

# Information Sheet

## TX-UNPS Food Distribution Program Contracting Entity Information Update

### Processing

- How much entitlement will you use for Processing: If you selected Yes in the first question, you must complete this field. The amount you indicate here will be deducted from your available entitlement when you go to complete your annual and periodic surveys.
- Please select your Processing Co-Op: If you selected Yes in the first question, you must complete this field.

### DoD Farm to School Program

- Do you wish to participate in the Farm to School Program: If you indicate Yes to participating in the Farm to School Program, you will need to complete the Farm to School Commitment Survey to indicate the amount of entitlement to reserve for this program.

### DOD Fresh Fruits and Vegetables

- Do you wish to receive DOD Fresh Fruits and Vegetables: If you indicate Yes, you will be required to submit an additional checklist item.
- DOD Fresh Fruit and Vegetables Commitment: This field is read-only and will display your calculated DOD Fresh Distribution entitlement after TDA distributes the DoD Funds in April.

### Vended Contracting Entities

- Does your district vend meals to another district/Contracting Entity: All CEs should indicate No here. Indicating Yes will cause problems with how entitlement is calculated.
- If Yes, please list the district/Contracting Entity: All CEs should leave this blank.

# Information Sheet

## TX-UNPS Food Distribution Program

### Checklist

#### Required Documents/Forms to Sent to TDA

- All CEs will receive a checklist item titled “Certificate of Authority”. This form, FND 101, is used to add/remove users from TX-UNPS. When you receive the checklist item, review your CE’s users in TX-UNPS. If any changes are needed, submit form FND 101 and check the box indicating “Document Submitted to TDA”. If no changes are needed, just check the box indicating “Document Submitted to TDA” as an indicator that you have reviewed the users and no changes are needed.
- If you indicate “Yes” on the CE Information Update screen for “Do you wish to receive DOD Fresh Fruits and Vegetables, you will receive a checklist item titled “Department of Defense Information Sheet”. Submit the form and check the box indicating “Document Submitted to TDA”.
- Direct Ship schools will receive 5 additional checklist items. For “Receiving and Storage Agreement”, submit the form and check the box indicating “Document Submitted to TDA”. “Attachment A – Direct Shipping Point Procedures” and “Attachment B - FNS 709-5” are reference forms and do not need to be submitted to TDA. For these, just check the box indicating “Document Submitted to TDA” as an indicator that you have reviewed the forms. “All Risk Insurance” and “Current Health Certificate” are forms you must have file. Submit a copy and check the box indicating “Document Submitted to TDA”.

Note: FDP forms, including those for checklist items, are available on our Web site, [www.SquareMeals.org](http://www.SquareMeals.org). (Under the Programs tab, click “Food Distribution Program” and then “FDP Administration & Forms”.)

# Information Sheet

## TX-UNPS Food Distribution Program

### Delivery Locations

#### Delivery Location Information

- This section contains view only fields. If any information needs to be changed, contact TDA.

#### Contact Information

- This section contains editable fields.
- This information will be used by the Contracted Warehouses to contact you regarding your order and delivery of USDA Foods.

#### Delivery Information

- This section contains both editable and view only fields.
- The first 4 fields are view only. If information in these fields needs to be revised, contact TDA.
- Delivery Option: If you are a direct ship school, this field will show “Direct Shipment”.
- Delivery Stops are set to a default value. These values will be updated by March 2012. You do not need to notify TDA if the value is incorrect.
- Storage Capabilities: This field is editable. Select one or more options.
- Delivery Instructions: This field is editable.

#### View Delivery Schedule

- CE's will initially receive a message that zero delivery dates were found. The calendar will include delivery dates by March 2012.