Fundamentals of USDA Foods for NSLP
Desk Reference Manual
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terms</td>
<td>3</td>
</tr>
<tr>
<td>USDA Food Distribution in TXUNPS</td>
<td>4</td>
</tr>
<tr>
<td>Creating the Contract Packet</td>
<td>5</td>
</tr>
<tr>
<td>DOD</td>
<td>21</td>
</tr>
<tr>
<td>Processing</td>
<td>21</td>
</tr>
<tr>
<td>Completing the Survey</td>
<td>22</td>
</tr>
<tr>
<td>Weekly Commodity Bulletin</td>
<td>29</td>
</tr>
<tr>
<td>Ordering Food</td>
<td>35</td>
</tr>
<tr>
<td>Year At A Glance</td>
<td>47</td>
</tr>
<tr>
<td>Resources</td>
<td>48</td>
</tr>
</tbody>
</table>
Terms

- CE - Contracting Entity
- DLA - Defense Logistics Agency
- DoD - Department of Defense
- FFAVORS - Fresh Fruit and Vegetable Order/Receipt System
- FDP - Food Distribution Program
- FSMC - Food Service Management Company
- NSLP - National School Lunch Program
- PAL - Planned Assistance Level
- RFP - Request for Proposal
- SBP - School Breakfast Program
- TDA - Texas Department of Agriculture
- TLS - Total Lunches Served
- TX-UNPS - Texas Unified Nutrition Programs System
- USDA - United States Department of Agriculture
- VPT - Value Pass Through
USDA Food Distribution in TXUNPS

1. Application Packet
2. Select DOD
3. Select Processing
4. Complete Survey
5. Weekly Commodity Bulletin
6. Order Food
7. Process Invoices
Creating the Contract Packet

The Food Distribution Program Contract Packet is the starting point for all tasks related to the Contracting Entity’s annual commodities contract. This screen contains all contracts and forms for a Contracting Entity’s contract packet, including the Contracting Entity Information Update / Certification, Contact information, and Delivery Location information.

A Contracting Entity information header displays in a box at the top of the screen and contains the Contracting Entity name and CE ID. In addition, it displays the Packet Status, Packet Approved Date (if applicable) and Contract Status.

An Annual Contract can only be deleted if there are no records associated with the contract (i.e., Allocations, Orders, etc.).

To Access the Contract Packet

1. On the blue menu bar, select “Contracting Entities”
2. Select Contract.
3. Select Program Year from the dropdown.
4. Select Program from the dropdown.
5. Select a Contracting Entity.
   -OR-
   Enter a CE ID.

**Note:** If you are associated with only one Contracting Entity, the system will always default to the Contracting Entity’s data. If you are a processing co-op user or a user associated with more than one Contracting Entity, you must select a CE.

6. Select Continue >>.
   The Contracting Entity’s Contract Packet displays.
1. Select “Contracting Entities”.

2. Select “Contract”.

3. Select “Contract Packet”.

Starting 10/5/2020, claims processing will be reduced to 1 day a week until further notice. Claims processing will run on Thursdays (subject to change). This may affect the timing of your payment. You will ordinarily receive your payment within 8 business days after processing.
4. Select the Program Year from the dropdown.
5. Select the Program from the dropdown.

6. Select Contracting Entity -OR- Enter CE ID number.
To View a Contract

1. Access the Food Distribution Program Contract screen.
2. Select View for FDP Contract.
3. Select Cancel when finished.

1. Click on “Food Distribution Program” on the home screen in TX-UNPS.
2. Click on “Contracting Entities” on the blue bar at the top of the screen.

3. Click on “Contract”.

Welcome to the Food Distribution Program

Welcome to the **New** TX-UNPS Training Site

Last Updated: 02/07/2017

The database for this site was last restored on: Oct 7 2020 4:16PM

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery Orders</td>
<td>Submit and Track Commodity Orders</td>
</tr>
<tr>
<td>Surveys</td>
<td>Survey Entry Forms</td>
</tr>
<tr>
<td>Commodity</td>
<td>View or Decline Commodity Allocations</td>
</tr>
<tr>
<td>Allocations</td>
<td>View/Print FDP Invoices</td>
</tr>
<tr>
<td>Invoices</td>
<td></td>
</tr>
<tr>
<td>Contract</td>
<td>Submit and Maintain Annual Commodity Contract Packet and view Contract</td>
</tr>
<tr>
<td></td>
<td>Endorsement</td>
</tr>
<tr>
<td>Downloaded</td>
<td>Forms Available for Downloading</td>
</tr>
</tbody>
</table>
4. Click on “Contract Packet”.

