

# Information Sheet

## TX-UNPS Food Distribution Program

### Annual Survey

#### Survey Information

- Survey Number – This field is read-only and displays the survey number.
- Due Date – This field is read-only and provides the date that all requests are due in TX-UNPS for this survey.
- Program Year – This field is read-only and displays the program year for the applicable survey.
- Survey Type – This field is read-only and displays the type of survey being utilized.
- Survey Name – This field is read-only and provides the name of the survey.
- Program – This field is read-only and displays the name of the program being utilized.

#### Special Instructions

- This field is read-only and will display instructions from TDA, as needed.

#### Annual Request Commodities

- Check here to indicate you **will not** participate in “the current named survey” – If the CE chooses not to place requests in this survey, they will check this box and select the “Save” button at the bottom of the screen. Clicking on the “Save” button will bring up a second page and the CE will finalize this transaction by clicking on the “Finished” button.
- Commodity – This is read-only and provides information on the available product. This column provides the commodity material number, commodity name and a “Facts” link to view the USDA Nutritional Fact Sheet for this product. (Note: The Fact Sheet is in PDF format and will open in a new window.) This section also notifies the CE if the commodity is an Entitlement product (cost will be deducted from TX-UNPS Entitlement) or a Bonus product (TX-UNPS Entitlement will not be charged). This section also provides the commodity pack size information and the estimated cost per case.
- Unit Type – This is read only and provides the unit of measure (pounds or cases) for the commodity. The unit type for regular USDA Foods will also be cases.
- Shipped Last Year – This is read only and displays the number of units shipped to a CE for the previous program year. (Since shipping information for prior years is not available in TX-UNPS, this value will show 0 in SFSP 2012 and NSLP 2013.)
- Requested Units – Enter the number of units the CE would like to receive for the current program year should it become available from USDA.
  - **Note:** The “Entitlement Used” section at the bottom of the screen will calculate and adjust based on the number of units added in the “Requested Units” box.

#### Entitlement

- Beginning Entitlement – This is read-only and displays the entitlement distributed to the CE for the applicable program year.

- Available Entitlement – This is read-only and displays the amount of entitlement available to the CE to use on this survey. The available entitlement for this survey ***will only*** be updated if the CE enters requests into subsequent surveys.
  - Note: If a CE is participating in commodity processing, the amount of entitlement the CE entered has reserved for processing on the CE Information Update screen will be subtracted from Beginning Entitlement and reflected in Available Entitlement.
- Entitlement Used – This section will calculate and adjust each time the CE enters a number into the “Requested Units” box.
- Save –Clicking on the “Save” button will navigate to a second page and the CE will finalize this transaction by selecting the “Finished” button.
- Cancel –Clicking on the Cancel button will not save any information entered into the survey.

**Important note:** The “Available Entitlement” amount will not update to reflect the amount of “Entitlement Used” in this survey.

**100937 - WHOLE WHEAT PANCAKES FZN-144**      Cases      0     

**COUNT / Facts**  
Entitlement

Pack Size: 144 count / Cases  
Est. Value: \$7.85

<b>Entitlement</b>			
<b>Beginning Entitlement</b>	\$15,625.72		
<b>Available Entitlement:</b>	\$11,827.01		
<b>Entitlement Used:</b>	\$785.00		

“Available Entitlement” will not reflect the Entitlement Used on this survey.

# Information Sheet

## TX-UNPS Food Distribution Program

### Periodic Survey

#### Purpose:

- Direct Ship Schools will request regular USDA foods on this survey.
- Any school participating in Farm to School will indicate the entitlement amount they plan to use for this program.

#### Survey Information

- Survey Number – This field is read-only and displays the survey number.
- Due Date – This field is read-only and provides the date that all requests are due in TX-UNPS for this survey.
- Survey Type – This field is read-only and displays the type of survey being utilized.
- Survey Name – This field is read-only and provides the name of the survey.

#### Special Instructions

- This field is read-only and will display instructions from TDA, as needed.

#### Survey Form

- Check here to indicate you **will not** participate in this survey – If the CE chooses not to place requests in this survey, they will check this box and select the “Continue” button at the bottom of the screen. Clicking on the “Continue” button will navigate to a second page and the CE will continue this transaction by selecting the “Submit Survey” button. Clicking on the “Submit Survey” button will navigate to a third page and the CE will finalize this transaction by selecting the “Finished” button.
- Commodity – This is read-only and provides information on the available product. This column provides the commodity material number and commodity name. This section also notifies the CE if the commodity is an Entitlement product (cost will be deducted from TX-UNPS Entitlement) or a Bonus product (TX-UNPS Entitlement will not be charged). This section also provides the commodity pack size information, a “Facts” link to view the USDA Nutritional Fact Sheet for this product, and the estimated cost per case. (Note: The Fact Sheet is in PDF format and will open in a new window.)
- Unit Type – This is read only and provides the unit of measure (pounds or cases) for the commodity. The unit type for regular USDA Foods will always be cases.
- Units – The CE types in the number of units they wish to receive in the preferred delivery month. Only the months available for delivery will be enabled for entry. All other months will be grayed out.

#### Entitlement and Fees

- Entitlement Remaining – This is read-only and displays the amount of entitlement available to the CE to use on this survey. The available entitlement for this survey **will only** be updated if the CE enters requests into subsequent surveys.

- Note: If a CE is participating in commodity processing, the amount of entitlement the CE entered has reserved for processing on the CE Information Update Screen will be subtracted from Beginning Entitlement and reflected in Available Entitlement.
- Estimated Entitlement Used – This section will calculate and adjust each time the CE enters a quantity in the “Units” box **after** the CE clicks on the “Calculate Entitlement” button.
- Calculate Entitlement – When the CE clicks on this button, TX-UNPS will calculate the amount of entitlement used in this survey.
- Continue – The CE will click on this button after calculating entitlement. Clicking on the “Continue” button will navigate to a second page and the CE will continue this transaction by selecting the “Submit Survey” button. Clicking on the “Submit Survey” button will bring up a third page and the CE will finalize this transaction by selecting the “Finished” button. The requests have then been saved in TX-UNPS.
- Cancel – Prior to clicking the “Continue” button, the Cancel button clears any entries made in this survey and navigates to the Survey list.
  - **Note:** Once the “Continue” button has been selected, the transaction has been saved in TX-UNPS. A CE will need to *modify* the survey to make changes.

**Important note:** The “Entitlement Remaining” amount will not update to reflect the amount of “Estimated Entitlement Used” in this survey.

“Entitlement Remaining” will not update and reflect the new balance while in this survey.

Entitlement and			
<b>Entitlement Remaining:</b>	\$11,142.01		
<b>Estimated Entitlement Used:</b>	\$1,000.00		
Calculate Entitlement		Continue >>	Cancel