



Resources

TX-UNPS has multiple layers of resources for individuals to utilize. Please see below for a list of resources, in priority order, available to users.

1. [CE User Manual](#)
2. [Training Videos](#)
3. [TX-UNPS Project Page](#)
4. ESCs
5. 1-877-TEX-MEAL

Training videos and CE User Manual can be located at:
www.texasagriculture.gov/txunps-training/index.html

The TX-UNPS Project Page can be located at:
www.txunps.texasagriculture.gov

The Texas Department of Agriculture's Food and Nutrition Division is funded by the
U.S. Department of Agriculture, Food and Nutrition Service.

Our services are provided through the Texas Department of Agriculture's Food and Nutrition program funded by the US Department of Agriculture, Food & Nutrition Division. In accordance with federal law and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Office of Adjudication and Compliance, 1400 Independence Ave, SW Washington, D.C. 20250-9410 or call (202) 260-1026, (866) 632-9992 (toll free) or (202) 401-0216 (TDD). USDA is an equal opportunity provider and employer.



TX-UNPS Program Year

TX-UNPS will always default to the newest year in the system. Depending on the time of year, you may have to toggle between two program years for different processes.

Application Renewal

You will want to be in program year 2011-2012

The screenshot shows the TX-UNPS School Nutrition Programs interface. The top navigation bar includes links for Applications, Claims, Compliance, Reports, Security, Search, Programs, Year, Help, and Log Out. The main content area is titled "Year Select" and contains a "Select Year" dropdown menu. The dropdown menu is open, showing four options: "2011 - 2012 < Selected", "2010 - 2011", "2009 - 2010", and "2008 - 2009". A red arrow points to the "2011 - 2012 < Selected" option.

Claims Submission & SSO Application

You will want to be in program year 2010-2011

The screenshot shows the TX-UNPS School Nutrition Programs interface. The top navigation bar includes links for Applications, Claims, Compliance, Reports, Security, Search, Programs, Year, Help, and Log Out. The main content area is titled "Year Select" and contains a "Select Year" dropdown menu. The dropdown menu is open, showing four options: "2011 - 2012", "2010 - 2011 < Selected", "2009 - 2010", and "2008 - 2009". A red arrow points to the "2010 - 2011 < Selected" option.

The Texas Department of Agriculture's Food and Nutrition Division is funded by the U.S. Department of Agriculture, Food and Nutrition Service.

Our services are provided through the Texas Department of Agriculture's Food and Nutrition program funded by the US Department of Agriculture, Food & Nutrition Division. In accordance with federal law and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Office of Adjudication and Compliance, 1400 Independence Ave, SW Washington, D.C. 20250-9410 or call (202) 260-1026, (866) 632-9992 (toll free) or (202) 401-0216 (TDD). USDA is an equal opportunity provider and employer.

TX-UNPS SNP 2012 CE Application

Section A- Contracting Entity Type

A1. Type of Agency: System Generated

School Year Dates of Operation

A2. Operational Dates: Start Date: _____ End Date: _____

Superintendent/Sponsoring Official

A3. Salutation: _____ First Name: _____ Last Name: _____

A4. Email Address: _____

A5. Phone: _____ Ext: _____

Fax: _____

A6. Title: _____

Street Address

A7. Address Line 1: _____

Address Line 2: _____

A8. City: _____

A9. State: _____ Zip Code: _____

Mailing Address

Same as the Street Address

A10. Address Line 1: _____

Address Line 2: _____

A11. City: _____

A12. State: _____ Zip Code: _____

Child Nutrition Director

Same as the Superintendent/Sponsoring Official

A13. Salutation: _____ First Name: _____ Last Name: _____

A14. Email Address: _____

A15. Phone: _____ Ext: _____

Fax: _____

A16. Title: _____

Claim Preparer

Same as the Superintendent/Sponsoring Official

A17. Salutation: _____ First Name: _____ Last Name: _____

A18. Email Address: _____

A19. Phone: _____ Ext: _____

Fax: _____

A20. Title: _____

Hearing Official

- A21. This person shall ensure that all required provisions of the appeal process are followed as outlined on the Letter to Households of Approval/Denial of Benefits. The hearing official must be someone not involved in making the determination under appeal or any previous conference and hold a position at a higher administrative level than the reviewing and verifying official(s).

Job Title: _____

* Hearing Official must be in a position higher than the Reviewing Official

Reviewing Official

- A22. This person reviews applications and makes eligibility determinations.

Job Title: _____

Verifying Official

- A23. This person verifies the eligibility of applicant households in accordance with program regulations.

Job Title: _____

Meal Count and Collection Procedures

- A24. Have your meal counting and claiming procedures at any of your sites been revised? _____ Yes _____ No

USDA Food Distribution Program (Commodities)

Note: The renewal of NSLP will renew your USDA Food Distribution (Commodity) agreement. Therefore, you are eligible for distributions of food donated by the USDA.

