Summary Screen](image)

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.

![Food Safety Inspections Summary Screen](image)

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.
Figure 73: Annual Audit Menu Screen
4. The Annual Audit form displays. Complete the required information.
5. Select Save. A Confirmation screen displays.

![Annual Audit Form (Partial)](image)

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.

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.

3.37.2 Viewing or Modifying a Financial Report

1. On the blue menu screen, select Applications to access the menu screen.
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.

3.37.2 Deleting a Financial Report

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

2. From the Count column, select a number next to the corresponding description.
Figure 76: Financial Report Overview Screen

3. 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.
4. Select the Generate Email button to create an email containing the reporting summary to the designated CEs.

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

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.

![Figure 80: Food Safety Inspections Summary Screen](image)

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.
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**.

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.
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.

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.

3.35 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.

![Figure 81: Fresh Fruit and Vegetable Program Sites Invite Screen (Partial)](image)

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.

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.

![Figure 83: FFVP Grants Overview List](image)

### 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.

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

**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.

**Important**: 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.

**Important**: 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 day 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.
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.

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

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**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.

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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.
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.
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.
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.

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.

   ![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.

![Figure 88: Texas Mandate Summary Screen](image)

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.
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:

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

4.2 Claims Menu

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

![Figure 90: Claims Menu](image-url)
4.3 Claim Dates

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Received</td>
<td>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.</td>
</tr>
<tr>
<td>Date Accepted</td>
<td>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.</td>
</tr>
<tr>
<td>Date Processed</td>
<td>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.</td>
</tr>
</tbody>
</table>

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.

![Image of Claim Year Summary Screen](image-url)
### 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.

<table>
<thead>
<tr>
<th>Claim Month: September 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Claim Items</strong></td>
</tr>
<tr>
<td>View</td>
</tr>
<tr>
<td><strong>Total Earned</strong></td>
</tr>
</tbody>
</table>

**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.

**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.

![Figure 94: Claim for Reimbursement Summary Screen](image)
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.

![Figure 95: Compliance Menu Screen](image)

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.

![Review Tracking Screen](image)

**Figure 96: Review Tracking Screen**

4. Select the **View or Modify link** next to Review Information.
5. Enter required **data**.
6. Select **Save**.

**Figure 97: Review Dashboard**

**Figure 98: Review Information Screen**
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

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.
5.3.1 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.

![Figure 100: Statewide Review Dashboard]

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

---

5.3.2 Accessing the Graphical Review Data

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

---

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

![Statewide Review Dashboard Data Tab](image)

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](image)

**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/uploads 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**.
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.

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.

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:
  o Vendors
  o Total paid/vendor
  o Goods/services purchased
  o 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.

![CE Procurement Table Summary Screen](image)

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.

Figure 107: Common Procurement Review Dashboard Items

5.11.4 Procurement Authority

Collects information regarding extended closures for the business office.

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”.

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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.

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

**Important**

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.

<table>
<thead>
<tr>
<th>Type</th>
<th>Vendor Count</th>
<th># Selected for Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Micro Purchases</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Small Purchases</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Formal Contracts</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>FSMC Contracts</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Processing Contracts</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

**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.

![Figure 113: Procurement Table Vendor Screen](image)

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.

![Figure 114: Micro-Purchase Vendor Screen](image)

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.

![Figure 115: Micro-Purchase Vendor Analysis Screen](image)
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.

![Small Purchases Vendor Screen](image1)

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.

![Small Purchase Vendor List Screen](image2)

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.

![Small Purchase Vendor Analysis Screen](image3)

Figure 118: Small Purchase Vendor Analysis Screen
Small purchase vendors (and subsequent vendor types) allows for the selection of the GPO/GBO/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](image)

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](image)
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.
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 123: 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**
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.

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 Forms Menu](image)

**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.

![Figure 129: Edit Findings Description Screen](image1)

- 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.

![Figure 130: Edit Findings Corrective Action Screen](image2)
• 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](image)

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

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>Modify</td>
</tr>
<tr>
<td>View</td>
<td>Modify</td>
</tr>
<tr>
<td>Detail</td>
<td></td>
</tr>
<tr>
<td>Detail</td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>Modify</td>
</tr>
<tr>
<td>View</td>
<td>Modify</td>
</tr>
<tr>
<td>View</td>
<td>Modify</td>
</tr>
<tr>
<td>View</td>
<td>Modify</td>
</tr>
<tr>
<td>View</td>
<td>Modify</td>
</tr>
<tr>
<td>View</td>
<td>Modify</td>
</tr>
<tr>
<td>Detail</td>
<td></td>
</tr>
<tr>
<td>Detail</td>
<td></td>
</tr>
</tbody>
</table>

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**.

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**.

![Figure 136: Procurement Review Bulk Scheduling Screen](image-url)
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](image)

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.

![Open or Save Confirmation Pop-Up Screen](image)

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.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Password</td>
<td>Change Password for Logged-In User</td>
</tr>
<tr>
<td>User Manager</td>
<td>User Manager</td>
</tr>
<tr>
<td>CE System Logins</td>
<td>Contracting Entity System Logins</td>
</tr>
</tbody>
</table>

Figure 139: Security Menu Screen

7.1.2 Accessing Change Password

1. On the blue menu toolbar, select Security.
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.

Figure 140: Change Password Screen
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:

<table>
<thead>
<tr>
<th>User Type</th>
<th>Denoted by</th>
<th>Users displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrators</td>
<td>&quot;Yes&quot; in Administrator column</td>
<td>All</td>
</tr>
<tr>
<td>State Employees</td>
<td>Names and User IDs in bold</td>
<td>Non-administrators</td>
</tr>
<tr>
<td>CE users</td>
<td>Non-bolded names; blank administrator column</td>
<td>Non-administrators</td>
</tr>
</tbody>
</table>

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.
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.

![Figure 141: User Manager Search Screen](image)

4. Select the **User** to access the User Options menu.
5. Select **User’s Assigned Group(s)**.

![Figure 142: User’s Assigned Group Search Screen](image)

### 7.4.2 Adding 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. Once the screen displays, select the **group to add the user** to on the Available Group list.

**Important**

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

![User's Assigned Group Screen](image)

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

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

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 Menu Screen](image)

**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**.
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.

![Figure 145: User’s Associated Contracting Entities Screen](image)

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.
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.

![Figure 146: Reset User’s Password Screen](image)

**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](image)

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](image)
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](image)

4. The User Profile pop-up screen displays. Complete all required **text fields**.
5. Select **Save**.

![Figure 150: User Profile Screen](image)

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**.

![Security Groups List Screen](image1)

**Figure 151: Security Groups List Screen**

5. Once the appropriate security groups have been selected, a **User ID** can be generated or assigned.

![User ID Screen](image2)

**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**.

![Figure 153: User Detail Screen](image)
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.

![User Login Deactivation Option](Image)

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.

![User Login Activation Option](Image)

7.11.3 Unlocking a User

Locked users are identified on the List screen by a Lock symbol in the corresponding column.

![User Login Locked Users Example](Image)
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.

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.

![Set Password Screen](image)

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 Section](image)

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](image)

### 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**.

![Figure 162: Notes List Section](image)

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 systems 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](image)

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.
   o Select the Admin option next to the site application item.
   o Review the application.
   o Update the Internal Use Only section of each site application.
   o Enter Internal Comments and Comments to CE, if desired.
   o 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.