5. Verify “Program Year” and “Program” in dropdowns.
6. Click “Continue” at the bottom of the screen.
7. Select “View” under the “Action” column for the contract you wish to view.
To View or Modify Contact Information

The following section pertains to Food Service Director, Ordering, and Billing Contact information. Contact Information for each contact type must be created for each contracting entity, as this contact information will appear on various documents printed using the Reports functionality.

1. Access the Food Distribution Program Contract screen.
2. Select View or Modify for the Program, Ordering, or Billing Contact.
3. View or revise any desired information.
4. Select the checkbox for the Contact Information Certification, if applicable.
5. If viewing, select Cancel.
   -OR-
   If modifying, select Save.

TIP: You can copy information from a saved Contact by selecting the “Copy contact information from” checkbox at the top of the form. For example:

To View or Modify Contract Information:

1. On the home screen of TX-UNPS, click on the yellow button for the “Food Distribution Program”.

![School Nutrition Programs](image-url)
2. In the blue section at the top of the page, click on “Contracting Entities”.

3. Click on “Contract”.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery Orders - CE</td>
<td>Submit and Track Commodity Orders</td>
</tr>
<tr>
<td>Surveys</td>
<td>Survey Entry Forms</td>
</tr>
<tr>
<td>Commodity Allocations</td>
<td>View or Decline Commodity Allocations</td>
</tr>
<tr>
<td>Invoices</td>
<td>View/Print PDP Invoices</td>
</tr>
<tr>
<td>Contract</td>
<td>Submit and Maintain Annual Commodity Contract Packet and view Contract Entitlement</td>
</tr>
<tr>
<td>Download Forms</td>
<td>Forms Available for Downloading</td>
</tr>
</tbody>
</table>
4. Click on “Contract Packet”.

5. Verify Program Year and Program are correct in the dropdown boxes.”
6. Click “Continue”.

7. Select either “View” or “Modify” for the Program, Ordering or Billing Contact.
8. “View” information OR “Modify” any information as needed. If viewing, review information and choose “Cancel” at the bottom. If modifying, change information as needed, and click “Save” at the bottom. **If the information is modified, be sure to select the checkbox for the “Contact Information Certification” before saving.**
To View or Modify a Delivery Location Profile

1. Access the Food Distribution Program Contract screen.
2. Select View or Modify for the desired Delivery Location.
3. If viewing, select < Back when finished.
   - OR -
   If modifying, select Save.

**Note:** Availability of editable fields varies by security group.

To Submit a Contract Packet for Approval

All components of the contract packet (Contracting Entity Information Update, Food Service Director contact, Billing contact, Ordering contact, and any applicable checklist items) must be complete before a Contracting Entity can submit the packet for approval.

1. Access the Food Distribution Program Contract screen.
2. Select Submit for Approval.
   The screen re-displays and displays that the packet has been submitted for approval in the Packet history section.

1. On the home screen of TX-UNPS, click on the yellow button for the “Food Distribution Program”.

![School Nutrition Programs](image)
2. In the blue section at the top of the page, click on “Contracting Entities”

3. Click on “Contract”.
4. Click on “Contract Packet”.

5. Verify program Year and Program are correct in the dropdown boxes.

6. Click “Continue”.

Food Distribution Program
7. Select “Submit for Approval” at the bottom of the page once all edits and changes are updated and correct.

Adding a Delivery Site

If a CE needs to add a delivery site for their warehouse, the CE needs to first confirm with their warehouse if adding a new site is possible. If both parties agree the CE can send an email to CommodityOperations@texasagriculture.gov with the site name and address.
**DOD**

**DoD Farm to School Program**
- Do you want to participate in the Farm to School Program: If you indicate Yes to participating in the Farm to School Program, you will need to complete the Farm to School Commitment Survey to indicate the amount of entitlement to reserve for this program.

**DOD Fresh Fruits and Vegetables**
- Do you want to receive DOD Fresh Fruits and Vegetables: If you indicate Yes, you will be required to submit an additional checklist item.
- DOD Fresh Fruit and Vegetables Commitment: This field is read-only and will display your calculated DOD Fresh Distribution entitlement after TDA distributes the DoD Funds in April.