- A25. Do you wish to accept distributions of USDA donated food? _____ Yes _____ No

Note: If Yes, you must complete the registration process through the Texas Commodities System (TCS). The link is: <http://tcs.tda.state.tx.us/agency>

Eligibility Information

- A26. Does your organization use scanned applications? _____ Yes _____ No
A27. Does your organization use online applications? _____ Yes _____ No

Residential Child Care Institution (RCCI) Only

- A28. What is the student population type? _____ Residential Only
_____ Residential and Day Students
A29. What documentation is used to qualify residential students for free meals? _____ Master Roster
_____ Other
A30. _____ N/A (Residential Only)
What documentation is used to qualify day students for free and reduced price meals? _____ Free and Reduced Price Application/Categorical Eligibility
_____ None (All day students' meals claimed at paid rate)

Food Service Management Company (FSMC)

- A31. Will the school nutrition program be managed by a Food Service Management Company (FSMC)? _____ Yes _____ No

Contracting Entity Contact for FSMC Contact

A32. Salutation: _____ First Name: _____ Last Name: _____

A33. Email Address: _____

A34. Phone: _____ Ext: _____

Fax: _____

A35. Title: _____

Vended Meals

A36. Does the School Food Authority (SFA) purchase meals from another SFA? _____ Yes _____ No

Do you have an agreement? _____ Yes _____ No

A37 Does the School Food Authority(SFA) purchase meals/snacks from a vendor other than a SFA? _____ Yes _____ No

Do you have an agreement? _____ Yes _____ No

A38. Does the School Food Authority (SFA) claim reimbursement for meals provided to another SFA? _____ Yes _____ No

Do you have an agreement? _____ Yes _____ No

A39. Does your Contracting Entity vend meals to another Contracting Entity? _____ Yes _____ No

If Yes, please list the district/agency name:

Attendance Factor

A40. Attendance Factor: _____

Severe Need Lunch - Reimbursement Rate Determination**Lunches Claimed for School Year (2009-2010)**

Total Free Lunches
System Generated

Total Reduced Price Lunches
System Generated

Free & Reduced %
System Generated

Qualify for extra \$.02 reimbursement rate
System Generated

A41. TDA Count Override: _____ (Will only display if TDA has qualified CE for Severe Need Lunch)

If checked, TDA has qualified Contracting Entity for Severe Need Lunch.

Reason:

Comments from Contracting Entity

A42.

Certification

_____ I hereby certify that neither the Contracting Entity nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the Texas Department of Agriculture any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The Texas Department of Agriculture may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Contracting Entity, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the Texas Department of Agriculture. In accordance with Federal law and U.S. Department of Agriculture policy, this Contracting Entity does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

Information Sheet

TX-UNPS School Nutrition Programs Site Application Form

Program Information

- Special Milk is a separate program from National School Lunch and School Breakfast. If Special Milk is selected it should be the only item in #1 that is selected.
- Only the sections of the checked programs will display.

Terminology

- **Old term:** district, sponsor, contractor → **New term:** Contracting Entities (CEs)
- **Old term:** student → **New term:** child
- **Old terms:** school and facility → **New term:** sites
- **Old term:** Afterschool Snack Program → **New term:** Afterschool Care Program

Participation Information

- System will determine severe need for new sites with at least 3 months of data. The same rules and policies apply to severe need; the process has just been automated.
- Kitchen type will be new for some users. This information provides valuable data.

Pricing Information

- This section is new for all users.

Section A – National School Lunch Program (NSLP)

- New information about months, days and times of operation will be collected.
- Offer versus serve information will be collected.
- A4 is collecting information previously collected by Attachment K.

Section B – School Breakfast Program (SBP)

- New information about months, days and times of operation will be collected.
- Offer versus serve information will be collected.
- A4 is collecting information previously collected by Attachment K.

Section C – Afterschool Care Program (ASCP)

- C4 is based on your October percentage from the prior year.

If 'other' is selected for qualifying site, the site name must be manually entered.

Section D – Special Milk Program (SMP)

- New information about site type will be collected.

- New information about months and days of operation will be collected.

TX-UNPS SNP 2012 Site Application

Program Information

- 1 Participating Programs
_____ A.National School Lunch Program (NSLP)
_____ B.School Breakfast Program (SBP)
_____ C.Afterschool Care Program (ASCP)
_____ D.Special Milk Program (SMP)

Street Address

- 2 Address Line 1*: _____
Address Line 2: _____
3 City*: _____
4 State*: _____ Zip Code: _____

Participation Information

- 5 Is this a new site with a majority of the students _____ Yes _____ No
transferred from severe need schools?

If yes, enter the number of lunches for the first 3 months of operation in question 6.

