



## TX-UNPS



### FDP Surveys Frequently Asked Questions (FAQs):

Q: **New!** Why did I receive an error message when I tried to decrease requests for a particular food item?

A: A system warning will display when a CE attempts to reduce their requests for an item in which their requests were included in calculating truckload quantities. A red box will be highlighted for the applicable food item that cannot be reduced. The CE must either leave their original quantity in the box or enter a lesser quantity until the system accepts the new entry.

Q: **New!** Do I enter requests into the Processing Survey?

A: If the CE belongs to a processing co-op, the CE should contact their co-op coordinator for instructions.

Q: Where do I request products for the Farm to School Program?

A: **Updated!** TDA will release the FTS Survey sometime during the week of April 16th. CEs participating in the FTS program will have until early May to enter requests into the FTS survey.

Q: When will TDA distribute entitlement for the DoD Program?

A: **Updated!** TDA will distribute entitlement for the DoD Program around mid-May.

Q: Can I still enter requests for USDA Food items into the Annual Survey?

A: Yes. And as with the Texas Commodity System (TCS), CEs can always increase their requests as long as they have available entitlement to request the additional food items and the survey status is "Open or Re-opened".

Q: I still have available entitlement to spend. Will the Annual Survey be re-opened?

A: The Annual Survey is currently re-opened and will close on Monday, April 16th. This will allow CE's an opportunity to **complete** their USDA Food request entries on the Annual Survey for SY 2013.

Q: Is completing requests in the FDP Module similar to what I did in TCS?

A: Yes.

Q: If I checked the box "Check here if you do not wish to participate in this survey," can I participate in this survey later by unchecking the box?

A: Yes, if the survey's status is "Open or re-opened".

Q: I submitted my Annual Survey in TX-UNPS and the Participation Status is "submitted" so why is the Survey Status still open or re-opened?

A: The Participation status is updated after the CE clicks the "submit" button at the end of the survey page. The Survey status is controlled by TDA to indicate if the survey is open, re-opened, or closed. If open or re-opened, the CE is allowed to make entries. If the status is closed, the CE cannot make entries on to the survey.

Q: I don't know what to do. Can someone walk me through the process of completing the FDP contract packet in TX-UNPS?

A: Please reference the video and the information sheets located on the TX-UNPS Project Page. Click on the following link to access the video:

<http://www.squaremeals.org/FampNResources/TXUNPSProgramResources/TXUNPSTraining.aspx#usda>

Q: How do I access the TX-UNPS Project?

A: Go to <http://www.texasagriculture.gov/Home/TXUNPS.aspx>. Save this link as a Favorite on your computer by clicking Favorite (which can be found along your tool bar) and click *Add to Favorites*.

Q: Why is my contract packet status not approved?

A: The FDP Packet will be approved after the NSLP renewal is approved in TX-UNPS. Note: The SY 2013 renewal will be available in the SNP module sometime in April.

Q: Will TDA release a notification to CEs that the FTS Survey is available?

A: Yes.

Q: How much entitlement should I leave available for the DoD Fresh program?

A: A CE should leave approximately 10-20% entitlement as "entitlement remaining" to ensure a distribution of funds to use on the DoD Fresh Program.

Q: What number should I call for TX-UNPS assistance with the FDP Module?

A: Please call 1-877-839-6325, then press #4 or you may email [commodityoperations@texasagriculture.gov](mailto:commodityoperations@texasagriculture.gov) .