



# TANS Talk – External Users

November 07, 2024



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**COMMISSIONER SID MILLER**

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# Agenda



<b>TANS Security Demo</b>	Kanwar Singh	10 minutes
<b>TANS Feedback Log</b>	Faith Chonko	20 minutes
<b>FAQ Review</b>	Faith Chonko	10 minutes
<b>Open Q&amp;A</b>	TDA Staff	20 minutes



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# TANS Security Demo



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## Login ID and Password will be required to login

1. **Login ID:** First character of first name followed by last name and number starting from 10.
2. **Password:** Minimum 10 characters, should include at least one upper case, lower case, number and special character.

**Login**

**Login ID**

The Login ID field is required.

**Password**

The Password field is required.  
(Enter 10 to 20 characters, case-sensitive)

☐ Remember me?

[Forgot Password?](#)



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# User Accounts



## User Access Manager will continue to manage accounts at every organization

1. Creating new user
2. Editing user account
3. Assigning security rights
4. Deactivating user account

TDA will create UAM accounts. Users will request UAM access using FND-135 form.

New account will not be in **pending** status. Login ID will be generated during the account creation process itself.

### User Account Management

User Information								
Search: <input type="text"/>								
<a href="#">Add New User</a>								
	Organization	Login ID	Organization ID	First Name	Last Name	Modified Date and Time	Email	
<a href="#">Edit</a>	DONNA ISD	texternal10	00564	Test	External	9/11/2024 10:33 AM	kanwar.singh@texasagricul	
<a href="#">Edit</a>	DONNA ISD	torgapplication10	00564	Test	ORGapplication	9/11/2024 10:13 AM	kanwar.singh@texasagricul	
<a href="#">Edit</a>	DONNA ISD	torgclaims10	00564	Test	ORGclaims	9/11/2024 10:18 AM	kanwar.singh@texasagricul	
<a href="#">Edit</a>	DONNA ISD	torgcompliance10	00564	Test	ORGcompliance	9/11/2024 10:21 AM	kanwar.singh@texasagricul	
<a href="#">Edit</a>	DONNA ISD	torgelms10	00564	Test	ORG ELMS	9/11/2024 10:27 AM	kanwar.singh@texasagricul	



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# Security Groups



## TX-UNPS

Security Groups				
SNP	CACFP	SFSP	FDP	No Program
ELMS CE Admin SNP CE Read-Only SNP CE Compliance SNP CE Claims SNP CE Application	CACFP Center CE Read-Only CACFP CE Compliance CACFP Center CE Claims CACFP Center CE Applicatn	SFSP CE Read-Only SFSP CE Compliance SFSP CE Claims SFSP CE Application	FDP Direct Ship Sch-View FDP NSLP/SFSP - View	

## TANS

ORG View Only	ORG Application	ORG Claims	ORG Compliance	ORG ELMS
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# New Account



Add New User by UAM

Email \*

First Name: \*

Last Name: \*

Generate Login ID

Login ID: \*

Phone:

Job Title:

Roles: \*

Available Roles

ORG View Only

ORG Application

ORG Claims

ORG Compliance

ORG ELMS

Assigned

UAM: ☐

Comments:

Enter comments here...

Save User Information



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# Reset Password



## UAM will not be able to reset password for the user

If user has forgotten their password, they will use forgot password link on login page.

1. User will click forgot password
2. Enter login id
3. User receives an email with link to reset the password. The link will remain valid for 30 minutes
4. User can click on the link and reset their password
5. User cannot use previous 5 passwords as new password

## Forgot your password?

Enter your login ID for TANS

Login ID

Email Link



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# TANS Feedback Log



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## Will TANS allow single sign-on?

TANS is a consolidated, standalone system. User credentials will provide access to modules and functionality of TANS based on the security roles assigned to the user.

## Will program sponsor directors be able to access their organization in TANS?

Users will be able to access their organization's information once logged into TANS with their username and password. The type and extent of any user's access is determined by their assigned security roles.



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## Will program sponsors have to enter ALL application data into TANS? Will any sponsor or site data be migrated from TX-UNPS to TANS?

TDA will migrate a very limited amount of data to support a clean transition and higher quality data in TANS.

TDA only plans to migrate key foundational data including:

- user login IDs
- organization name (formerly CE name)
- organization ID (formerly CE ID)
- site name(s)
- data needed to complete program year 2026 calculations  
*EX: # of lunches served two years prior used for Severe Need Breakfast rate determinations in current program year. Data used for calculations may not be visible to users.*

### What won't be transferred?

- TDA does not plan to migrate any other applications, claims, compliance, and other data to TANS.
- Sponsors will need to populate data for program year 2026.
- Most data will rollover on future renewals.



