

Food Service Directors Frequently Asked Questions (FAQs)

FDP Contract:

Q: I thought the Commodity program no longer had a contract?

A: This is true. The "contract packet" in the FDP module is mostly an update packet. A CE can update contact information, indicate participation for further processing, DoD fresh and Farm to school in the contract packet for the applicable school year. The primary difference between this system and the Texas Commodity System (TCS) in regards to the "contract packet" is that a CE must "submit" the packet for approval. CEs can access surveys (requests) once their packet is in 'submitted status'

Q: When will TDA approve my Contract Packet in TXUNPS?

A: TDA will approve a CE's Contract Packet when their SNP contract is approved.

Q: Can I still access the FDP module if my SNP contract for SY 2013 is not approved.

A: Yes.

Q: What happens if my SNP Packet is not approved by July 1?

A: In order to receive allocations for SY 2013, your FDP contract packet must be Approved in TX-UNPS.

Q: What is the CE Information Update Screen in the Contract Packet Screen?

A: This is similar to the TCS PAL worksheet. A CE will answer several questions, including but not limited to, processing, DoD Farm to School and DoD Fresh program.

Q: What is the Checklist process in the Contract Packet?

A: All CEs will have the FND101 Certificate of Authority as a checklist item to add/remove users. If you don't need to add or remove users, go ahead and check 'Document Submitted to TDA' as an indicator you have reviewed your users and don't want to make changes.

Q: I vend for other schools but they report their meals through their own SNP Contract. Do I need to select yes to the question in the CE Information Update Screen, "Vends for other Contracting Entities."

A: Please select No.

Q: I vend for other schools and report their meals served with my SNP Contract. Do I need to select yes to the question in the CE Information Update Screen, "Vends for other Contracting Entities."

A: Please select No.

Entitlement and Total Lunches Served:

Q: What is the Rate of Assistance for SY 2013?

A: TDA has established \$0.2238 cents per meal as the estimated rate for SY 2013. This rate will be updated in July when USDA releases the official rate for SY 2013.

Q: How is my entitlement calculated for SY 2013?

A: Total Lunches Served (TLS) x \$0.2238

Q: Where do I locate my Beginning Entitlement for SY 2013?

A: In the Contract Entitlement Screen.

Q: Is Distributed Entitlement the same as Beginning Entitlement?

A: Yes.

Q: Where do I find Total Lunches Served (TLS)?

A: You can view TLS by accessing the FDP Contract screen and scrolling down to the section called Total Lunches Served (TLS).

Q: Where can I view an available entitlement balance?

A: The Food Distribution Program Annual Survey screen shows Beginning Entitlement, Available Entitlement and Entitlement Used. **IMPORTANT:** The 'Available Entitlement' amount will not update to reflect the amount of 'Entitlement Used' in this survey. CEs will need to keep track of this themselves.

Q: What if I decide I no longer want something listed in the Entitlement Usage Column?

A: A CE can modify their requests by accessing the applicable survey as long as the status of the survey is not "closed."

Q: Why do my requests display in the Entitlement Usage menu after I completed entries to a survey?

A: The entitlement usage report indicates entitlement that has been "reserved" for your requests. Once your requests are allocated to you, the amount on the survey will be reduced to only reflect "remaining" requests. The allocated requests will then reflect in the entitlement menu as "allocated."

Surveys:

Q: How do I request the type of USDA Foods I would like to receive?

A: The Annual Survey replaces the USDA Brown Box request that was found in the Commodity Request Module in TCS. In addition there is a Farm to School Survey, Farm to School Commitment Survey, Processing Survey.

DoD Fresh Program:

Q: Where do I indicate participation for the DoD Fresh Program?

A: In the CE Information Update.

Q: When will DoD funds be distributed?

A: The distribution is targeted for early April.

Q: Where can I view my DoD distribution amount?

A: After the DoD funds have been distributed, a CE can view their share of the DoD Funds in the CE Information Update screen or in the entitlement usage screen.

