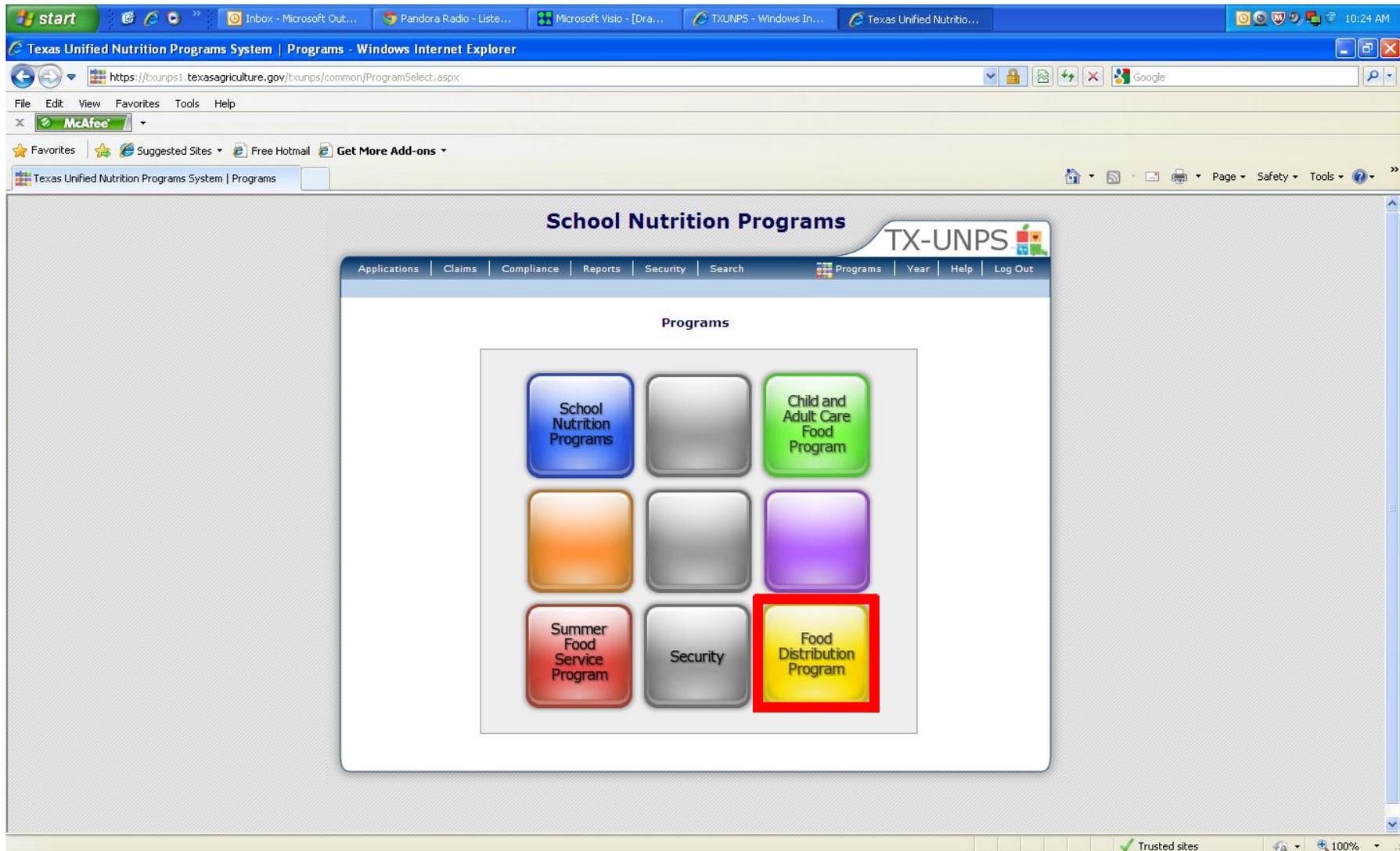




Navigating to the Contract Entitlement Screen



The screenshot displays the TX-UNPS web application interface. The browser window shows the URL <https://bxunps1.texasagriculture.gov/bxunps/common/ProgramSelect.aspx>. The main content area is titled "School Nutrition Programs" and contains a grid of program tiles. The "Food Distribution Program" tile is highlighted with a red border.

Applications	Claims	Compliance	Reports	Security	Search	Programs	Year	Help	Log Out
Programs									
School Nutrition Programs		Child and Adult Care Food Program							
Summer Food Service Program	Security	Food Distribution Program							

1. Click the yellow FDP tile.

The screenshot shows a Windows Internet Explorer browser window displaying the Texas Department of Agriculture's Food Distribution Program website. The browser's address bar shows the URL: <https://txunps1.texasagriculture.gov/TXUNPS/FDP/FDP/CMDMain.aspx?cnpObjectID=100000004>. The website header includes the Texas Department of Agriculture logo and navigation links for Programs, Year, Help, and Logout. The main content area is titled "Food Distribution Program" and features a "Welcome to the Food Distribution Program" message. A red box highlights the "Contracting Entities" link in the top navigation menu. A red bracket on the left side of the page indicates the content area. The page includes sections for "NEED HELP?", "Resources", "Contract Packet", and "Surveys".