**Processing**
- How much entitlement will you use for Processing: If you selected Yes in the first question, you must complete this field. The amount you indicate here will be deducted from your available entitlement when you go to complete your annual and periodic surveys.
- Please select your Processing Co-Op: If you selected Yes in the first question, you must complete this field.
Completing the Survey

1. Login to TX-UNPS – select Food Distribution Program.
2. Select the program year.
3. Contracting Entities > Survey

*NOTE: Surveys cannot open until the contract packet status is “submitted” or “approved”
4. Select the survey type by selecting the blue hyper link.
5. Enter in total number (cases) wanted within each delivery month.

*NOTE: greyed out delivery months indicate that the USDA Foods items is not available during that month.

1. Log in to TX-UNPS.
2. Select “Food Distribution Program”.
3. Select “Contracting Entities”.

4. Select “Surveys”.
5. Verify “Program Year” and “Program” are correct in the drop down. Then Click “Continue” at the bottom of the screen.

6. To select the Survey click on the number in blue next to the survey you would like to open.

<table>
<thead>
<tr>
<th>Survey #</th>
<th>Participation Status</th>
<th>Survey Type</th>
<th>Survey Name</th>
<th>Due Date</th>
<th>Survey Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>3083</td>
<td>Submitted</td>
<td>Processing Survey</td>
<td>WTX-Chs &amp; Mozz #1</td>
<td>03/02/2020</td>
<td>Closed</td>
</tr>
<tr>
<td>3094</td>
<td>Not Submitted</td>
<td>Processing Survey</td>
<td>WTX-Fruits #1</td>
<td>03/02/2020</td>
<td>Closed</td>
</tr>
<tr>
<td>3085</td>
<td>Submitted</td>
<td>Processing Survey</td>
<td>WTX-Meats #1</td>
<td>03/02/2020</td>
<td>Closed</td>
</tr>
<tr>
<td>3086</td>
<td>Submitted</td>
<td>Processing Survey</td>
<td>WTX-Staples #1</td>
<td>03/02/2020</td>
<td>Closed</td>
</tr>
<tr>
<td>3087</td>
<td>Submitted</td>
<td>Processing Survey</td>
<td>WTX-Veg #1</td>
<td>03/02/2020</td>
<td>Closed</td>
</tr>
<tr>
<td>3001</td>
<td>Submitted</td>
<td>Annual Survey By Month</td>
<td>Beef - Reg 6 US FOODS</td>
<td>06/03/2020</td>
<td>Closed</td>
</tr>
<tr>
<td>3093</td>
<td>Not Submitted</td>
<td>Annual Survey By Month</td>
<td>Dairy - Reg 6 US FOODS</td>
<td>06/03/2020</td>
<td>Closed</td>
</tr>
<tr>
<td>3094</td>
<td>Not Submitted</td>
<td>Annual Survey By Month</td>
<td>Fish - Reg 6 US FOODS</td>
<td>06/03/2020</td>
<td>Closed</td>
</tr>
<tr>
<td>3095</td>
<td>Not Submitted</td>
<td>Annual Survey By Month</td>
<td>Fruits - Reg 6 US FOODS</td>
<td>06/03/2020</td>
<td>Closed</td>
</tr>
<tr>
<td>3096</td>
<td>Not Submitted</td>
<td>Annual Survey By Month</td>
<td>Pork - Reg 6 US FOODS</td>
<td>06/03/2020</td>
<td>Closed</td>
</tr>
<tr>
<td>3097</td>
<td>Not Submitted</td>
<td>Annual Survey By Month</td>
<td>Poultry - Reg 6 US FOODS</td>
<td>06/03/2020</td>
<td>Closed</td>
</tr>
<tr>
<td>3098</td>
<td>Not Submitted</td>
<td>Annual Survey By Month</td>
<td>Staples - Reg 6 US FOODS</td>
<td>06/03/2020</td>
<td>Closed</td>
</tr>
<tr>
<td>3099</td>
<td>Not Submitted</td>
<td>Annual Survey By Month</td>
<td>Veg - Reg 6 US FOODS</td>
<td>06/03/2020</td>
<td>Closed</td>
</tr>
<tr>
<td>4175</td>
<td>Not Submitted</td>
<td>Processing Survey</td>
<td>WTX-Chs &amp; Mozz #2</td>
<td>06/03/2020</td>
<td>Closed</td>
</tr>
<tr>
<td>4176</td>
<td>Not Submitted</td>
<td>Processing Survey</td>
<td>WTX-Fruits #2</td>
<td>06/03/2020</td>
<td>Closed</td>
</tr>
<tr>
<td>4177</td>
<td>Not Submitted</td>
<td>Processing Survey</td>
<td>WTX-Meats #2</td>
<td>06/03/2020</td>
<td>Closed</td>
</tr>
<tr>
<td>4178</td>
<td>Not Submitted</td>
<td>Processing Survey</td>
<td>WTX-Staples #2</td>
<td>06/03/2020</td>
<td>Closed</td>
</tr>
<tr>
<td>4179</td>
<td>Not Submitted</td>
<td>Processing Survey</td>
<td>WTX-Veg #2</td>
<td>06/03/2020</td>
<td>Closed</td>
</tr>
<tr>
<td>4190</td>
<td>Not Submitted</td>
<td>Annual Survey By Month</td>
<td>Bonus - Regular USDA Foods - US FDS</td>
<td>08/26/2020</td>
<td>Closed</td>
</tr>
<tr>
<td>4191</td>
<td>Not Submitted</td>
<td>Processing Survey</td>
<td>Cristina’s Survey</td>
<td>11/30/2020</td>
<td>Open</td>
</tr>
</tbody>
</table>
7. Enter in “Units to Process” (total number cases) wanted within each delivery month.
   
