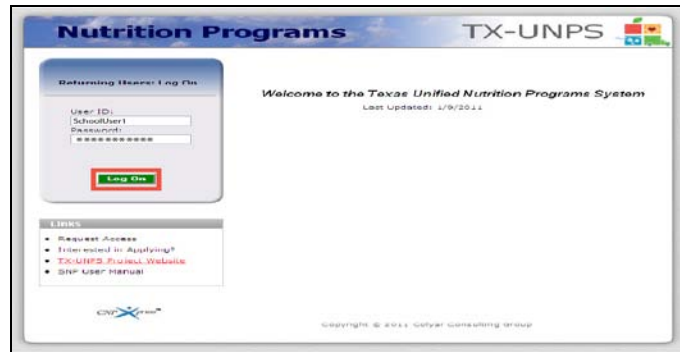


Slide 1 - Welcome

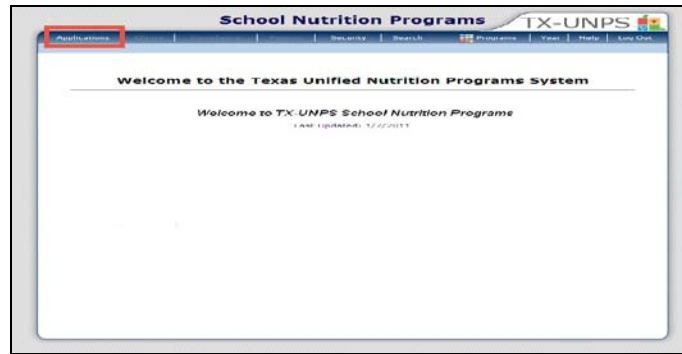
The Texas Department of Agriculture, Food and Nutrition Division would like to welcome you to the TX-UNPS Software Demonstration Series.

Today, we will review CE Applications for School Nutrition Programs.



Slide 2 - Log in screen entered

Open your internet browser and go to the TX-UNPS home page. Enter your user name and password in the fields provided, and then select and click the Log On button.

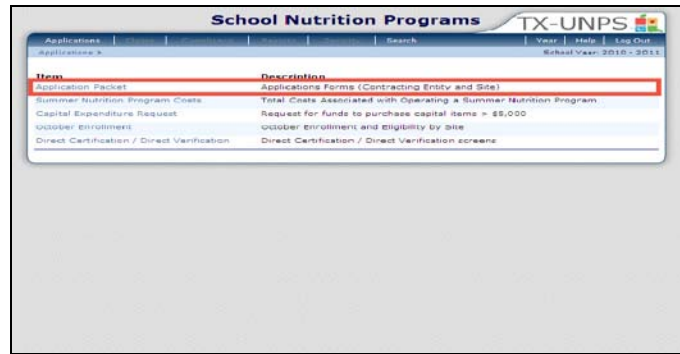


Slide 3 - SNP page

Upon successfully logging in to TX-UNPS, select Applications from the navigation bar.

Please note, depending on what you are wishing to accomplish, you may decide to change the program year you are working in the TX-UNPS system.

TX-UNPS SNP Training Applications: CE Application



Slide 4 - Application Packet

You will be directed to the Applications menu. Select application packet to begin your CE Application

TX-UNPS SNP Training Applications: CE Application

The screenshot shows a web application titled "School Nutrition Programs" with a "TX-UNPS" logo. The interface includes a navigation bar with links for "Applications", "Claims", "Search", "View", "Help", and "Log Out". Below the navigation bar, there is a section for "2011 - 2012 Application Packet". The main content area displays the following information:

01408 STATUS: Active
TEST-Cento JSD
USA
No address on file for this year
County District Code: 040-003
NSIC Reports: JJ

Below this information, a message states: "The Contracting Entity has not started in the current year (2012). Click 'Enroll' to enroll for this year based on your prior year's information." At the bottom of the message, there are two buttons: "Enroll" (highlighted in red) and "Cancel".

Slide 5 - Add an application

If this is the first time you have participated in a school nutrition program or the program year, you will be asked to enroll for the program year. Select ENROLL to begin your CE Application.

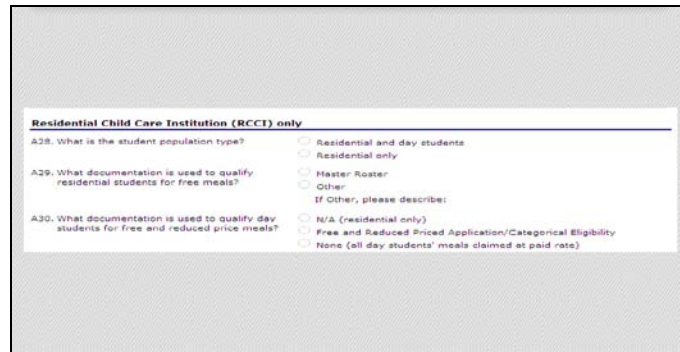
TX-UNPS SNP Training Applications: CE Application

The screenshot shows a web-based application form titled "School Nutrition Programs" with the TX-UNPS logo. The form is for a "2010 - 2011 SNP Contracting Entity Application". It includes a header with navigation links like "Applications", "Search", "Year", "Help", and "Log Out". The main content area is divided into several sections: "Contracting Entity Type" with a dropdown menu set to "Educational Institution"; "School Year Dates of Operation" with "Start Date" and "End Date" fields; and "Superintendent/Sponsoring Official" with fields for "Name", "Email Address", "Phone", and "Title". The form also displays pre-populated information for "TEST-Centru ISD" and "ESC Region: 13".

Slide 6 - Application

Some fields have been pre-populated, while others require data input. Please check all fields for accuracy and verify that all data is current and correct. Please complete all sections that pertain to your contracting entity

Please note: during renewals, data from the year prior will roll over.



Residential Child Care Institution (RCCI) only

A28. What is the student population type?

- ☐ Residential and day students
- ☐ Residential only

A29. What documentation is used to qualify residential students for free meals?

- ☐ Master Roster
- ☐ Other
- ☐ If Other, please describe:

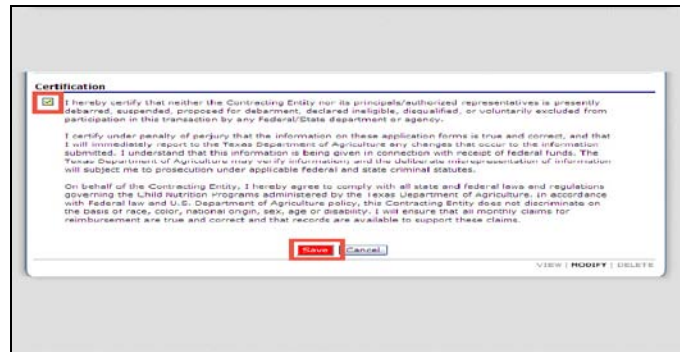
A30. What documentation is used to qualify day students for free and reduced price meals?

- ☐ N/A (residential only)
- ☐ Free and Reduced Priced Application/Categorical Eligibility
- ☐ None (all day students' meals claimed at paid rate)

Slide 7 - RCCI

For example, in the application, there are sections that pertain to Residential Child Care Institutions or Food Service Management Companies. Only complete these sections if they apply to your contracting entity.

TX-UNPS SNP Training Applications: CE Application



Certification

☒ I hereby verify 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 holder's misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

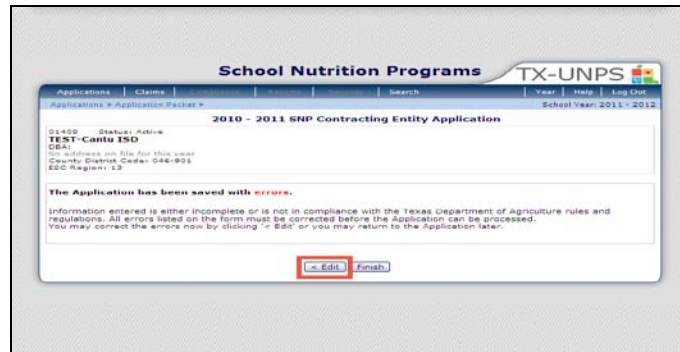
On behalf of the Contracting Entity, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition programs administered by the Texas Department of Agriculture. In accordance with Federal law and U.S. Department of Agriculture policy, this Contracting Entity does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

VIEW | **MODIFY** | DELETE

Slide 8 - Certification

Once you have completed the application, please read the Certification section. To indicate compliance, select the checkbox and select save.

TX-UNPS SNP Training Applications: CE Application



Slide 9 –Saved with Errors

If an application has errors that need correcting, the system will alert you. Select edit to return to the application and correct the errors.

TX-UNPS SNP Training Applications: CE Application

The screenshot displays the '2010 - 2011 SNP Contracting Entity Application' form. At the top, the status is 'Active' and the entity is 'TEST - Centu ISD'. Below this, a table lists error and warning messages:

Code	Error Description
1007	A2 - Operational End Date cannot exceed June 30th of the current school year.
1110	A23 - Verifying Official Job Title must be entered.