- 6 Lunches claimed for School Year (2009-2010) - Severe Need Breakfast Reimbursement Rate Determination

Total Free Lunches	Total Reduced Price Lunches	Total Paid Lunches	Total Lunches	Free & Reduced %	Qualify for Severe Need Breakfast Reimb. Rate
			System Generated	System Generated	System Generated

TDA Count Override: _____ (Will only display if TDA has qualified Site)

If checked, TDA has qualified Contracting Entity for Severe Need Breakfast

- 7 Select grades at this Site: (Check all that apply)

Early Education: _____ 1st Grade: _____ 5th Grade: _____ 9th Grade: _____
Head Start: _____ 2nd Grade: _____ 6th Grade: _____ 10th Grade: _____
Pre-Kindergarten: _____ 3rd Grade: _____ 7th Grade: _____ 11th Grade: _____
Kindergarten: _____ 4th Grade: _____ 8th Grade: _____ 12th Grade: _____

- 8 Kitchen Type Dropdown menu

For **Kitchen Type** you will be choosing from a dropdown menu with the following options:

Pre-packaged Satellite Vended Meals
Bulk Satellite FSMC
Central Kitchen Vending Machine Meal Service
On-site Prep

- 9 October 2010 Enrollment _____
10 October 2010 Eligibility: _____
Number of children approved for _____
Free and Reduced Meals: _____

Pricing Information

- 11 **PRICING:** Insert prices charged for each program in which this site will participate (e.g. if the full price for lunch is \$2.00, insert \$2.00 under NSLP and in the column next to Paid).

NON-PRICING: Select if student will not be charged for meals.

REDUCED CHARGE WAIVED: Only paid students and adults are charged for meals.

Note: The maximum charge for reduced-price meals is \$0.40 for lunch, \$0.30 for breakfast and \$0.15 cents for snacks.

Meal Type	Pricing Information	Paid Price	Reduced Price	Adult Price
National School Lunch Program (NSLP)	Dropdown menu			
School Breakfast Program (SBP)	Dropdown menu			
Afterschool Care Program (ASCP)	Dropdown menu			

For **Pricing Information** you will be choosing from a dropdown menu with the following options:

Pricing Non-pricing - Provision 2 Reduced Charge Waived
Pricing without Free Option Non-pricing - Universal Free

Section A - National School Lunch Program (NSLP)

- A1 A. Months of Operations: (Check all that apply)

All: _____ Jul: _____ Aug: _____ Sep: _____ Oct: _____ Nov: _____ Dec: _____
Jan: _____ Feb: _____ Mar: _____ Apr: _____ May: _____ Jun: _____

- B. Days of the week meals are served and claimed for reimbursement: (Check all that apply)

Mon-Fri: _____ Tue: _____ Thu: _____ Sat: _____
Mon: _____ Wed: _____ Fri: _____ Sun: _____

- A2 Meal Service Times: _____ Begin Time: _____ End Time: _____

- A3 Will offer versus serve (OVS) be implemented for Lunch? _____ Yes _____ No

- A4 Menu Planning Method - Lunch: Dropdown menu

For **Menu Planning Method** you will be choosing from a dropdown menu with the following options:

Traditional Food Based Menu Planning (FBMP) Enhanced Food Based Menu Planning (EFBMP)
Nutrient Standard Menu Planning (NSMP) Assisted Nutrient Standard Menu Planning (ANSMP)
Other

Section B - SCHOOL BREAKFAST PROGRAM (SBP)

B1 A. Months of Operations: (Check all that apply)

All: _____ Jul: _____ Aug: _____ Sep: _____ Oct: _____ Nov: _____ Dec: _____
Jan: _____ Feb: _____ Mar: _____ Apr: _____ May: _____ Jun: _____

B. Days of the week meals are served and claimed for reimbursement: (Check all that apply)

Mon-Fri: _____ Tue: _____ Thu: _____ Sat: _____
Mon: _____ Wed: _____ Fri: _____ Sun: _____

B2 Meal Service Times: _____ Begin Time: _____ End Time: _____

B4 Will offer versus serve (OVS) be implemented for Breakfast? _____ Yes _____ No

B5 Menu Planning Method - Breakfast:

Dropdown menu

For **Menu Planning Method** you will be choosing from a dropdown menu with the following options:

Traditional Food Based Menu Planning (FBMP)

Enhanced Food Based Menu Planning (EFBMP)

Nutrient Standard Menu Planning (NSMP)

Assisted Nutrient Standard Menu Planning (ANSMP)

Other

Section C - AFTERSCHOOL CARE PROGRAM (ASCP)

C1 A. Months of Operations: (Check all that apply)

All: _____ Jul: _____ Aug: _____ Sep: _____ Oct: _____ Nov: _____ Dec: _____
Jan: _____ Feb: _____ Mar: _____ Apr: _____ May: _____ Jun: _____

B. Days of the week snacks are served and claimed for reimbursement: (Check all that apply)

Mon-Fri: _____ Tue: _____ Thu: _____ Sat: _____
Mon: _____ Wed: _____ Fri: _____ Sun: _____

C2 Snack Service Times: _____ Begin Time: _____ End Time: _____

C3 What time does the normal school day end? _____

C4 Free and Reduced enrollment percentage: _____ System Generated%

A. Site is:

_____ Attendance Area Eligible - Eligible based on this site (claim all snacks free).

_____ Attendance Area Eligible - Eligible based on another site (claim all snacks free).

Select the qualifying site for the Afterschool Care Program.