   *NOTE: greyed out delivery months indicate that the USDA Foods items is not available during that month

8. Choose the “Processor” from the dropdown.
9. Once you enter “Units to Process” and indicate a Processor, you may click “Calculate Entitlement” to view the effect the amount would have on your overall balance.

10. To accept the change once you have entered an amount in “Units” and selected the Processor, click “Continue” at the bottom of the screen to save the changes.
11. Verify all information entered is correct and click “Submit Survey” at the bottom of the screen. If information needs to be changed, click “Cancel” and start the process over.

12. Once Survey is submitted, click “Finished” at the bottom of the screen to complete this process.
13. Once the process is complete, you will see the survey indicated as “Submitted” on the final screen.
Weekly Commodity Bulletin

1. On the blue bar select **Reports**.
2. Select **Weekly Commodities Bulletin**.
3. Select the Program Year from the dropdown.
4. Select the Program from the dropdown.
5. Select **Continue >>**.

1. Log into TX-UNPS
2. On the home screen of TX-UNPS click on the yellow button for the “Food Distribution Program”.

![School Nutrition Programs](image-url)
3. Click on “Reports” on the blue bar at the top of the screen.

4. Select “Weekly Commodity Bulletin”.
5. Verify “Program Year” and “Program” from the dropdowns.

6. Click “Create Report” at the bottom of the screen.
Your report will populate. Below is an explanation of each section of the report.

**Account Status** will show you your entitlement usage and balance amounts.

### Program Year 2021 Entitlement

<table>
<thead>
<tr>
<th>Program Year 2021 Entitlement</th>
<th>Entitlement Usage</th>
<th>Entitlement Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Entitlement: $334,267.60</td>
<td>Processing Reserved - Used: $222,293.29</td>
<td>Available Entitlement: $334,267.60</td>
</tr>
<tr>
<td>Rollover Entitlement: $0.00</td>
<td>Processing Reserved - Remaining: ($28,333.71)</td>
<td>Entitlement Used: ($302,363.84)</td>
</tr>
<tr>
<td>Total Available: $334,267.60</td>
<td>DoD Fresh Deduction: $61,503.77</td>
<td>Unfilled Requests: ($43,096.31)</td>
</tr>
<tr>
<td></td>
<td>Entitlement Allocations: $19,566.78</td>
<td><strong>Admin Adjustments:</strong> $0.00</td>
</tr>
<tr>
<td></td>
<td>Total Entitlement Used: $302,363.84</td>
<td>Entitlement Remaining: ($111,992.55)</td>
</tr>
<tr>
<td></td>
<td>Bonus Allocations: $0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>USDA Food Allocations at No Charge: $0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Value of USDA Foods Assistance: $302,363.84</td>
<td></td>
</tr>
</tbody>
</table>

* Unfilled Requests include Regular USDA Foods and FTS products not yet allocated.
** Admin Adjustments will be identified as AD in contract entitlement usage screens.