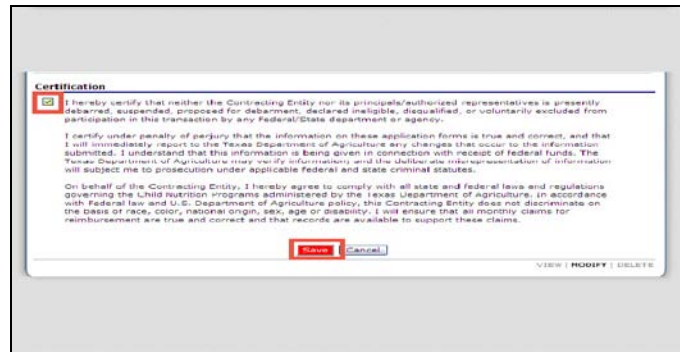
Code	Warning Description
1505	A31 - No active FSNC contract exists for the current program year. Please complete the FSNC Contract.

Below the messages, the 'Contracting Entity Type' is set to 'Educational Institution'. The 'School Year Dates of Operation' section shows 'Start Date' as 08/07/2010 and 'End Date' as 07/01/2011.

Slide 10 - Error Message

If any errors exist in the application you will see them indicated in Red. If there is a warning, it will be displayed in Blue. , A warning alert is meant to notify you that some areas may need correcting. You are not required to reconcile warnings, though it is recommended to always review them.

TX-UNPS SNP Training Applications: CE Application



Certification

☐ I hereby verify 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 holder's 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 money claims for reimbursement are true and correct and that records are available to support these claims.

VIEW | **MODIFY** | DELETE

Slide 11 - Resubmit

After you have corrected the errors that were indicated in red, please review the Certification section. To indicate compliance, select the checkbox and select save.

The screenshot displays the TX-UNPS School Nutrition Programs web application. The interface includes a header with the title "School Nutrition Programs" and the TX-UNPS logo. Below the header, there is a navigation bar with tabs for "Applications", "Application Packet", "Search", "Year", "Role", and "Log Out". The main content area shows the "2010 - 2011 SNP Contracting Entity Application" for "TEST-Cantu ISD". The application details include: "Status: Active", "ISD: TEST-Cantu ISD", "73 S Walnut Ave", "New Braunfels, TX 78130", "County District Code: 046-908", and "ESD Region: 13". A message states "The Application has been saved." At the bottom, there are two buttons: "Edit" and "Finish", with the "Finish" button highlighted by a red rectangle.

Slide 12 - App Saved

When the application has been successfully saved, you will see a screen indicating the application was saved successfully. To proceed back to the application packet, select finish.

TX-UNPS SNP Training Applications: CE Application

School Nutrition Programs TX-UNPS

Applications > Application Packet > 2010 - 2011 Application Packet

CLICID: Status: Active
TEST-Cantu ISD
2861
1233 main
New Braunfels, TX 78130
County District Code: 046-901
ESC Region: 13

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify	Contracting Entity Application	Original	Not Submitted
Details	BHC Contract List		No Contracts
Details	Checklist Summary (7)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
School Nutrition Program	0	1	0	0	0	0	1
Seamless Summer Option	0	0	0	0	0	0	0

Show Packet History

[Back](#) [Submit for Approval](#) [Withdraw Packet](#)

Slide 13 - Review App Packet

Once back at the application packet screen, you will notice some changes on the screen. A green check mark indicates a complete and successfully saved section. A red arrow indicates items that need attention. You will also be able to view your status for each section of the application packet.

Please note:

For more information of Food Service Management Companies, please see video B3.

For more information on Checklist, please see video B4.

TX-UNPS SNP Training Applications: CE Application

The screenshot displays the TX-UNPS School Nutrition Programs application interface. At the top, there's a header with the title "School Nutrition Programs" and the TX-UNPS logo. Below the header, there's a navigation bar with tabs for "Applications", "Contracts", "Reports", "Help", and "Log Out". The main content area is titled "2010 - 2011 Application Packet".

On the left, there's a sidebar with the following information:

- 01408 Status: Active
- TEST-Cantu ISD
- ISD
- 72 S Walnut Ave
- San Braunfels, TX 78130
- County District Code: 048-901
- ESD Region: 13

The main content area shows a table with the following columns: "Action", "Form Name", "Latest Version", and "Status". The table contains the following rows:

Action	Form Name	Latest Version	Status
View Modify	Contracting Entity Application	Original	Not Submitted
Details	PSHC Contract List		1 Contract
Details	Checklist Summary (7)		

Below the table, there's a section titled "Site Applications" with a table showing the status of applications for different sites:

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Opened	Error	Total Applications
School Nutrition Program	0	1	0	0	0	0	1
Seamless Summer Option	0	0	0	0	0	0	0

At the bottom of the interface, there are three buttons: "Back", "Submit for Approval" (highlighted in red), and "Withdraw Packet".

Slide 14 - Submit App Packet

Once each section of the application packet is showing successfully completed, and you have at least one site, you can now select Submit for Approval.

At this point, your status will change to submitted and the application packet will be read only.

TX-UNPS SNP Training Applications: CE Application

The screenshot shows the TX-UNPS School Nutrition Programs application status page. At the top, it says "School Nutrition Programs" and "TX-UNPS". Below that, it says "Applications > Application Packet > 2010 - 2011 Application Packet". The page is for the "TEST Central ISD" and shows the status of the application packet. It includes a table with columns for "Form Name", "Latest Version", and "Status". The table lists three forms: "Contracting Entry Application", "FSCM Contract List", and "Checklist Summary (7)". The status for the first two is "approved" and for the third is "Contract". Below the table, there is a section for "Site Applications" with columns for "Approved", "Pending", "Return for Correction", "Denied", "Withdrawn/ Closed", "Error", and "Total Applications". The table shows two rows: "School Nutrition Program" and "Seamless Summer Option". At the bottom, there are buttons for "Go Back", "Submit for Approval", and "Withdraw Packet".

Action	Form Name	Latest Version	Status
View	Contracting Entry Application	original	approved
View	FSCM Contract List	1 Contract	Contract
View	Checklist Summary (7)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	1	0	0	0	0	0	1
Seamless Summer Option	0	0	0	0	0	0	0

Slide 15 - App Packet Status

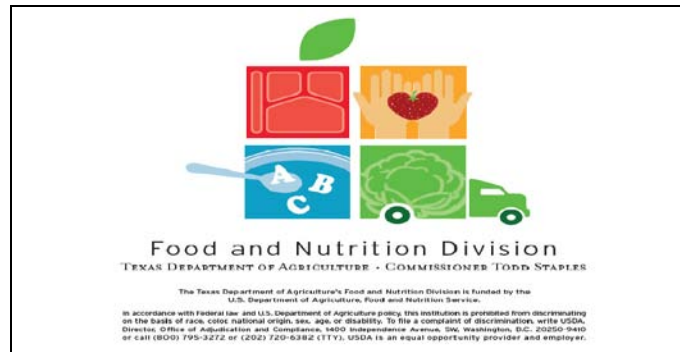
Once TDA receives all parts of your application packet, they will review and update the application status. The CE can check their status by logging in and viewing the application packet status area.

Once reviewed by TDA, your application packet will either state approved or returned for correction

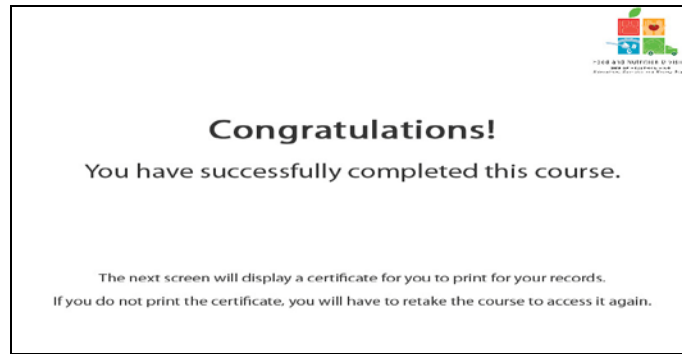


Slide 16 - Help desk

If you need assistance, please contact the TX-UNPS Help Desk at 1-877-TEX-MEAL. The help desk is available Monday through Friday 7:30am – 6:00pm central standard time. You may also email questions to squaremeals@texasagriculture.gov



Slide 17 - Legal Screen



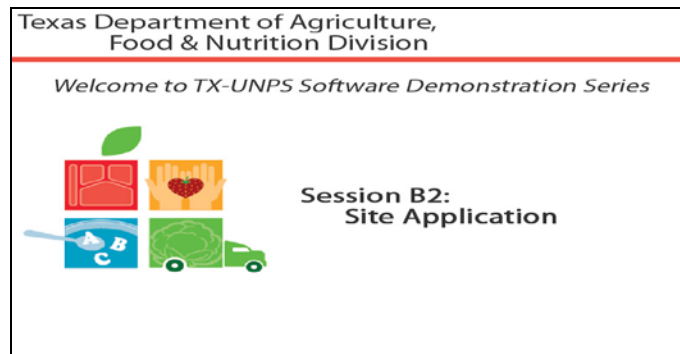
Slide 18 - Certificate Explanation

Congratulations on the successful completion of this course. The following slides will provide you with a printable certificate for your records.