A dropdown menu will display all sites for the CE

_____ Non-Area Eligible (Claim Snacks free, reduced and full price).

_____ Other

Section D - SPECIAL MILK PROGRAM (SMP)

D1 Site Type: _____

Dropdown menu

For **Site Type** you will be choosing from a dropdown menu with the following options:

School (day)

Non-residential Settlement House

Residential Child Care Institution (RCCI)

Non-residential Summer Camp

Non-residential Child Care Institution

Non-residential Other

Non-residential Nursery School

Combination (combination of Day & RCCI)

Non-residential Child Care Center

Other

D2 A. Months of Operations: (Check all that apply)

All: _____ Jul: _____ Aug: _____ Sep: _____ Oct: _____ Nov: _____ Dec: _____
Jan: _____ Feb: _____ Mar: _____ Apr: _____ May: _____ Jun: _____

B. Days of the week milk is served and claimed for reimbursement: (Check all that apply)

Mon-Fri: _____ Tue: _____ Thu: _____ Sat: _____
Mon: _____ Wed: _____ Fri: _____ Sun: _____

D3 Milk pricing

Dropdown menu

For **Milk Pricing** you will be choosing from a dropdown menu with the following options:

Pricing with free option

Pricing without free option

Non-pricing (no cost to children)

Highest charge to children (per 1/2 pint): _____

Highest dairy cost (per 1/2 pint): _____

Certification

_____ I hereby certify that neither the Contracting Entity nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the Texas Department of Agriculture any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The Texas Department of Agriculture may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Contracting Entity, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the Texas Department of Agriculture. In accordance with Federal law and U.S. Department of Agriculture policy, this Contracting Entity does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

Information Sheet

TX-UNPS School Nutrition Programs Site Application Form

Program Information

- Special Milk is a separate program from National School Lunch and School Breakfast. If Special Milk is selected it should be the only item in #1 that is selected.
- Only the sections of the checked programs will display.

Terminology

- **Old term:** district, sponsor, contractor → **New term:** Contracting Entities (CEs)
- **Old term:** student → **New term:** child
- **Old terms:** school and facility → **New term:** sites
- **Old term:** Afterschool Snack Program → **New term:** Afterschool Care Program

Participation Information

- System will determine severe need for new sites with at least 3 months of data. The same rules and policies apply to severe need; the process has just been automated.
- Kitchen type will be new for some users. This information provides valuable data.

Pricing Information

- This section is new for all users.

Section A – National School Lunch Program (NSLP)

- New information about months, days and times of operation will be collected.
- Offer versus serve information will be collected.
- A4 is collecting information previously collected by Attachment K.

Section B –School Breakfast Program (SBP)

- New information about months, days and times of operation will be collected.
- Offer versus serve information will be collected.
- A4 is collecting information previously collected by Attachment K.

Section C –Afterschool Care Program (ASCP)

- C4 is based on your October percentage from the prior year.
- If 'other' is selected for qualifying site, the site name must be manually entered.

Section D –Special Milk Program (SMP)

- New information about site type will be collected.
- New information about months and days of operation will be collected.
- TDA maintains an internal process for verifying licensing or exemption from licensing for RCCIs or CCIs, as needed. This information is not collected in TX-UNPS.

TX-UNPS SNP 2011 SSO Application

Seamless Summer Contact

- 1 Salutation: _____ First Name: _____ Last Name: _____
- 2 Email Address: _____
- 3 Phone: _____ Ext: _____
- Fax: _____
- 4 Title: _____

Street Address

- 5 Address Line 1: _____
- 6 Address Line 2: _____
- 7 City: _____
- 8 State: _____ Zip Code: _____

Period of Operation

- 9 Is the Site located in an area where the school operates on a year-round calendar? _____ Yes _____ No
- 10 Summer Operational Dates: Start Date: _____ End Date: _____
- 11 Enter the number of days the Site will operate each month:

OCT 2010	NOV 2010	DEC 2010	JAN 2011	FEB 2011	MAR 2011
APR 2011	MAY 2011	JUN 2011	JUL 2011	AUG 2011	SEP 2011

Organization Liaison

- 12 If Contracting Entity is not providing site personnel, please provide the name of the organization and title of the person responsible for communication between the Contracting Entity and the organization:
- Organization: _____ Person Responsible: _____

Type of Site and Eligibility

- 13 Indicate the type(s) of site.
- _____ Open (1-2 Meals) Located in an eligible area and open to all children through age 18 in the community.
- Qualified by:
- _____ % Free and Reduced approved, school data (most recent October data).
- _____ Other:
- Select the Qualifying Site for the Seamless Summer Option:
- Other: _____
- _____ Restricted Open (1-2 Meals) Located in an eligible area and open to all children through age 18 in the community, which the sponsor restricts or limits attendance for reasons of security, safety or control.

Closed Enrolled (1-2 Meals) Located in an eligible area (enrichment only) or non-eligible area that is limited to a group of enrolled children through age 18, of which at least 50% must be eligible for free or reduced price meals. Contracting Entity must provide explanation of how it was determined that at least 50% of the enrolled children in a non-eligible area qualified for free and reduced price meals.