**Summary of Commodities in the Warehouse** will list the items you have available to order on your next order.

### Summary of Commodities in the Warehouse

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Commodity Description</th>
<th>Pack Size</th>
<th>Storage Type</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTS004</td>
<td>Apples Whole-approx. 125-138 count</td>
<td>40 lb case</td>
<td>Cooler</td>
<td>70</td>
</tr>
<tr>
<td>FTS002</td>
<td>Grapefruits Red</td>
<td>40 lb case</td>
<td>Cooler</td>
<td>10</td>
</tr>
<tr>
<td>10859</td>
<td>MIXED BERRY FRZ CUPS-96/4 oz.</td>
<td>CS 96/40Z CUPS</td>
<td>Freezer</td>
<td>39</td>
</tr>
<tr>
<td>FTS008</td>
<td>Oranges, Early Seeded Variety</td>
<td>40 lb case</td>
<td>Cooler</td>
<td>10</td>
</tr>
<tr>
<td>FTS006</td>
<td>Peaches</td>
<td>20-25 lbs case</td>
<td>Cooler</td>
<td>40</td>
</tr>
<tr>
<td>FTS007</td>
<td>Pears</td>
<td>26 lbs case</td>
<td>Cooler</td>
<td>20</td>
</tr>
</tbody>
</table>
Summary of Commodities by Storage Type will list what items are in storage.

Storage fees will start accruing after 46 days when the items are placed in short term storage.

Fees increase after 181 days for long term storage.

<table>
<thead>
<tr>
<th>Allocation Date</th>
<th>Item Number</th>
<th>Commodity Description</th>
<th>Commodity Type</th>
<th>Year</th>
<th>Cost</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Free Storage</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contracting Entity pay no storage fees for products listed in this section.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(45 days or fewer since allocation date)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Short Term Storage</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contracting Entity pay storage fees for products listed in this section.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(46 through 180 days since allocation date)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Long Term Storage</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contracting Entities pay storage fees for products listed in this section.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(181 days or more since allocation date)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Shipments Expected into the Warehouse

1. Click on the blue “View Details” to view an excel spreadsheet of items expected into the warehouse by month.

<table>
<thead>
<tr>
<th>Month</th>
<th>Total Estimated Allocation Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>240</td>
</tr>
<tr>
<td>November</td>
<td>87</td>
</tr>
<tr>
<td>December</td>
<td>85</td>
</tr>
<tr>
<td>January</td>
<td>76</td>
</tr>
<tr>
<td>February</td>
<td>45</td>
</tr>
<tr>
<td>March</td>
<td>38</td>
</tr>
</tbody>
</table>

Last Updated: 10/15/2020

2. Click on “Open” at the bottom of the screen to export this report to an Excel file.

Expected shipments will be listed by month they are expected to arrive. You can save this Excel file for your records.
Ordering Food

1. Select **Delivery Orders - CE** from the Contracting Entities menu.
2. Select **Open Orders**.
3. Select the Program Year from the dropdown.
4. Select the Program from the dropdown.
5. Select **Continue >>**.
6. Select **New Order**.
7. Select the Delivery Location from the dropdown.
8. Select the Warehouse from the dropdown.
9. Select **Continue >>**.
10. Select the Delivery Period from the dropdown.

**Note:** For Contracting Entity users, the Delivery Type field is display only.

11. Select the Delivery Type from the dropdown, if applicable.
12. Enter order quantities in the textboxes.
13. Select **Calculate Entitlement** to display entitlement values
   - OR-
   - Select **Save**.
Creating a Delivery Order

1. Click on “Food Distribution Program” on the home screen in TX-UNPS.

2. Click on “Contracting Entities” on the blue bar at the top of the screen.
3. Click on “Delivery Orders-CE”.

4. Click on “Open Orders”.

5. Verify “Program Year” and “Program” in the dropdowns.

6. Click “Continue” at the bottom of the screen.
7. Select “New order” from the bottom of the screen.

8. Select “Delivery location” and Warehouse from the dropdowns.
9. Select “Continue” at the bottom of the screen.
10. Select Delivery Date from the dropdown in the upper right corner of the screen (green arrow).