Farm to School:

Q: Where do I indicate how much entitlement to commit towards the Farm to School Program (FTS)?

A: Entitlement for FTS will be committed online in TX-UNPS using the Periodic Survey titled Farm to School Commitment. The amount of "units" entered will reflect the dollar amount you plan to commit for Farm to School.

Q: Which survey do I complete to indicate the products I wish to order for Farm to School?

A: The Farm to School Survey which is scheduled to be available around March 15.

Q: How does my dollar commitment on the Farm to School Periodic Survey connect to the Farm to School Survey?

A: Once the Farm to School Survey is available, the dollar commitment on the Farm to School Periodic Survey will be "cleared." You will need to remember your dollar amount and only order FTS products equal to your original dollar amount you indicated on the Farm to School Periodic Survey. As a reminder, TDA will email you your FTS commitment amount.

User Ids:

Q: I am not the Food Service Director listed in TXUNPS but need access to the FDP Module. What do I do?

A: After February 1, you will need to submit an FND 101 Form that can be downloaded from the TX-UNPS Project Page or on Squaremeals.org under Food Distribution Program, Administration and Forms.

SFSP:

Q: When can I request USDA Foods for SFSP?

A: CE's participating in the Summer Food Service Program (not the Seamless Summer Option (SSO) can order USDA Foods sometime after March 2012 in TX-UNPS.

Q: Will the order form for SFSP also be part of TX-UNPS?

A: Yes. CE's will request their USDA Foods on an Annual Survey in TX-UNPS.

Other:

Q: Why can't I access TX-UNPS menu items that are grayed out?

A: Items that are grayed out are not available to you.

Terminology:

TX-UNPS FDP Module - formerly the Texas Commodity System (TCS). These terms refer to the systems used to operate the Food Distribution Program.

Contracting Entity (CE) - this is the primary entity that maintains a contract with TDA to operate the program. In FDP, CEs were formerly know as Recipient Agencies (RAs)

Authorized Representative (AR) - an AR is an individual that the CE has authorized to access TX-UNPS. ARs include CEs and other individuals that must access TX-UNPS to fulfill their role in program operation. These roles may include Food Service Director, Processing Co-ops, Food Banks and Warehouses. CEs can submit the FND101 Certificate of Authority to designate individuals in their organization as ARs.

Entitlement - This is the amount of funds the CE has assigned to their contract for requesting USDA Foods.

Surveys - formerly requests. The Annual Survey replaces the USDA Brown Box request that was found in the Commodity Request Module in TCS. In addition there is a Farm to School Survey, Farm to School Commitment Survey, Processing Survey.

Annual Survey – A list of USDA Foods that may be purchased by USDA. This survey will be used for CE’s that are not Direct Ship Schools.

Periodic Survey – A list of USDA Foods that may be purchased by USDA. This survey will be used by Direct Ship Schools.

Farm to School Commitment Survey – A CE will use this survey to indicate how much entitlement they wish to reserve for this program, if applicable.

Farm to School Survey – A list of fresh product available from local growers.

Processing Survey – A list of USDA Foods available for further processing.

PAL Worksheet - this term no longer applies. Information gathered by the PAL worksheet is gathered in several different screens within TX-UNPS, primarily the CE Information Update Screen and Entitlement Screen.

FTS- Farm to School.

Allocations- USDA Foods received against CE requests.

Contracted and Commercial Warehouse- The warehouse that stores and delivers USDA Foods to CE’s.

Weighted average cost - The average cost of USDA shipments, by USDA Food item.

Packet History - information formerly available in the Audit Log can be found in the Packet History.

Bulletin - bulletins with important information for all nutrition programs are posted on the TX-UNPS log on page. Bulletins with information specific to FDP will appear after ARs click the FDP module tile. Information formerly available through the Message Board in TCS will be posted under the 'reports' button in TX-UNPS and may also be included in bulletins, as needed.