Why sponsoring a closed site?

Migrant (1-3 Meals)

Camp (1-3 Meals)

Residential

Non-residential

If 'Non-residential' is selected, provide a brief description of the organized program.

Why sponsoring a camp?

Source of documentation for individual children's eligibility:

Regular School Year Eligibility

Application Submitted to Camp Site

Combination of both (Regular School Year Eligibility and Application Submitted to Camp Site)

Select to provide assurance camp will only claim reimbursement for children eligible for free or reduced price meals.

Meal Participation

14 Check the meal type and service information

Types of Meals to be Served	Estimated Number to be Served	Time Meal Service Begins	Time Meal Service Ends
Breakfast			
Days Served:	Mon-Fri: Tue:	Thu:	Sat:
	Mon: Wed:	Fri:	Sun:
AM Snack			
Days Served:	Mon-Fri: Tue:	Thu:	Sat:
	Mon: Wed:	Fri:	Sun:
Lunch			
Days Served:	Mon-Fri: Tue:	Thu:	Sat:
	Mon: Wed:	Fri:	Sun:
PM Snack			
Days Served:	Mon-Fri: Tue:	Thu:	Sat:
	Mon: Wed:	Fri:	Sun:
Supper			
Days Served:	Mon-Fri: Tue:	Thu:	Sat:
	Mon: Wed:	Fri:	Sun:

Meal Planning and Service

- 15 Indicate the menu planning option that will be used: Dropdown menu
- For **Menu Planning Method** you will be choosing from a dropdown menu with the following options:
- Traditional Food Based Menu Planning (FBMP) Enhanced Food Based Menu Planning (EFBMP)
- Nutrient Standard Menu Planning (NSMP) Assisted Nutrient Standard Menu Planning (ANSMP)
- Other
- 16 Meal Service:
- | | | |
|-------------------------------------|------------------------------|-----------------------------|
| Are any meals vended? | ☐ Yes | ☐ No |
| Are meals prepared on this site? | ☐ Yes | ☐ No |
| Are meals transported to this site? | ☐ Yes | ☐ No |

Advertising

- 17 Indicate below the date that outreach will be conducted and identify the advertisement methods you plan to use.
(Not applicable for Closed Enrolled and Camp sites)
- Advertisement Dates: _____

☐ Newspaper announcement/press release	☐ TV/Radio
☐ Flyers- neighborhood	☐ Flyers - School
☐ Contracting Entity website	☐ School newspaper
☐ Other	☐ Posters and signs

Meal Planning and Service

- 18 Severe Need Breakfast Eligibility based on Qualifying School

Total Free Lunches	Total Reduced Price Lunches	Total Paid Lunches	Total Lunches	Free & Reduced %
			System Generated	System Generated

Certification

_____ I hereby certify that neither the Contracting Entity nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the Texas Department of Agriculture any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The Texas Department of Agriculture may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Contracting Entity, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the Texas Department of Agriculture. In accordance with Federal law and U.S. Department of Agriculture policy, this Contracting Entity does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

Information Sheet

TX-UNPS Seamless Summer Application Form

General Information

- It is necessary to standardize the terminology, the types of information and the format used in the current systems in order to consolidate and this will result in changes to the SSO application.
- Some of the fields are new and help us to gather valuable information for reporting, ensuring accountability

Terminology

- **Old term:** district, sponsor, contractor —————> **New term:** Contracting Entities (CEs)
- **Old term:** student —————> **New term:** child
- **Old terms:** school and facility —————> **New term:** sites
- **Old term:** Afterschool Snack Program —————> **New term:** Afterschool Care Program

Period of Operation

- In addition to entering dates of operation, you will enter the number of days in each month you are operating.

Organization Liaison (I think this is mis-spelled on the mock-up)

- If applicable, include the title of the organization liaison

Texas Unified Nutrition Program System

School Nutrition Programs



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 Contracting Entity 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 Contracting Entity.
- 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 Contracting Entity 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 the button has been selected, 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 Contracting Entity 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 Contracting Entity 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).

Texas Unified Nutrition Program System

School Nutrition Programs



Claim Statuses

Statuses are used to define the current state of a claim. Each claim can have only one status at a time.

o **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., Contracting Entity or site is not authorized on the Application Packet to operate for the selected month or the Application Packet status is not “Approved”).

o **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.

o **Error**

- The claim has a status of “Error” when the claim has been submitted and has business rule violations.

o **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 days edit, etc.).
- Applicable only when the Contracting Entity is participating in CE-level claiming.

o **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 Contracting Entity is participating in site-level claiming.

o **Accepted**

- The claim has a status of “Accepted” when the user has selected the **Submit for Payment** button, the claim has passed all on-line edits and additional edits (e.g., 60 days edit, etc.), and is ready to be included in the payment tracking process.
- The claim can still be modified. A revision is not necessary until the claim is included by the State in a batch payment process, denoted with a status of “*Accepted”.

o ***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, the batch process has not run.
- The claim cannot be modified. If the claim requires a change, a revised claim must be submitted.

o **Processed**

- Claim has been fully processed by TDA and has been sent to the State’s Accounting Office for disbursement of funds.