Slide 19 - Certificate Screen

Please print this certificate for your records. This completes the TX-UNPS Software Demonstration.



Slide 1 - Welcome

The Texas Department of Agriculture, Food and Nutrition Division would like to welcome you to the TX-UNPS Software Demonstration Series.

Today, we will review Site Applications.

TX-UNPS SNP Training Applications: Site Application

Nutrition Programs TX-UNPS

Returning Users: Log On

User ID: SchoolUser1
Password: *****
Log On

Welcome to the Texas Unified Nutrition Programs System
Last Updated: 1/9/2011

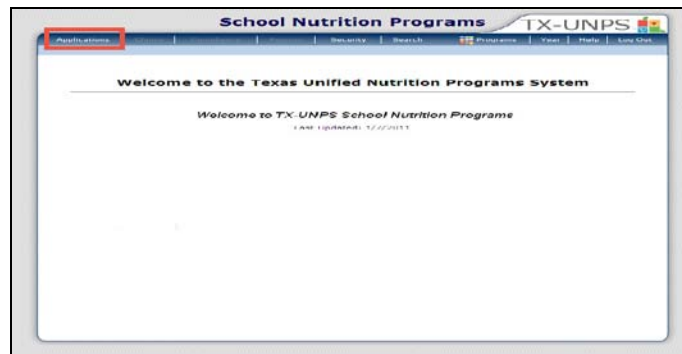
LINKS

- Request Access
- Interested in Applying?
- [TX-UNPS Rules Website](#)
- [SNP User Manual](#)

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Slide 2 - Log in screen entered

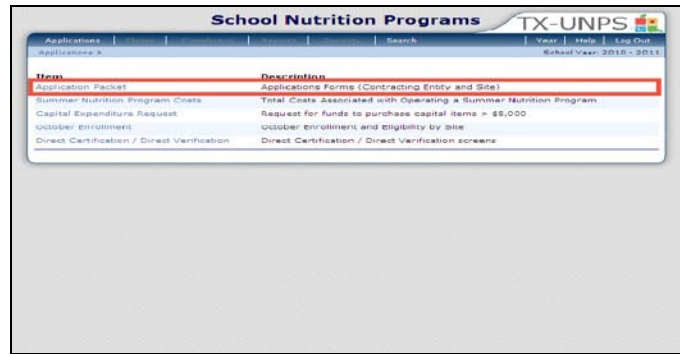
Open your internet browser and go to the TX-UNPS home page. Enter your user name and password in the fields provided, and then select and click the Log On button.



Slide 3 - SNP page

Upon successfully logging in to TX-UNPS, select Applications from the navigation bar

TX-UNPS SNP Training Applications: Site Application



Slide 4 - Application Packet

You will be directed to the Applications menu. Select application packet to begin your Site Application

TX-UNPS SNP Training Applications: Site Application

School Nutrition Programs TX-UNPS

Applications | Home | My Profile | My Applications | Search | Year | Help | Log Out

Application: 2 Application Pocket: 2010 - 2011 Application Pocket School Year: 2010 - 2011

01408 Status: Active
TEST-Cantu ISD
73 S Walnut Ave
New Braunfels, TX 78130
County District Code: 046-901
ESC Region: 13

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify	Contracting Entry Application	Original	Not Submitted
Details	✓ PBSC Contract List		1 Contract
Details	✓ Checklist Summary (7)		

Site Applications	Approved	Pending	Status for Creation	Desired	Withdrawn/Status	Error	Total Applications
School Nutrition Program	0	0	0	0	0	0	0
Seamless Summer Option	0	0	0	0	0	0	0

Show Packet History

[Back](#) [Submit for Approval](#) [Withdraw Packet](#)

Slide 5 - SNP Site

Scroll down to the Site Applications section and select School Nutrition Program

TX-UNPS SNP Training Applications: Site Application

The screenshot shows the TX-UNPS School Nutrition Programs application interface. The main heading is "2010 - 2011 Application Packet - SNP Site List". Below this, there is a table with columns: "Action", "Site ID / Site Name", "NCLB", "SBP", "ASCP", "SNP", "FFVP", "Version / State", and "% Enroll From / Added Oct 2009". The table is currently empty, and a red box highlights the "Add Site Application" button. A message "No Sites enrolled in this year." is displayed in the table area.

Action	Site ID / Site Name	NCLB	SBP	ASCP	SNP	FFVP	Version / State	% Enroll From / Added Oct 2009
No Sites enrolled in this year.								

[Add Site Application](#) [Back](#)

Slide 6 - Add Site

The Add Site will be used if the CE wants to add a site not listed (this could be a brand new site, or one that's just not currently listed on the screen).

Select Add Site Application.

TX-UNPS SNP Training Applications: Site Application

Site	Site Status
TEST Cantu ISD	ACTIVE

[Add New Site](#)

[Back](#)

Slide 7 - Site

On this screen you will be given two options, you can select a site already listed or add a new site. For either option you will have to complete the site application.

We will now select on our already listed site.

TX-UNPS SNP Training Applications: Site Application

The screenshot shows the '2010 - 2011 SNP Site Application' form. At the top, there are navigation tabs: 'Applications', 'Application Dashboard', 'School Site List', and 'SNP'. The 'Applications' tab is selected. The form is titled '2010 - 2011 SNP Site Application' and includes a 'VIEW | MODIFY' link. Below the title, there are two columns of information. The left column contains: '01406 Status: Active', 'TEST-Cantu ISD', '2500', '755 Walnut Ave', 'New Braunfels, TX 78130', 'County District Code: 040-001', and 'ESC Region: 13'. The right column contains: '2000 Status: Active', 'TEST-EMRC ELEMENTARY SCHOOL', and 'No School for the 2010-2011 School Year'. Below this, there is a 'Program Information' section with a 'Version: Original' label and a 'Modify Program Selection' button. The 'Participating Program(s)' section asks to 'Select all that apply' and lists four options: 'A. National School Lunch Program (NSLP)', 'B. School Breakfast Program (SBP)', 'C. After-school Care Program (ASCP)', and 'D. Special Milk Program (SMP)'. The first three options are checked. At the bottom, there are two buttons: 'Back' and 'Save and Continue'.

Applications | Application Dashboard | School Site List | SNP

2010 - 2011 SNP Site Application

VIEW | MODIFY

01406 Status: Active
TEST-Cantu ISD
2500
755 Walnut Ave
New Braunfels, TX 78130
County District Code: 040-001
ESC Region: 13

2000 Status: Active
TEST-EMRC ELEMENTARY SCHOOL
No School for the 2010-2011 School Year

Version: Original

Modify Program Selection

1. Participating Program(s)
Select all that apply:

- ☒ A. National School Lunch Program (NSLP)
- ☒ B. School Breakfast Program (SBP)
- ☒ C. After-school Care Program (ASCP)
- ☐ D. Special Milk Program (SMP)

Back Save and Continue

VIEW | MODIFY

Slide 8 - Site Programs

Select all school nutrition programs that the site participates in.

Please note: If you choose a program that is not listed in your permanent agreement you will have to update your permanent agreement prior to site application approval. Your permanent agreement amendment process is still a paper process.

School Nutrition Programs **TX-UNPS**

Application Form
 Date: / /
 School: / /
 District: / /
 County: / /
 City: / /
 State: / /
 Zip: / /
 Phone: / /
 Fax: / /
 Email: / /
 Website: / /
 Contact: / /
 Title: / /
 Address: / /
 City: / /
 State: / /
 Zip: / /
 Phone: / /
 Fax: / /
 Email: / /
 Website: / /
 Contact: / /
 Title: / /
 Address: / /
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 Website: / /
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 State: / /
 Zip: / /
 Phone: / /
 Fax: / /
 Email: / /
 Website: / /
 Contact: / /
 Title: / /
 Address: / /
 City: / /
 State: / /
 Zip: / /
 Phone: / /
 Fax: / /
 Email: / /
 Website: / /
 Contact: / /
 Title:

Some fields have been pre-populated, while others require data input.

[illegible]

Please check all fields for accuracy and verify that all data is current and correct.

TX-UNPS SNP Training Applications: Site Application

Section B - SCHOOL BREAKFAST PROGRAM (SBP)

B1. A. Months of Operation: (Check all that apply)
All: ☐ Jan: ☐ 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: ☐ Sat: ☐ Sun: ☐ Tue: ☐ Wed: ☐ Thu: ☐ Fri: ☐ Sat: ☐ Sun: ☐
C2. Meal Service Times: Begin Time: End Time:
D3. Will CATER VERSUS DRIVE (OV2) BE IMPLEMENTED FOR DREAMFAST? ☐ Yes ☐ No
D4. Menu Planning Method - Checkmark: ☐

Section C - AFTERSCHOOL CARE PROGRAM (ASCP)

C1. A. Months of Operation: (Check all that apply)
All: ☐ Jan: ☐ 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: ☐ Sat: ☐ Sun: ☐ Tue: ☐ Wed: ☐ Thu: ☐ Fri: ☐ Sat: ☐ Sun: ☐
C2. Snack Service Times: Begin Time: End Time:
C3. What time does the normal school day end?
C4. Free and Reduced Breakfast Percentage: 0.00 %
A. Site is:
☐ Attendance Area Site - Eligible based on this site (Claim all service fees).
☐ Attendance Area Site - Eligible based on another site (Claim all service fees).
Select the qualifying site for the after-school care program:

Other:
B. No other Site (Claim all service fees, reduced and full price).

