



Getting Started with FDP in TX-UNPS

Processing Co-op Coordinator & Direct Ship Schools

Texas Unified Nutrition Programs System (TX-UNPS) is a web-based system the Texas Department of Agriculture (TDA) is implementing to operate nutrition programs in Texas. TX-UNPS automates many time-consuming manual processes and gives you access to view more of your information. You will use the new system to submit contract packets, submit surveys (requests) and manage your Food Distribution Program (FDP). This letter has step by step instructions to help you prepare for this transition. This is a big step forward and TDA is committed to providing the highest degree of customer service through this change and in the future.

Timeline

February 1, 2012 – TX-UNPS opens for SY 2013 FDP Contract Packet, Surveys (requests) *only fruits and vegetables are available at this time*, Entitlement

February 29, 2012– Deadline to submit Annual Survey.

March 15, 2012-TX-UNPS opens for processing and farm to school surveys

Step 1 – Know your resources

TX-UNPS Project Page

<http://TXUNPS.TexasAgriculture.gov>

Bookmark this page or add it to your favorites and check it weekly for the latest information. The 'Breaking News' section at the top is a quick reference for hot topics or issues and is updated often. When you are ready to fill out your Contract Packet you can log on to TX-UNPS by clicking the big orange button.

Getting Started with FDP – This is a great place to start. It is a map of resources and suggestions for getting started.

FDP Training Video Link – Videos show someone actually filling out the screens in TX-UNPS. Videos are great for basic questions and learning system navigation.

FDP FAQs – A quick reference for answers to the majority of questions CEs will have. If FAQs don't have your answer, review the more in depth FDP Info Sheets.

FDP Info Sheets-Explain every field in the TX-UNPS screens with detailed technical and program information. Info Sheets are a great comprehensive reference.

FDP Terminology – This is a list of new terms used in TX-UNPS.

TX-UNPS FDP User Manual- A basic software manual

TX-UNPS Training Page

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

The training page has resources to help you learn how to use TX-UNPS. There are several videos you can view whenever you like, as many times as you like. The videos are about 15 minutes long and show someone filling out an actual FDP Contract Packet and survey in TX-UNPS. This page also has links to program resources, handbooks, forms and various support materials. TX-UNPS training is not the same as the program training.

Food Distribution Program Page

<http://squaremeals.org/Programs/FoodDistributionProgram.aspx>

This page is available to the general public and is a resource for you, the CE operating the Food Distribution Program. You can find helpful information regarding required program training, policy, forms, and statistic on this page.

Email Updates

Emails with important, and sometimes urgent, information are sent from foodandnutrition@TexasAgriculture.gov. Please add this email address to your contacts so messages from TDA don't get caught in your spam or junk mail filter. Save these emails or flag them so you can easily refer to them, as needed.

Step 2 – Educate yourself

- Take a moment to look around the TX-UNPS Project Page so you are familiar with the resources there.
- Watch the FDP training videos on the TX-UNPS Training Page.
- Read FAQs, FDP Terminology and Information Sheets.
- Check the TX-UNPS Project Page weekly for updates and new support materials.

Step 3 – Accessing TX-UNPS

Access to TX-UNPS will vary depending on your current status. Please read the information below for what to expect on February 1.

- If you are a Processing Co-op Coordinator that does not currently have access to TX-UNPS, you will receive two emails at approximately 9 a.m. (CST) on February 1. One with a User ID and one with a Password. These emails will have instructions for accessing the FDP Module.
- If you currently have access to the School Nutrition Programs (SNP), Summer Food Service Program (SFSP) or Child and Adult Care Food Program (CACFP) modules in TX-UNPS, TDA will automatically update your existing TX-UNPS access. You will receive email notification indicating you have been given access to the FDP module on February 1. After receiving this email, you will see the FDP tile enabled when you log on to TX-UNPS. Click this tile to access the FDP module.
- If you currently do not currently have access to TX-UNPS and do not receive a User ID and Password on February 1, you will need to submit the FND 101 Certificate of Authority form on February 2, 2012. TDA will then generate a user ID and password for you. This form is posted on the [TX-UNPS Project Page](#).

Need Help?

Beginning February 1, 2012, the 'Getting Started with FDP in TX-UNPS' document will be available on the TX-UNPS Project Page. This document is a guide to support resources and provides suggestions for how to transition to TX-UNPS.

The TX-UNPS Project Page will have ongoing FDP updates, links to training videos, TX-UNPS user manual, frequently asked questions (FAQs) and other support materials.

You may also contact the TX-UNPS help desk at (877) TEX-MEAL or (877) 839-6325 for assistance with TX-UNPS. Please remember the TDA FDP staff will be involved in testing for future implementations and may not be available to answer you calls. Call the TX-UNPS help desk with your questions, available from 7:30 a.m. to 5:30 p.m. Monday through Friday.