



# How to Move Entitlement for Processing

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

## To view Entitlement Usage

1. Log into TX-UNPS
2. Go to Food Distribution Programs
3. Go to Reports
4. Go to Weekly Commodity Bulletin
5. Look at Entitlement Usage
6. Look at Processing Reserved-Used amount

Weekly Commodity Bulletin		Texas Department of Agriculture Food Distribution Program	
Program Year: 2021 - 2022 Program: NSLP			
Contracting Entity - HUDSON ISD		Warehouse - FORTE FROZEN	
			
Account Status			
Program Year 2022 Entitlement		Entitlement Usage	Entitlement Balance
Beginning Entitlement:	\$164,827.09	Processing Reserved - Used:	\$89,433.92
Rollover Entitlement:	\$0.00	Processing Reserved - Remaining:	\$17,566.08
		DoD Fresh Deduction:	\$23,019.62
		Entitlement Allocations:	\$298.16
Total Available:	\$164,827.09	Total Entitlement Used:	\$130,317.78
		Bonus Allocations:	\$0.00
		USDA Food Allocations at No Charge:	\$0.00
		Total Value of USDA Foods Assistance:	\$130,317.78
		Available Entitlement:	\$164,827.09
		Entitlement Used:	(\$130,317.78)
		*Unfilled Requests:	(\$15,656.41)
		**Admin Adjustments:	\$0.00
		Entitlement Remaining:	\$18,852.90

## How to move entitlement funds out of Processing Reserved-Remaining

1. Log into TX-UNPS
2. Go to Food Distribution Programs
3. Go to Contracting Entities
4. Go to Contract
5. Go to Contract Packet
6. Click Continue
7. Click to Modify
8. Type in the Processing Reserved amount
9. Click Save
10. Click Finished
11. Click Submit for Approval

Contracting Entity Information Update - NSLP 2021 - 2022		
Contracting Entity: CE ID:		
Processing		
Do you intend to Process Raw Commodities?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
If YES,		
How much Entitlement will you use for Processing?	\$107000.00	
Please select your Processing Co-op		
<input type="checkbox"/> Choice Partners (G Coast)	<input type="checkbox"/> Multi-Region Purchasing	<input type="checkbox"/> Region 1
<input checked="" type="checkbox"/> Region 5	<input type="checkbox"/> Texas 20	<input type="checkbox"/> Texas
<input type="checkbox"/> Region 8	<input type="checkbox"/> TPC Group	<input type="checkbox"/> West TX
<input type="checkbox"/> Direct Ship Sch	<input type="checkbox"/> Region 7	<input type="checkbox"/> Non Co-Op Proc Sch
<input type="checkbox"/> SPA		

Next steps: To verify if the entitlement has moved, you will now look under the Processed Reserved-Remaining, which should be at zero.

Note: Only the CE can modify this information. This amount shows how much is committed to processing. If these funds are reallocated from Processing Reserved-Remaining the system will put them into Entitlement Remaining, where they can be spent in other areas.



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Food and Nutrition Division  
Food Distribution Program

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