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## How will claims be entered into TANS?

Organizations will continue to have the option of manually entering or uploading claims data for more streamlined reporting in TANS.

Organizations will be able to keep the same POS export format to upload claims across multiple sites as they do today.



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## Will SNP sponsors be able to complete direct certification in TANS as they do in TX-UNPS?

Direct certification uploads and match exports are completed in the Texas Eligibility List Management System (Texas ELMS), which is a standalone system facilitating data feeds from HHSC and TEA, along with enrollment uploads completed by SNP sponsors. Currently, TX-UNPS only facilitate security access to Texas ELMS. There are no plans to modify Texas ELMS in the transition, apart from adjusting these security access rights.



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## Will sponsors have access to historical TX-UNPS data after TANS is launched? Will copies need to be retained outside of TX-UNPS?

Yes and no, depending on the point of access and the program year data needed. Users should take proactive action to ensure they have independent copies of necessary data for program years 2025 and earlier.

### TX-UNPS Data Program Years 2025 and Earlier

*TX-UNPS – data, reports, and accounts*  
Updates and access end December 31, 2025

*Open Data Portal (ODP) – applications/claims datasets*  
Updates end December 31, 2025  
Access continuous; static beyond December 31, 2025

### TANS Data Program Years 2026 and Beyond

*TANS – data, reports and accounts*  
Access begins April 2025  
Export options built into system pages  
Additional reports limited to start, more will be made accessible on a rolling basis

*Open Data Portal (ODP) – applications/claims datasets*  
Datasets for PY26 and beyond will be available  
Format and terminology may change

**Access ODP Here**



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Will sponsors have access to historical TX-UNPS data after TANS is launched? Will copies need to be retained outside of TX-UNPS?

Year	Month	TX-UNPS				TANS
2024	APR	SNP				
	MAY					
	JUN					
	JUL					
	AUG					
	SEP					
	OCT					
	NOV					
	DEC					
2025	JAN	PY25				
	FEB					
	MAR		CACFP PY 25	FDP PY25	SFSP SSO PY25	
	APR					
	MAY					
	JUN					
	JUL					
	AUG					
	SEPT					
	OCT					
	NOV					
	DEC					
2026	JAN	TX-UNPS ACCESS ENDS 12/31/2025				
	FEB					
	MAR					
	APR					
	MAY					
	JUN					
	JUL					
	AUG					



# FAQ Review



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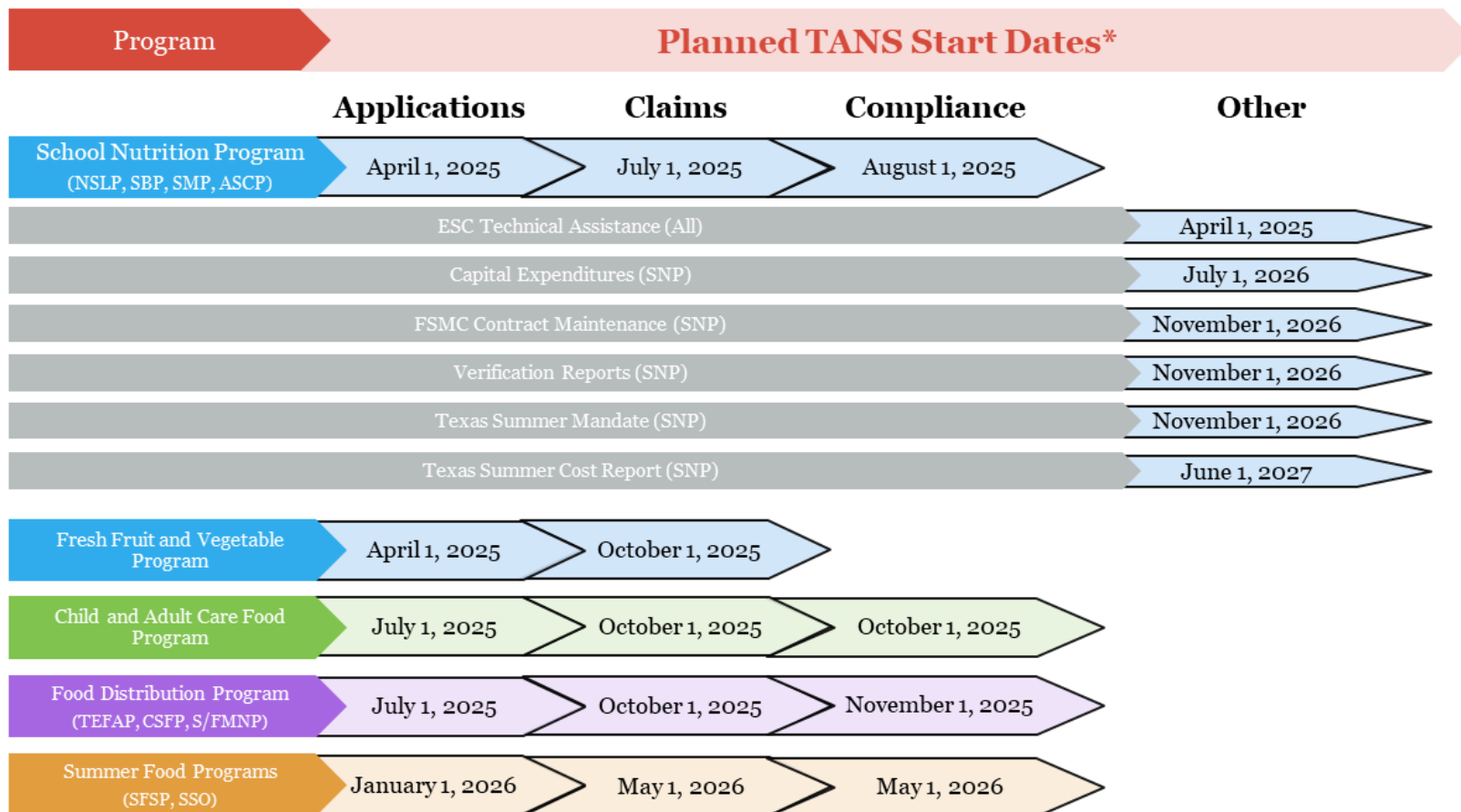
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## When will I start using TANS?