Slide 11 - Site App 3

Please complete all sections that pertain to your site.

TX-UNPS SNP Training Applications: Site Application



Site Certification

☐ 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.

Created By: UATCTest11 on: 1/18/2011 11:15:32 AM Modified By: UATCTest11 on: 1/18/2011 11:15:32 AM

[Save](#) [Cancel](#)

[VIEW](#) [MODIFY](#)

Slide 12 - Certification

Once you have completed the application, please read the Certification section. To indicate compliance, select the checkbox and select save.

The screenshot displays the TX-UNPS School Nutrition Programs website. The page title is "2010 - 2011 SNP Site Application". The form is for "TEST-CAMUS ISD" and "TEST EMAC ELEMENTARY SCHOOL". The status is "Active". The form contains the following information:

CLASH	Status: Active	1000	Status: Active
TEST-CAMUS ISD		TEST EMAC ELEMENTARY SCHOOL	
The address on file for this year:		201 S. LEBLANC AVE	
County District Code: 048-901		New Braunfels, TX 78130	
ESC Region: 13			

The Site Application has been saved with **errors**.

Information entered is either incomplete or is not in compliance with the Texas Department of Agriculture rules and regulations. All errors listed on the form must be corrected before the Site Application can be processed. You may correct the errors now by clicking "< Edit" or you may return to the Site Application later.

At the bottom of the form, there are two buttons: "< Edit" and "Finish". The "< Edit" button is highlighted with a red box.

Slide 13

If an application has errors that need correcting, the system will alert you. Select edit to return to the application and correct the errors.

The screenshot displays the TX-UNPS School Nutrition Programs application interface. At the top, there is a header with the title "School Nutrition Programs" and the TX-UNPS logo. Below the header, there is a navigation bar with links for "Applications", "Application Details", "Packet Site List", and "Search". The main content area is titled "2010 - 2011 SNP Site Application". It shows two application entries: "TEST-Cantu ISD" and "TEST-EMRC ELEMENTARY SCHOOL". Below these entries, there is a table of error and warning messages. The table has two columns: "Code" and "Error Description". The messages are color-coded: red for errors and blue for warnings.

Code	Error Description
3071	11 - ASP reduced-price meals cannot exceed \$0.30.
3087	11 - If ASCP Pricing Information = "Pricing" or "Pricing without Free Option", then ASCP Paid Price must be greater than zero.
3214	C3 - If any day of the week is selected for ASP, the normal school day end time must be entered.

Code	Warning Description
3085	11 - If ASCP Pricing Information = Pricing then the adult price for ASCP must be greater than zero.

Version: Original

Slide 14 - Errors and Warnings

If any errors exist in the application you will see them indicated in Red. If there is a warning, it will be displayed in Blue. , A warning alert is meant to notify you that some areas may need correcting. You are not required to reconcile warnings, though it is recommended to always review them.

TX-UNPS SNP Training Applications: Site Application

The screenshot shows a web-based form titled "Site Certification". At the top, there is a checkbox with a red border, which is currently unchecked. Below the checkbox, the text reads: "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."

Below this, another paragraph states: "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."

A third paragraph follows: "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."

At the bottom of the form, there is a metadata line: "Created By: UATCETest11 on: 1/18/2011 11:15:32 AM Modified By: UATCETest11 on: 1/18/2011 11:15:32 AM". Below this line are two buttons: "Save" (highlighted in red) and "Cancel". In the bottom right corner, there are links for "VIEW" and "MODIFY".

Slide 15 - Resubmit

After you have corrected the errors that were indicated in red, please review the Certification section. To indicate compliance, select the checkbox and select save.

TX-UNPS SNP Training Applications: Site Application

The screenshot displays the TX-UNPS School Nutrition Programs web application. The top navigation bar includes 'Applications', 'Application Packet', 'Packet Site List', and 'SNP'. The main content area is titled '2010 - 2011 SNP Site Application'. It shows details for two sites: 'TEST-Cantu ISD' and 'TEST-EMRC ELEMENTARY SCHOOL'. A red-bordered box highlights the message 'The Site Application has been saved.' Below this message are two buttons: 'Edit' and 'Finish', with the 'Finish' button highlighted by a red rectangle.

CLAC#	Status	Active	1000	Status	Active
TEST-Cantu ISD				TEST-EMRC ELEMENTARY SCHOOL	
733 Walnut Ave.				201 St. Liberty Ave.	
New Braunfels, TX 78130				New Braunfels, TX 78130	
County District Code: 046-801					
SSC Region: 13					

The Site Application has been saved.

[Edit](#) [Finish](#)

Slide 16 - Site saved

When the application has been successfully saved, you will see a screen indicating the application was saved successfully. To proceed back to the application packet, select finish.

TX-UNPS SNP Training Applications: Site Application

The screenshot displays the TX-UNPS School Nutrition Programs application interface. At the top, the title 'School Nutrition Programs' is followed by the TX-UNPS logo. Below this, a navigation bar includes links for 'Applications', 'Application Packet', 'Packet Site List - SNP', 'Search', 'Year', 'Help', and 'Log Out'. The main heading is '2010 - 2011 Application Packet - SNP Site List'. On the left, site details for 'TEST-Cantu ISD' are listed, including its address and district information. The central part of the screen features a table with columns for 'Action', 'Site ID / Site Name', and various application status indicators (NSLP, SBP, ASCP, SHP, FFVP, Version/Status, % Enroll, Free/Redeem, Out 2009). A single row is visible for 'TEST-EMAC Elementary School'. Below the table, there is a section for 'Add Site Application' and a 'Total Sites Enrolled: 1' summary. A red box highlights a 'Back' button at the bottom center.

Action	Site ID / Site Name	NSLP	SBP	ASCP	SHP	FFVP	Version/Status	% Enroll	Free/Redeem	Out 2009
View / Modify	1000 TEST-EMAC Elementary School	X	X	X			Original / Opt Submitted	0.00		

Slide 17 - site screen

You will now see a screen recapping the sites with completed applications for your application packet.

Select back to proceed to the application packet screen.

TX-UNPS SNP Training Applications: Site Application

The screenshot displays the TX-UNPS School Nutrition Programs application interface. At the top, the title "School Nutrition Programs" is followed by the TX-UNPS logo. Below this, a navigation bar includes links for "Applications", "Status", "Application Packets", "Reports", "Search", "Year", "Help", and "Log Out". The main heading is "2010 - 2011 Application Packet".

On the left, a sidebar shows application details for "G1408" with status "Active". The site name is "TEST - Cantu ISD". The address is "72 S Walnut Ave, San Bruno, TX 78130". The county/cluster code is "046-901" and the ESC region is "13".

The main content area shows a table of application forms. The "Form Name" column lists "Contracting Entry Application", "FSE Contract Let", and "Checklist Summary (?)". The "Latest Version" column shows "Original" and "1 Contract". The "Status" column shows "Submitted".

Below the forms table, there is a "Site Applications" table with columns: "Approved", "Pending", "Return for Correction", "Denied", "Withdrawn/Closed", "Error", and "Total Applications". The "School Nutrition Program" row shows 0 Approved, 1 Pending, 0 Return for Correction, 0 Denied, 0 Withdrawn/Closed, 0 Error, and 1 Total Applications. The "Seamless Summer Option" row shows 0 in all columns.

At the bottom, there are buttons for "Back", "Submit for Approval", and "Withdraw Packet". A "Show Packet History" link is also present.

Slide 18 - app packet pending

Once TDA receives all parts of your application packet, they will review and update the application status. The status of the application can be checked by logging in and viewing the site application packet status area.

TX-UNPS SNP Training Applications: Site Application

The screenshot displays the TX-UNPS School Nutrition Programs application interface. At the top, the title "School Nutrition Programs" is followed by the TX-UNPS logo. Below this, a navigation bar includes links for "Applications", "Application Packets", "Search", "Year", "Help", and "Log Out". The main heading is "2010 - 2011 Application Packet".

On the left, a sidebar lists the application components: "CLASP", "Status: Active", "TEST Contra ISD", "DEB", "72 S Walnut Ave", "New Braunfels, TX 78130", "County District Code: 144-901", and "ESC Region: 13".

The main content area shows a "Warning Description" box with the text: "The Application Packet is not considered complete until the prior year's Food Safety Inspection Report has been submitted." Below this, a table lists the application components and their status.

