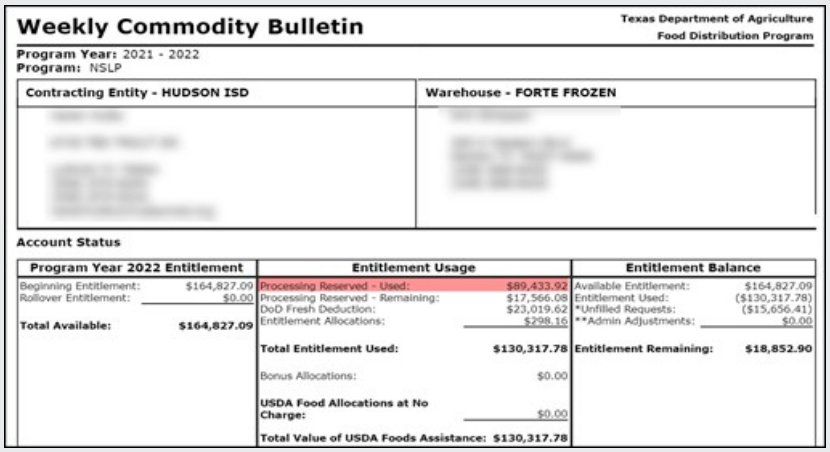
How to Move Entitlement from Processing

Follow these steps to move funds from processing to use on other USDA Foods

To get remaining Entitlement amount:

1. Log into TX-UNPS
2. Click on Food Distribution Program
3. Click on Reports
4. Click on Weekly Commodity Bulletin
5. Click on Create Report)
6. Look at Entitlement Usage Section (see screenshot)
7. Write down (cannot copy and paste) exact amount in Processing Reserved-Used field -Amount will be used in step 7 below



Weekly Commodity Bulletin

Texas Department of Agriculture
Food Distribution Program

Program Year: 2021 - 2022
Program: NSLP

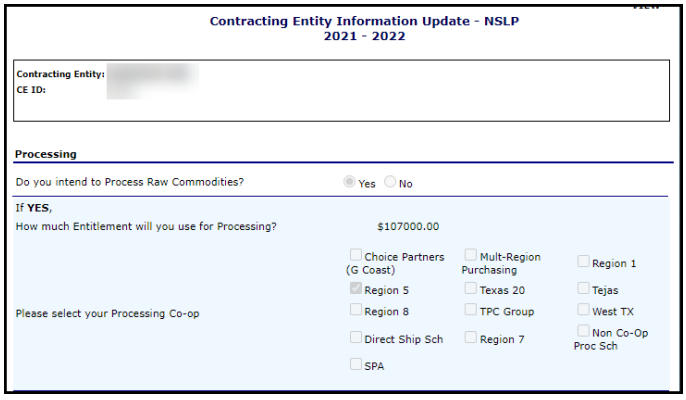
Contracting Entity - HUDSON ISD	Warehouse - FORTE FROZEN
[redacted]	[redacted]

Account Status

Program Year 2022 Entitlement		Entitlement Usage		Entitlement Balance	
Beginning Entitlement:	$164,827.09	Processing Reserved - Used:	$89,433.92	Available Entitlement:	$164,827.09
Rollover Entitlement:	$0.00	Processing Reserved - Remaining:	$17,566.08	Entitlement Used:	($130,317.78)
		DoD Fresh Deduction:	$23,019.62	*Unfilled Requests:	($15,656.41)
Total Available:	**$164,827.09**	Entitlement Allocations:	$298.16	**Admin Adjustments:	$0.00
		Total Entitlement Used:	**$130,317.78**	**Entitlement Remaining:**	**$18,852.90**
		Bonus Allocations:	$0.00		
		USDA Food Allocations at No Charge:	$0.00		
		Total Value of USDA Foods Assistance:	**$130,317.78**		

To move entitlement funds out of Processing Reserved-Remaining

1. Click on Contracting Entities
2. Click on Contract
3. Click on Contract Packet
4. Click on Continue
5. Click on Withdraw Packet
6. Click on Modify (located to the left of Contracting Entity Information Update line)
7. Swipe over the amount in "How much entitlement...." (see screenshot) and type in the exact amount of Processing Reserved-Used from step 7 above
8. Click on Save
9. Click on Finished
10. Click Submit for Approval
11. Click on Finished
12. Review Weekly Commodity Bulletin for updated balances. Processing Reserved-Remaining should equal zero.



Contracting Entity Information Update - NSLP
2021 - 2022

Contracting Entity: [redacted]
CE ID:

Processing

Do you intend to Process Raw Commodities? (•) Yes ( ) No

If **YES**,

How much Entitlement will you use for Processing? $107000.00

Please select your Processing Co-op

☐ Choice Partners (G Coast)	☐ Mult-Region Purchasing	☐ Region 1
☑ Region 5	☐ Texas 20	☐ Tejas
☐ Region 8	☐ TPC Group	☐ West TX
☐ Direct Ship Sch	☐ Region 7	☐ Non Co-Op Proc Sch
☐ SPA		

Note: Only the CE can modify this information. Funds that are moved out of Processing Reserved-Remaining go to Entitlement Remaining, which can be used for other USDA Foods items.

*This will not work if Entitlement Remaining (in Balance on Weekly Commodity Bulletin) is negative.

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711
Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)

Food and Nutrition Division
Food Distribution Program

This product was funded by USDA.
This institution is an equal opportunity provider.

Updated 1/21/2022
www.SquareMeals.org