Frequently Asked Questions: Benefits

Question: How many authorized representatives/users can I have?

Answer: Everyone will have the option of having up to three users, after TX-UNPS is implemented and CEs can access the system. You may have fewer than three if you prefer but everyone has the option to have a minimum of three. Anyone that has over three will be able to maintain their current number of users.

Question: How long before a user times out?

Answer: Because of certain security factors the user session time out must be set at 20 minutes even though we originally hoped it would be longer. However, the save feature in the new system will significantly alleviate the negatives associated with the user session time out. If you save while filling out forms, you will be able to leave and come back without losing any information. You won't have to commit to completing the form in a single session. If an emergency comes up just hit save and you can pick up where you left off later on.

Question: When I view my application, how will I know the status?

Answer: Application revision number will display as well as status.

Question: Will there be a save or archive feature?

Answer: Yes. The "save" function will be separate from the "submit" function. Get into the habit of saving every few minutes, the system does not automatically save, this way you won't risk losing information.

Question: Will the system calculate severe need?

Answer: Yes, severe need lunch is based on lunches served at the CE level from the 2nd preceding year. We are converting historical data into TX-UNPS to support this calculation. Severe need breakfast eligibility is based on lunches served at each site from the 2nd preceding year. So, two years after TDA begins capturing site-level claim data, then TX-UNPS will be able to calculate severe need breakfast.

The Texas Department of Agriculture's Food and Nutrition Division is funded by the
U.S. Department of Agriculture, Food and Nutrition Service.

Our services are provided through the Texas Department of Agriculture's Food and Nutrition program funded by the US Department of Agriculture, Food & Nutrition Division. In accordance with federal law and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Office of Adjudication and Compliance, 1400 Independence Ave, SW Washington, D.C. 20250-9410 or call (202) 260-1026, (866) 632-9992 (toll free) or (202) 401-0216 (TDD). USDA is an equal opportunity provider and employer.



Frequently Asked Questions: Features

Question: What view access will I have?

Answer: ESCs can see all of the CEs in their region, CEs only see their sites.

Question: Will TX-UNPS allow simple passwords or will it require upper and lowercase letters and symbols?

Answer: We worked with TDA's information security officer to define the following password requirements: minimum 10 characters including at least 1 number and at least 1 special character.

Question: How often do I have to change my password?

Answer: Every 60 days

Question: Will #3 on the new claims form auto-calculate?

Answer: No. Contracting entities will need to calculate total enrollment themselves and use that number to fill in #3 under General School Nutrition Program information on the new TX-UNPS claims form.

The Texas Department of Agriculture's Food and Nutrition Division is funded by the
U.S. Department of Agriculture, Food and Nutrition Service.

Our services are provided through the Texas Department of Agriculture's Food and Nutrition program funded by the US Department of Agriculture, Food & Nutrition Division. In accordance with federal law and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Office of Adjudication and Compliance, 1400 Independence Ave, SW Washington, D.C. 20250-9410 or call (202) 260-1026, (866) 632-9992 (toll free) or (202) 401-0216 (TDD). USDA is an equal opportunity provider and employer.



Frequently Asked Questions: Forms

Question: Why am I getting an attendance error message?

Answer: Total monthly attendance must be entered on claims. Previously, CNPIMS users reported average daily attendance. Now you will report total monthly attendance. This number is used to verify the number of meals being claimed and does not need to be an official PIEMS number.

Question: Why is the system telling me I have entered too many breakfast sites on my claim?

Answer: On claims, only regular school breakfast will be entered in the regular school breakfast section. Severe breakfast sites will not be counted in the regular section. Severe breakfast will only be counted in the severe breakfast section.

Question: How do I submit?

Answer: The submit button will not work until all check list items are cleared. Red flags need to be cleared at the CE level and site level before submitting.

Question: When can I fill out my Seamless Summer Option application?

Answer: SSO application will be available when the system goes live shortly after March 14 and is due in by May 1.

Question: When can I fill out my SNP application renewal?

Answer: SNP application renewal will be available beginning April 1. It will be partially populated with data from the previous year that has been rolled over.

Question: Where are my health inspections?

Answer: Health inspections entered in the old system will not roll over to the new system. You will need to enter health inspections in the new system even if they were entered in the old system. Entering health inspections is easier in the new system.

The Texas Department of Agriculture's Food and Nutrition Division is funded by the
U.S. Department of Agriculture, Food and Nutrition Service.

Our services are provided through the Texas Department of Agriculture's Food and Nutrition program funded by the US Department of Agriculture, Food & Nutrition Division. In accordance with federal law and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Office of Adjudication and Compliance, 1400 Independence Ave, SW Washington, D.C. 20250-9410 or call (202) 260-1026, (866) 632-9992 (toll free) or (202) 401-0216 (TDD). USDA is an equal opportunity provider and employer.