Action	Form Name	Packet Version	Status
View	Contracting Entry Application	Original	Approved
View	FEMC Contract List	1 Contract	1 Contract
View	Checklist Summary (7)		

Below the table, a "Site Applications" section shows a summary of the application status. A red box highlights the "School Nutrition Program" row, which shows "Approved" as 1, "Pending" as 0, "Return for Correction" as 0, "Denied" as 0, "Withdrawn/ Closed" as 0, "Error" as 0, and "Total Applications" as 1. The "Seamless Summer Option" row shows "Approved" as 0, "Pending" as 0, "Return for Correction" as 0, "Denied" as 0, "Withdrawn/ Closed" as 0, "Error" as 0, and "Total Applications" as 0.

At the bottom, there are buttons for "Go Back", "Submit for Approval", and "Withdraw Packet". A "Show Packet History" link is also present.

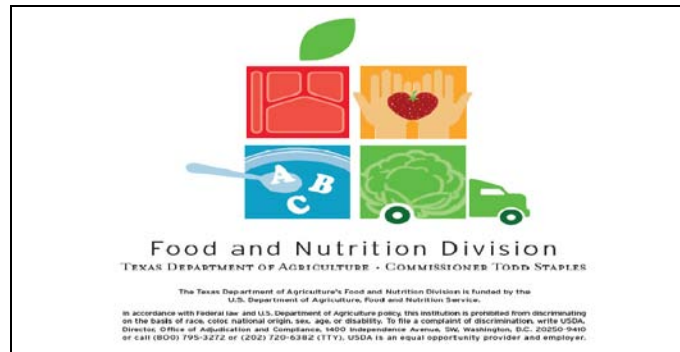
Slide 19 - App Packet Status

The status of the application will change from pending to approved if your site has been reviewed and accepted to participate in the school nutrition programs.

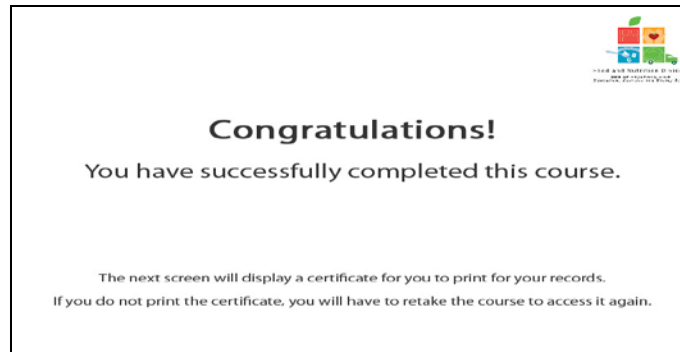


Slide 20 - Help desk

If you need assistance, please contact the TX-UNPS Help Desk at 1-877-TEX-MEAL. The help desk is available Monday through Friday 7:30am – 6:00pm central standard time. You may also email questions to squaremeals@texasagriculture.gov



Slide 21 - Legal Screen



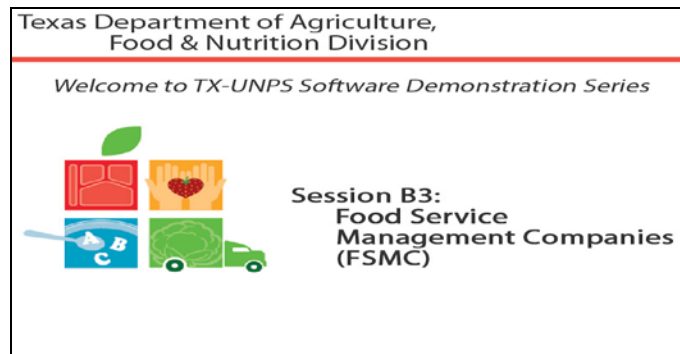
Slide 22 - Certificate Explanation

Congratulations on the successful completion of this course. The following slides will provide you with a printable certificate for your records.



Slide 23 - Certificate Screen

Please print this certificate for your records. This completes the TX-UNPS Software Demonstration.



Slide 1 - Welcome

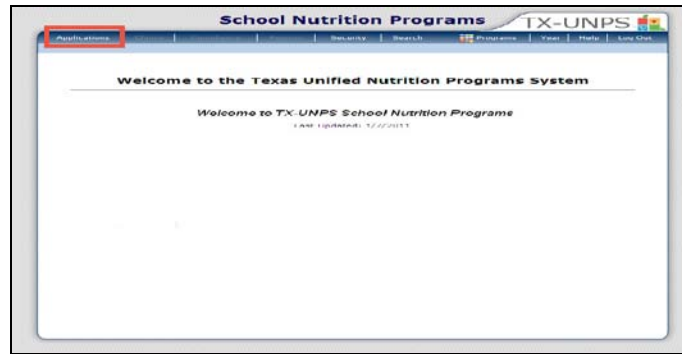
The Texas Department of Agriculture, Food and Nutrition Division would like to welcome you to the TX-UNPS Software Demonstration Series.

Today, we will review Food Service Management Companies (FSMC).



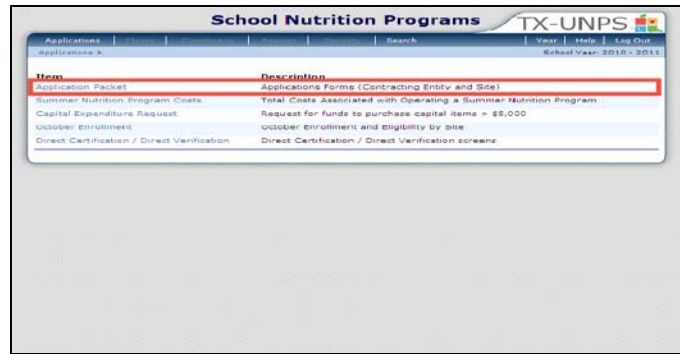
Slide 2 - Log in screen entered

Open your internet browser and go to the TX-UNPS home page. Enter your user name and password in the fields provided, and then select and click the Log On button.



Slide 3 - SNP page

Upon successfully logging in to TX-UNPS, select Applications from the navigation bar.



School Nutrition Programs TX-UNPS	
Applications	Applications
Applications	Applications
Item	Description
Application Packet	Applications Forms (Contracting Entity and Site)
Summer Nutrition Program Costs	Total Costs Associated with Operating a Summer Nutrition Program
Capital Expenditure Request	Request for funds to purchase capital items > \$5,000
October Enrollment	October enrollment and eligibility by site
Direct Certification / Direct Verification	Direct Certification / Direct Verification screens

Slide 4 - Application Packet

You will be directed to the Applications menu. Select application packet to begin .

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 Contract

A32. Name:	Salutation: Mr. [M]	First Name: Sam	Last Name: Rainier
A33. Email Address:	s.rainier@codex.com		
A34. Phone:	(512) 444-6789	Ext:	Fax: (512) 444-5539
A35. Title:	Account Manager		

Slide 5 - FSMC Screen

If on your application you stated that you utilize a Food Service Management company, TDA will require a contract to be filed in the fall and spring. In addition to the normal FSMC contract process, you will now have to input information into TX-UNPS as well.

School Nutrition Programs TX-UNPS

Applications > Application Packet > Search Year: Help Log Out
School Year: 2009 - 2010

2010 - 2011 Application Packet

CODE: Status: Active
TEST-Cantu ISD
0541
72 S Walnut Ave.
New Braunfels, TX 78130
County District Code: 048-901
ESC Region: 12

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify	Contracting Entity Application	Original	Not Submitted
Details	FSMC Contract List		No Contracts
Details	Checklist Summary (7)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	1	0	0	0	0	1
Seamless Summer Option	0	0	0	0	0	0	0

Show Packet History

[Back](#) [Submit for Approval](#) [Withdraw Packet](#)

Slide 6 - No FSMC Contract

If your application packet is shows that no contract is on file, you have the opportunity to provide that information in TX-UNPS.

Select Detail to proceed to the FSMC screens.

The screenshot shows the TX-UNPS School Nutrition Programs application interface. The title bar reads "School Nutrition Programs" and "TX-UNPS". Below the title bar, there are tabs for "Applications", "Application Packet", "FSMC Contract", and "User". The "FSMC Contract" tab is selected. The main content area is titled "Food Service Management Company Contracts". It displays a summary for "01458 - Status: Active" and "11ST-Cantu ISD". Below this, there is a table with columns: "Action", "Company Name", "Initial Year", "Final Year", and "Status". The table is currently empty, with a message "No data to display." below the headers. At the bottom of the table, there is a red button labeled "Create New Contract" and a blue button labeled "< BACK".

Action	Company Name	Initial Year	Final Year	Status
No data to display.				

[Create New Contract](#) [< BACK](#)

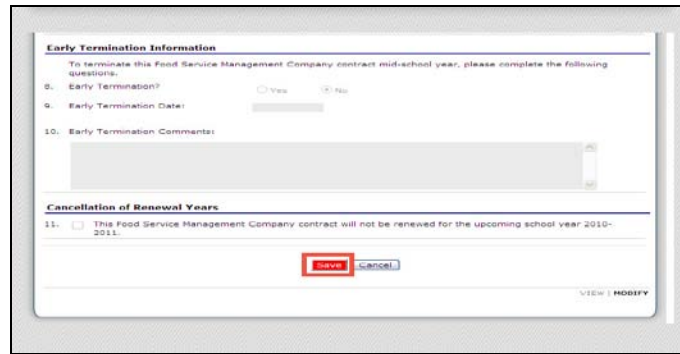
Slide 7 - FSMC Contract

If no contract is on file, you will need to select create new contract.