All users will transition to TANS beginning with program year 2026 based on the existing program calendar dates. For example, on April 1, 2025, when SNP applications open for program year 2026, instead of completing the application in TX-UNPS, SNP sponsors will complete their SNP application (new or renewal) in TANS.



\*dates are subject to change

# Timeline



## Will I be using TX-UNPS and TANS at the same time?

Yes. Users working in any or all programs will work in TX-UNPS to finish out program year 2025 and TANS to start program year 2026 simultaneously. Once program year 2025 is complete, users will be able to work solely in TANS. All users will lose access to TX-UNPS when it is retired on December 31, 2025.

Year	Month	TX-UNPS	TANS
2024	APR		
	MAY		
	JUN		
	JUL		
	AUG		
	SEP		
	OCT		
	NOV		
	DEC	SNP	
2025	JAN	PY25	
	FEB		
	MAR	CACFP PY 25	
	APR	FDP PY25	
	MAY	SFSP SSO PY25	
	JUN		
	JUL		
	AUG		
	SEPT		
	OCT		
	NOV		
	DEC		
2026	JAN	TX-UNPS ACCESS ENDS 12/31/2025	
	FEB		
	MAR		
	APR		
	MAY		
	JUN		
	JUL		
	AUG		

## When will I receive training on TANS?

Training will be provided 2-3 months ahead of each of the planned start dates. State users and ESC users will be trained first, followed by program sponsor users.

For example, SNP applications will start in TANS on April 1, so state users and ESC users can expect to receive training in January or February, while program sponsor users can expect training in February or March. This is the same cadence expected for each of the planned start dates.

Updates on training dates and availability will be sent via newsletters, posted on TANS transition pages, and shared on regular sponsor calls.



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## What type of training will be provided?

Based on the transition timeline and on feedback we've received from a wide range of users, training for TANS will lean heavily on self-service, on-demand formats. This style of training is best suited for tech-confident users with a busy schedule. In-person and virtual instructor-led training will also be available on a more limited basis. This style of training is best suited for users that benefit from additional technical guidance or a focused learning environment.

**Self-service training materials** will be accessible via the SquareMeals TANS page and will include:

- short video tutorials
- job aids & quick guides
- user manuals

**Instructor-led training sessions** will be available on the TANS transition page as they are scheduled.

- classroom trainings and demonstrations
- virtual trainings and demonstrations



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## Is TANS training mandatory?

Completion of training will not be tracked, but certificates of completion will be provided for self-service video trainings. It is HIGHLY recommended that all users complete the trainings relevant to their job duties and save certificates of completion for your records.

We encourage all users to complete relevant trainings prior to completing those tasks in TANS for the first time. This allows for time to troubleshoot, ask questions, and understand the system prior to each launch date. Take the opportunity to get comfortable before the first day using the training type of your choice!



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# Open Q&A



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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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

**2. fax:**

(833) 256-1665 or (202) 690-7442; or

**3. email:**

[program.intake@usda.gov](mailto:program.intake@usda.gov)

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**Thank you!**



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