Frequently Asked Questions: Forms

Question: The system keeps giving me the error message 'Number of Enrolled Children cannot be less than the sum of the Number of Children Approved'

Answer: Please ensure you are entering in the correct Area eligible and non-area eligible columns.

Question: Will #3, total enrollment, on the new claims form auto-calculate?

Answer: No. Contracting entities will need to calculate total enrollment themselves and use that number to fill in #3 under General School Nutrition Program information on the new TX-UNPS claims form.

The Texas Department of Agriculture's Food and Nutrition Division is funded by the
U.S. Department of Agriculture, Food and Nutrition Service.

Our services are provided through the Texas Department of Agriculture's Food and Nutrition program funded by the US Department of Agriculture, Food & Nutrition Division. In accordance with federal law and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Office of Adjudication and Compliance, 1400 Independence Ave, SW Washington, D.C. 20250-9410 or call (202) 260-1026, (866) 632-9992 (toll free) or (202) 401-0216 (TDD). USDA is an equal opportunity provider and employer.



Frequently Asked Questions: Site Level Claiming

Question: What does site level claiming mean?

Answer: Claims will be entered by site, and then consolidated by the system. This way information can be viewed at the site level.

Question: How will this work with my POS system?

Answer: When available, TDA will provide the file format that your POS system must produce to be uploaded into TX-UNPS. You may want to let your POS vendor know this change is coming even before the file format is available. Other states have been through this consolidation process and it is possible that your vendor has gone through the same process with another state. Vendors typically need a 60 day lead time to modify their system to produce the file format required.

Question: Will TX-UNPS automatically upload the file from the POS system?

Answer: No, there will be a manual step between the two systems meaning when your POS system produces the formatted file you will need to upload the file to TX-UNPS yourself. Your POS system and TX-UNPS will not be directly linked.

Question: What about districts that are manually entering each site's claims, won't that be more work?

Answer: With the old systems, someone filing manually would have to add up site level data to report the consolidated claim at some point. With TX-UNPS you will enter the site level data, but you will enter it directly into the system instead of the method you used before.

The Texas Department of Agriculture's Food and Nutrition Division is funded by the
U.S. Department of Agriculture, Food and Nutrition Service.

Our services are provided through the Texas Department of Agriculture's Food and Nutrition program funded by the US Department of Agriculture, Food & Nutrition Division. In accordance with federal law and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Office of Adjudication and Compliance, 1400 Independence Ave, SW Washington, D.C. 20250-9410 or call (202) 260-1026, (866) 632-9992 (toll free) or (202) 401-0216 (TDD). USDA is an equal opportunity provider and employer.



Frequently Asked Questions: Training

Question: ESCs want to know does TDA plan a train-the-trainer with screenshots and visual images of the process.

Answer: Absolutely. We plan on having stand-alone e-learning videos on the Web site to walk you through the process and printable PDFs for reference. ESCs may use these resources to provide various styles of adult learning to make sure everyone is set up for success.

Question: Will there be technical support if we need it?

Answer: TDA is hiring temporary staff and adding a bank of phone lines to make sure we are prepared for your technical support needs.

Question: Will self training be as thorough as attending class?

Answer: Different ESCs may have different training methods so, different options may be available based on region. The online training will be available to everyone anytime you get online after March 7. Get in touch with your ESC and find out if other options are available and choose the one you think is best for you.

Question: What will piloting involve?

Answer: We've set aside a few weeks just prior to launch to let a small pilot group submit a claim or document in order to identify any errors not caught during testing. The pilot group has already been selected.

The Texas Department of Agriculture's Food and Nutrition Division is funded by the
U.S. Department of Agriculture, Food and Nutrition Service.

Our services are provided through the Texas Department of Agriculture's Food and Nutrition program funded by the US Department of Agriculture, Food & Nutrition Division. In accordance with federal law and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Office of Adjudication and Compliance, 1400 Independence Ave, SW Washington, D.C. 20250-9410 or call (202) 260-1026, (866) 632-9992 (toll free) or (202) 401-0216 (TDD). USDA is an equal opportunity provider and employer.



Frequently Asked Questions: Transition Information

Question: When will the system go down?

Answer: System modules in CNPIMS and SNAPS used to operate the School Nutrition programs will go down after the first few days of March. SNAPS will go down March 3 at 5 pm. It will not be available to anyone until the next morning at 8 am, March 4. That next morning CACFP and SFSP users will have access to SNAPS again. SNP users will not have access to a system until TX-UNPS is implemented. CNPIMS will go down March 4 at 3pm and will not be accessible again.

Question: When will I get my TX-UNPS logon ID and password?

Answer: New TX-UNPS user IDs and passwords will be sent out the week of March 7 to users that have a user logon ID and password for SNP programs in SNAPS and CNPIMS.

Question: Will I be able to use different mail codes for different sites in the new system?

Answer: CEs operating a variety of programs sometimes use multiple mail codes. In TX-UNPS CEs will have to fill out a separate application and maintain separate contracts for each mail code. CEs may also choose to operate with one mail code and maintain one contract.

Question: I have to have my claims entered by the 10th of each month, what do I need to do for my February 2011 claim?