[illegible]

Slide 8 - FSMC Contract 1

Please check all fields for accuracy and verify that all data is current and correct.



The screenshot shows a web form titled "Early Termination Information". Below the title is a sub-header: "To terminate this Food Service Management Company contract mid-school year, please complete the following questions:". The form contains three numbered questions:

- 8. Early Termination? with radio buttons for ☐ Yes and ☒ No.
- 9. Early Termination Date: with a text input field.
- 10. Early Termination Comments: with a large text area.

Below these questions is a section titled "Cancellation of Renewal Years". It contains question 11: ☐ This Food Service Management Company contract will not be renewed for the upcoming school year 2010-2011.

At the bottom of the form are two buttons: "SAVE" (highlighted with a red box) and "CANCEL". In the bottom right corner, there are links for "VIEW" and "MODIFY".

Slide 9 - FSMC Contract 2

Please complete all sections that pertain to you.

Once you complete all applicable sections, select save to proceed.

The screenshot displays the TX-UNPS School Nutrition Programs application. The header includes the title "School Nutrition Programs" and the TX-UNPS logo. Below the header, there are navigation tabs: "Applications", "Application Status", "FSMC Contracts List", "Year", "Help", and "Log Out". The "Applications" tab is selected, and the "FSMC Contracts List" sub-tab is active. The main content area is titled "Food Service Management Company Contracts". It shows a list of contracts with columns for "Action", "Company Name", "Initial Year", "Final Year", and "Status". A single contract is listed for "ISODEX EDUCATION" with an initial year of 2010-2011 and a final year of 2012-2013, with a status of "Pending Approval". Below the table, there are two buttons: "Create New Contract" and "Back". The "Back" button is highlighted with a red box.

Action	Company Name	Initial Year	Final Year	Status
View Modify	ISODEX EDUCATION	2010-2011	2012-2013	Pending Approval

[Create New Contract](#) [Back](#)

Slide 10 - Contract Filed

You will be directed to a screen that displays the contract that was entered in to the system.

Select back to proceed to the application packet screen.

The screenshot displays the TX-UNPS School Nutrition Programs application interface. At the top, it shows the '2010 - 2011 Application Packet' status. Below this, there is a section for 'Waiting Description' with a note: 'The Application Packet is not considered complete until the prior year's Food Safety Inspection Report has been submitted.' The interface includes a table for 'Action' with columns for 'Form Name', 'Latest Version', and 'Status'. The 'FSMC Contract List' is highlighted with a red border and a green checkmark, indicating it is approved. Below this, there is a table for 'Site Applications' with columns for 'Approved', 'Pending', 'Return for Correction', 'Denied', 'Withdrawn/ Closed', 'Error', and 'Total Applications'. The 'FSMC Contract List' is also highlighted in the 'Total Applications' column. At the bottom, there are buttons for 'Go Back', 'Submit for Approval', and 'Withdraw Packet'.

Action	Form Name	Latest Version	Status
✓	Contracting Entry Application	Original	Approved
✓	FSMC Contract List	Original	Approved
✓	Checklist Summary (7)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	1	0	0	0	0	0	1
Seamless Summer Option	0	0	0	0	0	0	0

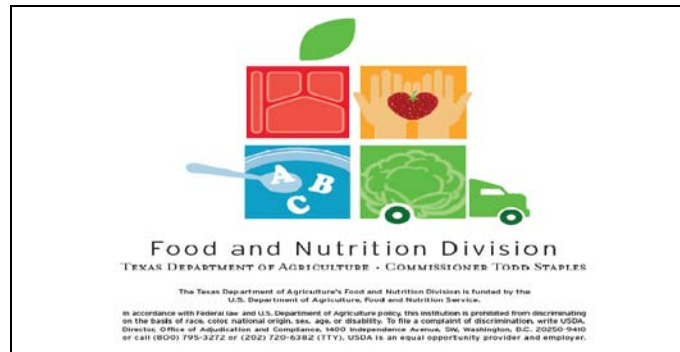
Slide 11 - FSMC Contract Showing in System

Once the FSMC contract is complete you will see the status field update and a green check mark display next to FSMC Contract List. Your application packet must then be submitted for approval, as well as any additional contract information requested by TDA.

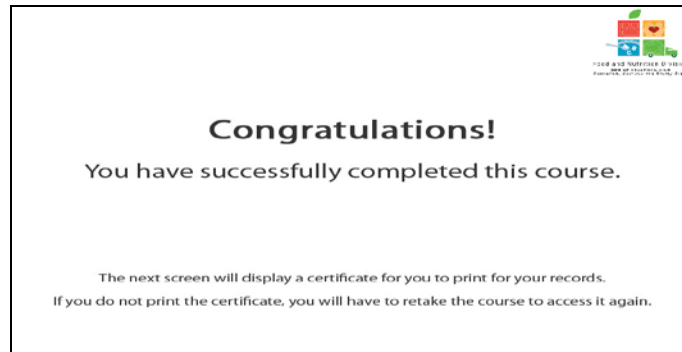


Slide 12 - Help desk

If you need assistance, please contact the TX-UNPS Help Desk at 1-877-TEX-MEAL. The help desk is available Monday through Friday 7:30am – 6:00pm central standard time. You may also email questions to squaremeals@texasagriculture.gov



Slide 13 - Legal Screen



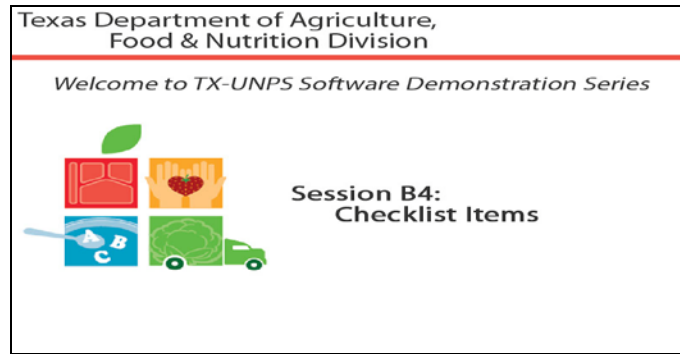
Slide 14 - Certificate Explanation

Congratulations on the successful completion of this course. The following slides will provide you with a printable certificate for your records.



Slide 15 - Certificate Screen

Please print this certificate for your records. This completes the TX-UNPS Software Demonstration.



Slide 1 - Welcome

The Texas Department of Agriculture, Food and Nutrition Division would like to welcome you to the TX-UNPS Software Demonstration Series.

Today, we will review Checklist Items.

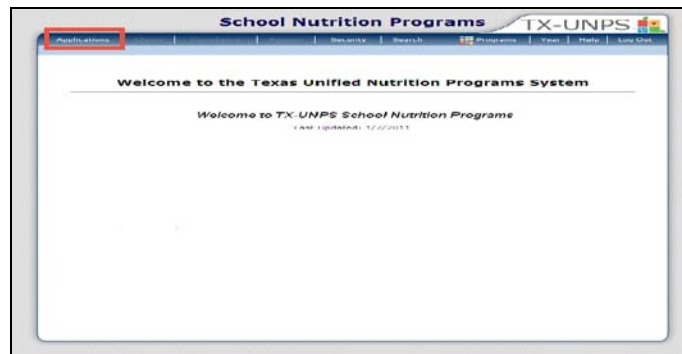
TX-UNPS SNP Training Applications: Checklist Items



Slide 2 - Log in screen entered

Open your internet browser and go to the TX-UNPS home page. Enter your user name and password in the fields provided, and then select and click the Log On button.

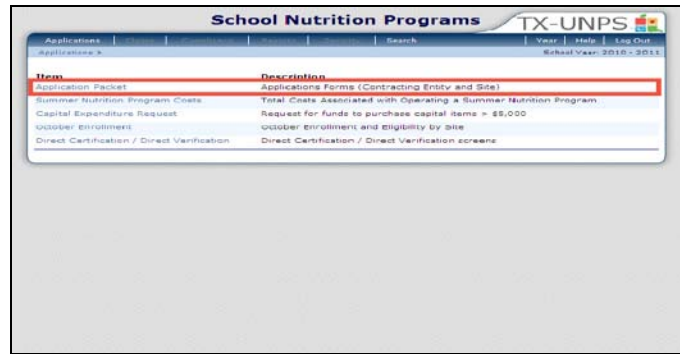
TX-UNPS SNP Training Applications: Checklist Items



Slide 3 - SNP page

Upon successfully logging in to TX-UNPS, select Applications from the navigation bar.

