

Information Sheet

TX-UNPS Food Distribution Program

Contract Entitlement

- Contracting Entity – This is a hyperlink field. Clicking on this link will navigate to the *Entitlement Distribution Detail* screen.
- TLS – This is a display only field. This is the amount of Total Lunches Served from the prior school year and is incorporated from the SNP module.
- CIL – This is a display only field. This field indicates if your CE receives Cash in Lieu (CIL) instead of USDA Foods.
- Entitlement Distribution – This is a hyperlink field. Clicking on this link will navigate to the *Entitlement Distribution History* screen. This field displays the amount of entitlement distributed to the CE.
- Entitlement Used – This is a hyperlink field. Clicking on this link will navigate to the *Entitlement Usage* screen. This field displays the amount of entitlement used on surveys and the value of USDA Foods allocated to the CE.
 - Note: The Entitlement Used field does not include the amount of entitlement reserved for processing on the CE Information Update screen; only the amount used in a processing survey.
- Entitlement Remaining – This is a display only field. This field displays the amount of entitlement remaining. This field is calculated by subtracting the entitlement used amount from the entitlement distribution field.
 - Note: This field does not reflect an accurate balance for CE's participating in commodity processing. These CE's must use the following formula to recalculate their entitlement balance:
 - Entitlement Remaining – Reserved Processing + Entitlement used on Processing Surveys.

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Entitlement Distribution Detail

- All of the fields on this page are read only fields.
- % - This is a display only field. The percent displays the amount of entitlement distributed to the CE, which will always show 100%.
- TLS/Total TLS -- These are display only fields with the same value. This is the amount of Total Lunches Served from the prior school year and is incorporated from the SNP module.
- CE Entitlement – This is a display only field. This field displays the amount of entitlement distributed to the CE.
- DoD Fresh – This is a display only field. This field displays the amount of DoD funds distributed to the CE. (DoD Fresh entitlement is only distributed to CEs that indicate on the CE Information Update screen they wish to participate in this program.)
- DoD Farm to School – This is a display only field. This field displays the amount of entitlement the CE reserved for Farm to School.
 - Note: Initially, the amount will be equal to the amount entered in the FTS Commitment Survey. Once the FTS Survey is available, TDA will “clear” the amount from the FTS Commitment Survey and the amount will reflect the value of FTS products requested in the FTS Survey.
- Processing – This is a display only field. This is the amount of entitlement a CE committed for processing in the CE Information Update screen.

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TX-UNPS Food Distribution Program Entitlement Distribution History

- All of the fields on this page are read only fields.
- First Entitlement field – The amount of entitlement distributed to the CE.
- Entitlement Used – the value of outstanding requests on surveys plus the value of USDA foods allocated to the CE.
- Entitlement Remaining – The difference between Entitlement and Entitlement Used fields.
 - Note: This field does not reflect an accurate balance for CE's participating in commodity processing. These CE's must use the following formula to recalculate their entitlement balance:
 - Entitlement Remaining – Reserved Processing + Entitlement used on Processing Surveys.
- Entitlement Column – This column displays the entitlement distributed to a CE also known as “Beginning Entitlement” for a program year.
 - Note: Before TDA distributes the State entitlement for a Program Year, the first amount displayed will be zero.
- Amount – This column will display a CE's distributed entitlement. Before TDA distributes the State entitlement for a Program Year, the first amount displayed will be zero. As TDA adjusts the state entitlement, the amount in this column will either be a positive or negative.
 - If the amount is negative, the State amount distributed was lower than the previous distribution; thereby lowering a CE's entitlement distribution.
 - If the amount is positive, the State amount distributed was higher than the previous distribution, whereby increasing a CE's entitlement distribution.
- Description/Adjustment – Description for the adjustment made to a CE's entitlement.
- Date – the date the adjustment was made.

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Entitlement Usage

- All of the fields on this page are read only, except the Description column.
- First Entitlement field – The amount of entitlement distributed to the CE.
- Entitlement Used – the value of outstanding requests on surveys plus the value of USDA foods allocated to the CE.
- Entitlement Remaining – The difference between Entitlement and Entitlement Used fields.
 - Note: This field does not reflect an accurate balance for CE's participating in commodity processing. These CE's must use the following formula to recalculate their entitlement balance:
 - Entitlement Remaining – Reserved Processing + Entitlement used on Processing Surveys.
- Entitlement Column – This column displays a running balance of a CE's entitlement.
- Used – The amount of entitlement used on a survey or the amount of an adjustment made by TDA.
- Description – This is a hyperlink field. Clicking on the link navigates to the Commodity Allocation Report.
- Date – the date the entitlement was “used” by the CE.
- Remaining – The value of entitlement remaining.
 - Note: This field does not reflect an accurate balance for CE's participating in commodity processing. These CE's must use the following formula to recalculate their entitlement balance:
 - Entitlement Remaining – Reserved Processing + Entitlement used on Processing Surveys.

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Commodity Allocation Report

- All of the fields on this page are read only.
- Allocation Name - The number of the survey or allocation that was clicked on in the Entitlement Usage screen.
- Program – the name of the program selected.
- Year – The program year selected.
- Allocation Date – Date of the allocation.
 - Note: If the “allocation” is a survey (the Allocation Name includes “Srvy”), the date reflected is the date the survey was “submitted.”
- Decline By – This field is not applicable.
- Close Date – The date the survey closed.

Entitlement Commodities

- Item Number – The Material Number assigned to the USDA Food requested by the CE (formerly known as the commodity code).
- Description – the description of the USDA Food requested by the CE.
- Pack Size – the pack size of the USDA Food requested by the CE.
- Processing Fee – This field will always be zero. Texas does not charge CE’s a fee for participating in processing.
- Alloc Qty – this is the amount of units “requested” by the CE on a survey or the amount of units allocated to a CE during the weekly allocation process.
 - Note: If the allocation is a survey (the Allocation Name includes “Srvy”), this field will decrease as the units are allocated to a CE.
- Unit Value – the value of the USDA Food requested or allocated to a CE.
- Total Value – the value of the USDA Foods requested or allocated to a CE multiplied by the allocation quantity.
- Total Assistance – the first number equals the **total units** requested on this survey or allocated to the CE. The second number equals the **total value** of the units requested or allocated to the CE.