Answer: Because the system will be down, you should enter claims as early as possible in March. After the system goes down you will not have another opportunity to enter claims until a few days after March 14.

Question: Do I need to update my application in the new system?

Answer: The TX-UNPS application screens will be more comprehensive than SNAPS or CNPIMS. CEs can wait and update this information in TX-UNPS during the program year 2012 annual renewal process. However, if a CE makes a change in TX-UNPS to their program year 2011 application prior to renewal they will also have to update the new TX-UNPS fields at that time.

Question: What about downloading direct certification during the system down time?

Answer: The March 2011 Direct certification list will be made available for in CNPIMS download a week early. Please download it during this time as it will not be available for download while the system is down. You will not have another opportunity to download this list until a few days after March 14.

The Texas Department of Agriculture's Food and Nutrition Division is funded by the
U.S. Department of Agriculture, Food and Nutrition Service.

Our services are provided through the Texas Department of Agriculture's Food and Nutrition program funded by the US Department of Agriculture, Food & Nutrition Division. In accordance with federal law and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Office of Adjudication and Compliance, 1400 Independence Ave, SW Washington, D.C. 20250-9410 or call (202) 260-1026, (866) 632-9992 (toll free) or (202) 401-0216 (TDD). USDA is an equal opportunity provider and employer.



Frequently Asked Questions: Transition Information

Question: CNPIMS rounded reimbursement amounts to the nearest dollar how will that work in the new system?

Answer: Amounts will be calculated to the penny, no rounding.

Question: How will it work changing three passwords into one?

Answer: Users that already have a password will be sent a new TX-UNPS log in when the system is implemented. As the modules for each phase are added you will stop accessing them through the old website using the old password and access them through TX-UNPS.

Question: Will we verify the information being rolled into the system?

Answer: It's important that we be working with good data during this process so, if you are aware of anything in the system that needs to be fixed, now is the time. TDA is also running various reconciliation reports and doing a lot of checking and verifying. We can only convert data currently being captured. You'll be entering a lot of that for your renewal in 2012 but then data will automatically rollover each subsequent year.

Question: We were told to wait on entering health inspections. What about verification summaries?

Answer: TDA asks that you have verification submitted by March 4 and wait to enter health inspections until you can enter them in the new system, TX-UNPS.

Question: How will revisions to applications work?

Answer: If an approved application needs revision, the CE will make the changes (by clicking the Revise button) and then submit their application packet back to TDA for approval (by clicking the Submit for Approval button). As soon as you click REVISE, TX-UNPS makes a copy of the application (in order to retain a history of all approved applications). This means that if you click Revise and then decide no changes are needed, you will have to delete the Revision (by clicking the Delete button at the top right of the screen).

Question: Will the old system be accessible after TX-UNPS goes live? Will the information be backed up during the conversion to make sure it's not lost?

Answer: We will keep the legacy systems up as read-only for limited, internal TDA staff for a time. All data will be saved and backed up according to TDA records retention standards.

The Texas Department of Agriculture's Food and Nutrition Division is funded by the
U.S. Department of Agriculture, Food and Nutrition Service.

Our services are provided through the Texas Department of Agriculture's Food and Nutrition program funded by the US Department of Agriculture, Food & Nutrition Division. In accordance with federal law and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Office of Adjudication and Compliance, 1400 Independence Ave, SW Washington, D.C. 20250-9410 or call (202) 260-1026, (866) 632-9992 (toll free) or (202) 401-0216 (TDD). USDA is an equal opportunity provider and employer.



Frequently Asked Questions: Transition Information

Question: Will there be a validating phase for districts to approve their information was transferred correctly? Will the old data be retrievable?

Answer: Please validate any existing data, if you have any concerns. TDA is validating data as it is transferred. You will be able to access data from the program years '09, '10 and '11 immediately after implementation.

Question: How do we calculate total monthly attendance for the reimbursement claim?

Answer: CNPIMS users previously entered average daily attendance. In the new system they will need to enter total monthly attendance. Where previously CNPIMS users divided total monthly attendance by days to calculate average daily attendance, they will no longer divide the total monthly attendance in the new system but report only the total monthly attendance.

Question: How do we count early morning kindergarten attendance?

Answer: The same way you always have with the understanding that whatever meals you are serving to this group need to be covered by the reimbursement you are claiming.

Question: How do I use PEIMS numbers to calculate monthly attendance?

Answer: You don't. In the new claims form, total monthly attendance is used to verify meals claimed and does not need to be the official PEIMS number.

The Texas Department of Agriculture's Food and Nutrition Division is funded by the
U.S. Department of Agriculture, Food and Nutrition Service.

Our services are provided through the Texas Department of Agriculture's Food and Nutrition program funded by the US Department of Agriculture, Food & Nutrition Division. In accordance with federal law and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Office of Adjudication and Compliance, 1400 Independence Ave, SW Washington, D.C. 20250-9410 or call (202) 260-1026, (866) 632-9992 (toll free) or (202) 401-0216 (TDD). USDA is an equal opportunity provider and employer.