TX-UNPS SNP Training Applications: Checklist Items



School Nutrition Programs TX-UNPS	
Applications	
Applications >	
Item	Description
Application Packet	Applications Forms (Contracting Entity and Site)
Summer Nutrition Program Costs	Total Costs Associated with Operating a Summer Nutrition Program
Capital Expenditure Request	Request for funds to purchase capital items > \$5,000
October Enrollment	October enrollment and eligibility by site
Direct Certification / Direct Verification	Direct Certification / Direct Verification screens

Slide 4 - Application Packet

You will be directed to the Applications menu. Select application packet to begin.

TX-UNPS SNP Training Applications: Checklist Items

School Nutrition Programs TX-UNPS

Applications > Application Packet > Search Year: Help Log Out
School Year: 2009 - 2010

2010 - 2011 Application Packet

CSDE Status: Active
TEST-Cantu ISD
0541
72 E Walnut Ave.
New Braunfels, TX 78130
County District Code: 048-901
ESC Region: 12

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify	✓ Contracting Entity Application	Original	Not Submitted
Details	FBHC Contract List		No Contracts
Details	➔ Checklist Summary (7)		

Site Applications

	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
School Nutrition Program	0	1	0	0	0	0	1
Seamless Summer Option	0	0	0	0	0	0	0

Show Packet History

[Go Back](#) [Submit for Approval](#) [Withdraw Packet](#)

Slide 5 - Checklist Items

If your application packet is shows a red check mark next to Checklist Summary, you will need to reconcile the items on the Checklist screen prior to submitting your application for approval.

Select Detail to proceed to the Checklist Items.

TX-UNPS SNP Training Applications: Checklist Items

The screenshot displays the TX-UNPS School Nutrition Programs interface. At the top, there's a header with 'School Nutrition Programs' and 'TX-UNPS'. Below this is a navigation bar with links: Applications, Application Packet, Checklist Summary, Search, Year, Help, and Log Out. The main content area is titled 'SNP Checklist Summary' and shows details for 'TEST-Centu ISD'. The details include: 014028 Status: Active, 72 S Walnut Ave, New Braunfels, TX 78130, County District Code: 044-901, and ESD Region: 13. Below this, there's a table with the following data:

New Contracting Entity	Total Items	Submitted Items	Approved Items
TEST-Centu ISD	7	0	0

A red box highlights the 'TEST-Centu ISD' entry in the table. A 'Back' button is located below the table.

Slide 6

Select the entity name with items showing not submitted.

TX-UNPS SNP Training Applications: Checklist Items

School Nutrition Programs TX-UNPS

Applications > Application Packet > Checklist Summary > Search Year: 2010-2011 Help Log Out

School Year: 2010-2011 VIEW MODIFY

SNP Checklist

01408 Status: Active
TEST-Cantu ISD
ISD
73 S Walnut Ave
San Braunfels, TX 78130
County District Code: 046-901
ESC Region: 13

Required Forms/Documents to send to TDA	Document Submitted to TDA	Date Submitted to TDA	Document on File w/TDA	Status	Status Date	Last Updated By
Attachment B: Real Count & Collect Procedures	<input type="checkbox"/>		<input type="checkbox"/>	Pending Approval	01/18/2011	UATCETest11
SNP Questionnaire - Compliance with Civil Rights Act of 1964	<input type="checkbox"/>		<input type="checkbox"/>	Pending Approval	01/18/2011	UATCETest11
Commodity Agreement	<input type="checkbox"/>		<input type="checkbox"/>	Pending Approval	01/18/2011	UATCETest11
FNS Instruction 117-1 (Excerpt)	<input type="checkbox"/>		<input type="checkbox"/>	Pending Approval	01/18/2011	UATCETest11
Hazard Analysis Critical Control Points (HACCP) Checklist (FNS-104)	<input type="checkbox"/>		<input type="checkbox"/>	Pending Approval	01/18/2011	UATCETest11
Local Wellness Policy Checklist (FNS-103)	<input type="checkbox"/>		<input type="checkbox"/>	Pending Approval	01/18/2011	UATCETest11
Permanent Agreement	<input type="checkbox"/>		<input type="checkbox"/>	Pending Approval	01/18/2011	UATCETest11

Save Cancel

Slide 7

The checklist item screen will display a list of documents that will need to be downloaded, printed, completed and mailed into TDA in order for TDA to approve a CE or site application.

TX-UNPS SNP Training Applications: Checklist Items

School Nutrition Programs TX-UNPS

Applications > Application Packet > Checklist Summary > Search Year: Help Log Out School Year: 2010 - 2011

SNP Checklist

01408 Status: Active
TEST - Cantu ISO
080
735 Walnut Ave
New Braunfels, TX 78120
County District Code: 046-901
ESC Region: 13

Required Forms/Documents to send to TDA	Document Submitted to TDA	Date Submitted to TDA	Document on file w/TDA	Status	Status Date	Last Updated By
Attachment B: Real Count & Collect Procedures	<input checked="" type="checkbox"/>	01/18/2011	<input type="checkbox"/>	Pending Approval	01/18/2011	UATCETest11
SNP Questionnaire - Compliance with Civil Rights Act of 1964	<input checked="" type="checkbox"/>	01/18/2011	<input type="checkbox"/>	Pending Approval	01/18/2011	UATCETest11
Commodity Agreement	<input checked="" type="checkbox"/>	01/18/2011	<input type="checkbox"/>	Pending Approval	01/18/2011	UATCETest11
FRS Instruction 113-1 (Excerpt)	<input checked="" type="checkbox"/>	01/18/2011	<input type="checkbox"/>	Pending Approval	01/18/2011	UATCETest11
Hazard Analysis Critical Control Points (HACCP) Checklist (PND-104)	<input checked="" type="checkbox"/>	01/18/2011	<input type="checkbox"/>	Pending Approval	01/18/2011	UATCETest11
Local Wellness Policy Checklist (PND-105)	<input checked="" type="checkbox"/>	01/18/2011	<input type="checkbox"/>	Pending Approval	01/18/2011	UATCETest11
Permanent Agreement	<input checked="" type="checkbox"/>	01/18/2011	<input type="checkbox"/>	Pending Approval	01/18/2011	UATCETest11

Slide 8

Once you have completed and mailed the documents, select the check box next to each document. The date will auto populate. By completing this step you have alerted TDA that the documents are in transit for review.

Once you have checked all the document boxes that apply, select the save button to proceed.

The screenshot displays the TX-UNPS School Nutrition Programs application interface. At the top, the title bar reads "School Nutrition Programs" and "TX-UNPS". Below this, a navigation menu includes "Applications", "Application Racket", "Checklist Summary", "Search", "Year", "Help", and "Log Out". The "Checklist Summary" tab is selected, showing the "SNP Checklist" for the "School Year: 2010 - 2011". The main content area displays the following information:

CLACB	Status
TEST-Canto ISD	Active

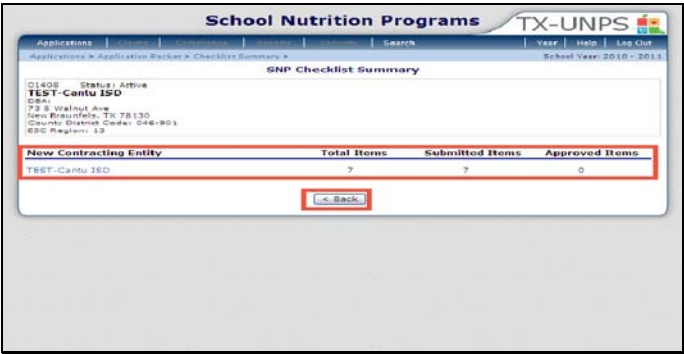
Below the table, the following details are listed:

- 72 S Walnut Ave
- Wrentham, MA 01905
- Census District Code: 046-001
- ESD Region: 10

A message states: "The Checklist has been saved." At the bottom, there are two buttons: "Edit" and "Finish". The "Finish" button is highlighted with a red rectangle.

Slide 9

A screen bearing a message that your checklist has been saved will display. Select finish to proceed to the snp checklist summary page.



Slide 10

The SNP Checklist Summary screen will allow a user to review the status of their checklist items.

Select back to proceed to the application packet screen.

TX-UNPS SNP Training Applications: Checklist Items

School Nutrition Programs TX-UNPS

Applications > Application Packet > 2010 - 2011 Application Packet

01408 Status: Active
TEST-Centru 150
CSEA
733 S Walnut Ave.
New Braunfels, TX 78130
County District Code: 046-901
NSC Region: 12

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify	Contracting Entity Application	Original	Not submitted
Details	FSM/C Contract List		1 Contract
Details	Checklist Summary (7)		

Site Applications	Approval	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
School Nutrition Program	0	1	0	0	0	0	1
Seamless Summer Option	0	0	0	0	0	0	0

Show Packet History

[Go Back](#) [Submit for Approval](#) [Withdraw Packet](#)

Slide 11

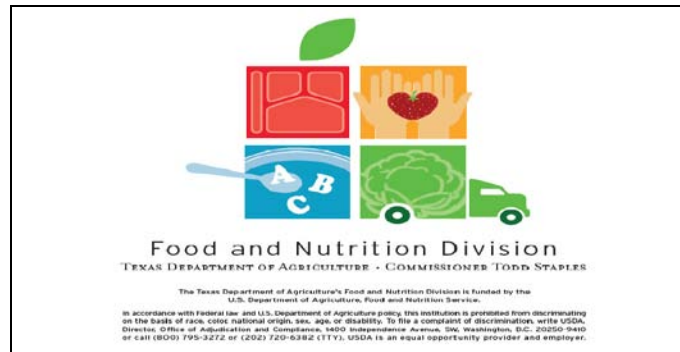
After submitting your checklist and documenting the submission in the system, you will see a green checkmark display next to Checklist Summary indicating compliance.