Food Distribution Program

Operations **Contracting Entities**

Texas Department of Agriculture
Programs | Year | Help | Logout
Program Year: 2011 - 2012

Welcome to the Food Distribution Program

Last Updated: 02/08/2012

NEED HELP?

- Review the TX-UNPS project page (<http://txunps.texasagriculture.gov>) for explanations about new and/or changed fields and a comprehensive list of FAQs.
- Visit the TX-UNPS training page at www.texasagriculture.gov/txunps-training/index.html to access training videos, the TX-UNPS User Manual and additional training resources.
- Call (877) TEX-MEAL (select option *) or email CommodityOperations@texasagriculture.gov
- The Help link will not be functional until March 2012.

Resources

- Refer to the document "Getting Started with TX-UNPS for FDP" on the TX-UNPS Project Page for a roadmap and other helpful information.
- Information Sheets, containing screen instructions and field explanations, are available on the TX-UNPS Project Page.

Contract Packet

- (NSLP CEs) Access the FDP contract, by selecting the 2012-2013 school year.
- Important Note: Checklist item for Certificate of Authority must be indicated as "Document Submitted to TDA". 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.
- FDP Forms, including those for checklist items, are available on www.SquareMeals.org. Checklist items should be submitted Texas Department of Agriculture, Food and Nutrition, Attn: F&N Commodity Operations via fax (888-237-4958) or mail (P.O. Box 12847, Austin, Texas 78711).

Surveys

2. Read the Bulletins on the Welcome Page for important information about program operation and using TX-UNPS.
3. Click the Contracting Entity link at the top of the page.

The screenshot shows a Windows Internet Explorer browser window displaying the 'Food Distribution Program - Main Menu'. The browser's address bar shows the URL: <https://test.txunps1.texasagriculture.gov/UAT/FDP/FDP/ccgCommonMenuSponsor.aspx?cnpObjectID=MTA3MDAyMDAw&stateOnlyPage=ZmFsc2U->. The page title is 'Food Distribution Program - Main Menu'. The main content area features a navigation menu with the following items:

- Operations
- Contracting Entities
- Reports
- Security

Below the navigation menu, there is a table with the following data:

Item	Description
Delivery Orders - CE	Submit and Track Commodity Orders
Surveys	Survey Entry Forms
Commodity Allocations	View or Decline Commodity Allocations
Invoices	View/Print FDP Invoices
Contract	Submit and Maintain Annual Commodity Contract Packet and view Contract Entitlement

The 'Contract' link is highlighted with a red box. The status bar at the bottom of the browser shows 'Done' and 'Trusted sites'.

4. Click the Contract Link. To the right of the Contract link is a description of what the link will take you to, including Contract Entitlement.

The screenshot shows a Windows Internet Explorer browser window displaying the Texas Department of Agriculture's Food Distribution Program website. The browser's address bar shows the URL: <https://test.txunps1.texasagriculture.gov/UAT/FDP/FDP/ccgCommonMenuSponsor.aspx?cnpObjectID=MTA3MDAyNTAw&stateOnlyPage=ZmFsc2U->. The browser's title bar reads "Food Distribution Program - Main Menu - Windows Internet Explorer".

The website's main header includes the "Food Distribution Program" title and the "Texas Department of Agriculture" logo. Below the header, there is a navigation menu with the following items: Operations, Contracting Entities, Reports, Security, Programs, Year, Help, and Logout. The "Contracting Entities" menu item is currently selected, and the breadcrumb trail shows "Contracting Entities > Contract >". The "Program Year: 2011 - 2012" is also displayed.

The main content area features a table with two columns: "Item" and "Description". The table contains the following entries:

Item	Description
Contract Packet	Submit FDP Contract Packet and Update Contact information
Contract Entitlement	View Entitlement Distribution and Usage

The "Contract Entitlement" link is highlighted with a red rectangular box. Below the table, there is a "< Back" button.

The browser's status bar at the bottom shows "Done" on the left and "Trusted sites" with a green checkmark on the right. The zoom level is set to 100%.

5. Click the Contract Entitlement link.

The screenshot shows a Windows Internet Explorer browser window displaying the 'Food Distribution Program (FDP) Contract Entitlement' page. The page title is 'Food Distribution Program' and it is part of the Texas Department of Agriculture website. The page displays a form for 'Contract Entitlement - NSLP' with the following fields:

- Program Year: 2011 - 2012
- Program: NSLP
- Contracting Entity: [No Contracting Entities Available]
- CE ID: [Empty]

A red arrow points to the 'Display Entitlement' button, which is located below the form fields. The 'Cancel' button is also visible next to it.

6. Select the correct Program Year and click Display Entitlement.