11. Enter the quantity requested in the boxes provided (orange arrows).

12. Click “Calculate Entitlement” at the bottom of the screen (blue arrow).

13. Click “Save” at the bottom of the screen (green arrow).

- **Note:**
  - You may only enter amounts in the “Surplus Order Quantity” if you see an amount populated in the “Available Surplus Inventory” column of this page.
  - The amount you enter in the “Allocation Order Quantity” cannot exceed the total populated in the “Available Current Allocation” column of this page.
14. Click “Finished” to complete the order or “Edit” to go back and change the order.

15. Once you have submitted an order, you may add a new order by clicking “New Order” (orange arrow) OR View, Modify or Delete an existing order by clicking the corresponding choice next to an existing order (green arrow).
To Modify an order

1. Select Delivery Orders - CE from the Contracting Entities menu.
2. Select Open Orders.
3. Select the desired criteria (selection of a Contracting Entity or CE ID is required).
4. Select Continue >>
5. Select the Order Number link to view the order summary.
   -OR-
   Select the Modify link to modify the order detail.
6. If modifying, make any desired changes.
7. Select Calculate Entitlement to display entitlement values
   -OR-
   Select Continue >>
8. Review order and select Submit Order.
Modifying a Delivery Order

1. Click on “Food Distribution Program” on the home screen in TX-UNPS.

2. Click on “Contracting Entities” on the blue bar at the top of the screen.
3. Click on “Delivery Orders-CE”.

4. Click on “Open Orders”.
5. Verify “Program Year” and “Program” in the dropdowns.
6. Click “Continue” at the bottom of the screen.
7. Select “Modify” from the bottom of the screen.
8. Enter change in “Allocation Order Quantity”.

![Delivery Information Table]

<table>
<thead>
<tr>
<th>Commodity Description</th>
<th>Available Current Allocation</th>
<th>Allocation Order Quantity</th>
<th>Available Surplus Inventory</th>
<th>Surplus Order Quantity</th>
<th>Total Order Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>100256 - STRAWBERRY FRZ CUP-96/4.5 OZ</td>
<td>174</td>
<td>160</td>
<td>0</td>
<td>0</td>
<td>125</td>
</tr>
<tr>
<td>100439 - OIL VEGETABLE BTL-6/1 GAL</td>
<td>0</td>
<td>0</td>
<td>22</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>100035 - SUNFLOWER SEED BUTTER-6/5 LB</td>
<td>0</td>
<td>0</td>
<td>134</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>110845 - EGGS WHOLE FROZEN CTN 12/2 LBS</td>
<td>0</td>
<td>0</td>
<td>26</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Totals: 125 | 0 | 125

Delivery Comments:

Entitlement

Remaining: $496.38
Used: (Surplus Only) $0.00

Calculate Entitlement

Save | Cancel
9. Click “Calculate Entitlement”.
10. Click “Save” to save changes.

![Order Form - NSLP]

- **Note:** Changes must be made 48 hours PRIOR to delivery date to take effect as needed.
11. Click “Finished” to save changes in the system.
Year At A Glance

January:
• Preparations for a new program year begin.
  • CE needs to complete and submit the contract packet in TX-UNPS.
  • Processing and Annual surveys open in TX-UNPS for CEs to place requests for foods.
  • If a CE is participating in DoD Fresh, they need to indicate “Yes” in the CE information update and submit the contract packet before the end of the month.

February:
• CEs that indicated “Yes” to participate in the DoD Fresh program will find out how much entitlement they have been allocated.

March:
• Annual and processing surveys close in TX-UNPS.

June:
• Warehouse delivery and storage costs are updated in TX-UNPS.
• DoD FTS survey closes.

July:
• USDA announces the official or published commodity rate of assistance for the next school year.
• The rate of assistance is updated in TX-UNPS.
• CEs may lose or gain entitlement.
Resources

TDA  https://squaremeals.org/Programs/FoodDistributionProgramforCNPrograms.aspx

Education Service Centers

Institute of Child Nutrition  https://theicn.org/

USDA Foods in Schools  https://www.fns.usda.gov/usda-fis
  - Calculator Tool

Team Nutrition  https://www.fns.usda.gov/tn/school
  - USDA Standardized recipes  https://www.fns.usda.gov/tn/team-nutrition-recipes

TECHNICAL ASSISTANCE

If you should have any questions concerning the Food Distribution Program, please contact TDA technical assistance.

Contact:
TDA Commodity Operations
Phone: (877)TEX-MEAL, Option #4
CommodityOperations@TexasAgriculture.gov

Local ESC
USDA Nondiscrimination Statement (English)

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

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