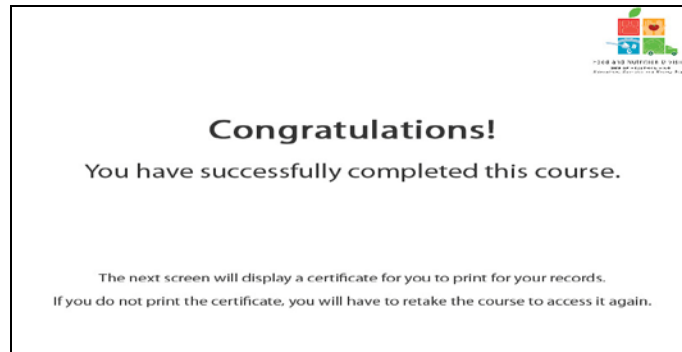
Slide 12 - Help desk

If you need assistance, please contact the TX-UNPS Help Desk at 1-877-TEX-MEAL. The help desk is available Monday through Friday 7:30am – 6:00pm central standard time. You may also email questions to squaremeals@texasagriculture.gov

TX-UNPS SNP Training Applications: Checklist Items



Slide 13 - Legal Screen



Slide 14 - Certificate Explanation

Congratulations on the successful completion of this course. The following slides will provide you with a printable certificate for your records.



Slide 15 - Certificate Screen

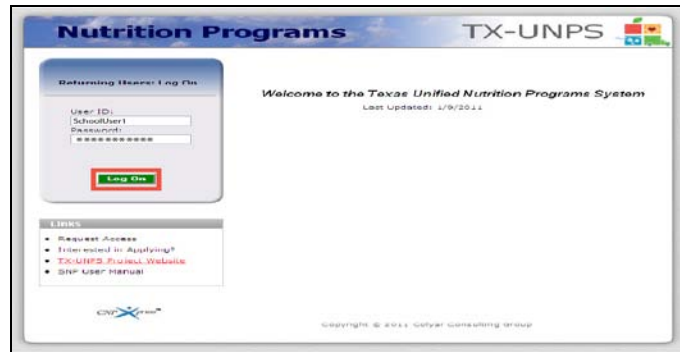
Please print this certificate for your records. This completes the TX-UNPS Software Demonstration.



Slide 1 - Welcome

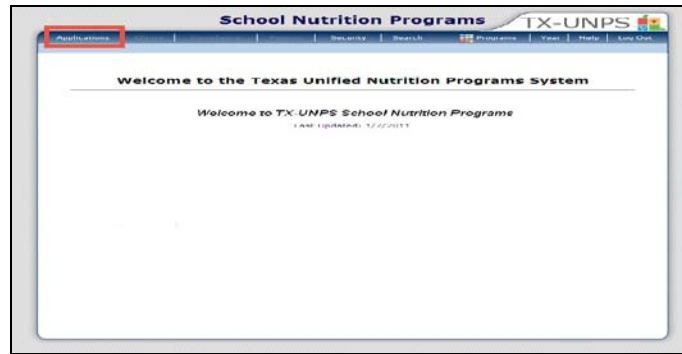
The Texas Department of Agriculture, Food and Nutrition Division would like to welcome you to the TX-UNPS Software Demonstration Series.

Today, we will review food safety inspection.



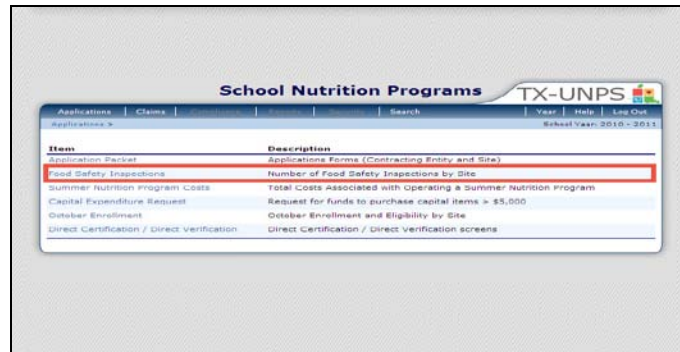
Slide 2 - Log in screen entered

Open your internet browser and go to the TX-UNPS home page. Enter your user name and password in the fields provided, and then select and click the Log On button.



Slide 3 - SNP page

Upon successfully logging in to TX-UNPS, select Applications from the navigation bar.



Slide 4 - app packet

You will be directed to the Applications menu. Select Food Safety Inspection to begin.

TX-UNPS SNP Training Applications: Food Safety Inspection

School Nutrition Programs TX-UNPS

Applications | Claims | **Food Safety Inspections** | Search | Year | Help | Log Out

Applications > Food Safety Inspections > School Year: 2010 - 2011

Food Safety Inspections

01408 Status: Active
TEST-Canta IND
DEA:
No address on file for this user
County District Code: 046-901
ESC Region: 13

Action	School Year	Received Date	Status
Modify	2010 - 2011		Not Started
Modify	2009 - 2010		Not Started

[Back](#)

Slide 5 - fsi

Once the food safety inspection screen displays, select MODIFY for the school year application you are completing.

TX-UNPS SNP Training Applications: Food Safety Inspection

The screenshot shows the 'Food Safety Inspection' form for the 2010-2011 school year. The form is titled 'Food Safety Inspection' and '1 of School Year: 2010 - 2011'. It includes a 'User Information' section with fields for 'User Name' and 'Password'. Below this is a 'Instructions' section. The main form area is divided into two columns. The left column is for 'Site Name and Address' and the right column is for 'Food Safety Inspection Summary'. The 'Food Safety Inspection Summary' section includes a table with columns for 'Type of Inspection', 'Date', 'Time', 'Inspector', 'Score', 'Comments', and 'Signature'. The table is currently empty. At the bottom of the form, there are buttons for 'Save' and 'Cancel'.

Type of Inspection	Date	Time	Inspector	Score	Comments	Signature
--------------------	------	------	-----------	-------	----------	-----------

Slide 6 - submit fsi

Some fields may have been pre-populated, while others require data input. Please check all fields for accuracy and verify that all data is current and correct. Please complete all sections that pertain to your entity.

Select save once complete.

School Nutrition Programs TX-UNPS

Applications | Claims | Search | Year | Help | Log Out

Applications > Food Safety Inspections >

Food Safety Inspections School year: 2010 - 2011

11458 Status: Active
TEST - Canteen ISO
DBA:
On address on file for this year.
County District Code: 046-901
ESC Region: 13

Action	School Year	Received date	Status
View Modify	2010 - 2011	01/28/2011	Submitted
Modify	2009 - 2010		Not Started

[Back](#)

Slide 7 – Save Screen

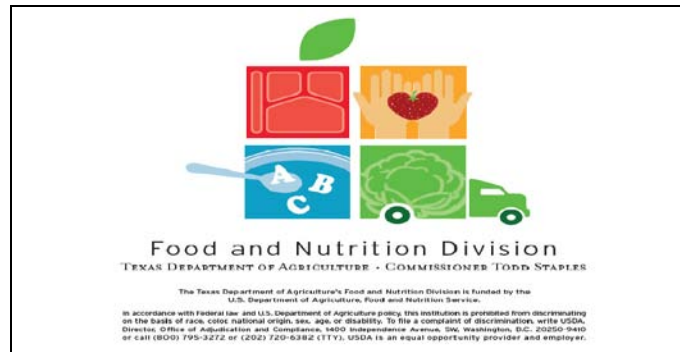
If no errors existed you will be directed to the Food Safety Inspection screen.

Select back to return to the application packet.

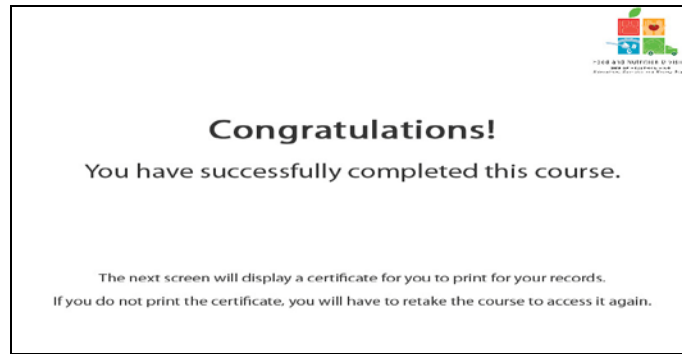


Slide 8 - Help desk

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Slide 9 - Legal Screen



Slide 10 - Certificate Explanation

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Slide 11 - Certificate Screen

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