Texas Unified Nutrition Programs System (TX-UNPS) Project

SNP Site Claims

Point of Sale (POS) File Specifications

Final V1.1

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State of Texas
Department of Agriculture
Food and Nutrition Division

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Document Revision History

Version	Status	Date	Change Description	Updated By
V.01	Draft	11/30/2010	Initial draft submitted to TX-UNPS Project Management Team for review	Simona Handley
V.01	Draft	04/10/2011	Inserted Appendix A	Simona Handley
V.02	Draft	04/18/2011	TDA review of draft document with comments	Ed Kelly
V1.0	Final	04/19/2011	Final specifications	Simona Handley
V1.1	Final	11/17/2011	Updated to accommodate Provision 2 sites in POS upload data file; no change to file format; however, some data fields are completed differently if Provision 2 site	Simona Handley

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1.   Point of Sale (POS) Interface

School Nutrition Program (SNP) site claim data may be either manually entered into TX-UNPS via the SNP Claims module or imported via a file in a designated, pre-defined file format. Since some Contracting Entities maintain meal administrative systems that automatically capture point of sale (POS) data for meals served and generate reimbursement claims by site, TX-UNPS provides the ability for authorized users to import a POS file in a defined file format. Once the file is imported into TX-UNPS, claim validation and error checking will function in the same manner as if the site data was manually entered into TX-UNPS and the user had selected the Save button.

This interface will accommodate non-Provision 2 and Provision 2 sites in a single data file.

This option is available only for the School Nutrition Program (SNP), which includes the following:

- National School Lunch Program (NSLP).
- School Breakfast Program (SBP).
- Afterschool Care Program (ASCP).
- Special Milk Program (SMP).

1.1   Interface Characteristics

The following table identifies the characteristics of this interface:

Table 1: POS Systems – Interface Characteristics

Category	Characteristic
Purpose of Interface(s)	To upload a Contracting Entity's SNP site-level claim data
Type of Interface(s)	Batch
Initial Frequency Setting	On-demand initiated by Contracting Entity user
Interface Direction	Import into TX-UNPS
Import Method	Via YYYY-YYYY SNP Claim Site List screen within the TX-UNPS SNP Claims module (see Section 2)
Acceptable File Formats	ASCII Fixed Width per specification in this document
TDA Contact	TX-UNPS Help Desk

1.2   Constraints

The import process relies on the creation of an interface file that is a fixed width ASCII text file and contains site-level claim reporting information from a Contracting Entity's point of sale (POS) system. The file must be formatted according to the layout specified in the TX-UNPS SNP POS File Layout specifications. Contracting Entities will need to develop a method of creating this file, which may require working with their POS vendor.

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Any questions regarding the process or defined file format should be directed to the following TDA contact:

- Contact Email Address: squaremeals@TexasAgriculture.gov

- Contact Phone Number: (877) TEX-MEAL

1.3   Process Overview

Creating the TX-UNPS SNP Claims POS File

When a Contracting Entity is ready to import site claim data into TX-UNPS for a specific month, they will initially execute an external process from their POS system to create the "import" file. This file can be saved on the Contracting Entity's local computer hard drive, network directory, or in any location desired by the user. The name of the file is not relevant to TX-UNPS, therefore the Contracting Entity can choose their own naming standard for the file. It is recommended that the Contracting Entity includes the claim month (e.g., May2011) in the file name.

Importing the SNP Claims POS File into TX-UNPS

Once the file is created, the user will log into TX-UNPS to execute the import process. The interface process is initiated by a user with the appropriate TX-UNPS security to load the file. The intent is for the Contracting Entity user to conduct the upload process; however, any authorized user, including ESCs and TDA staff, can upload a file given the proper TX-UNPS security rights and access to the SNP Claims POS file.

To upload the file into TX-UNPS, the Contracting Entity will click on a button on the TX-UNPS SNP Claim Site List screen (see Section 2). TX-UNPS will present the user with a "File Open" dialog box and the user will navigate to and select the "import" file from the location where the user saved the file. After selecting the file, the user will click on an "import" link. TX-UNPS will import the file and save the data. Uploaded files will be validated to ensure that Contracting Entities can only upload data for their sites.

Data Validation

After the file has been imported, TX-UNPS will display a results screen so the user understands which, if any, records needs to be corrected. If there are errors in the data, the user can either correct them manually in TX-UNPS or correct the errors in the POS system and re-upload the corrected file. The file can be uploaded as many times as the Contracting Entity would like; however, <u>TX-UNPS will overlay any existing data</u> with new data. Repetitive uploads will always overlay existing data until the claim is paid. After the claim for the month being uploaded is paid, subsequent uploads for the same month will result in the creation of a revised claim.

1.4   File Layout

Appendix A defines the file format for the TX-UNPS SNP Claims POS file. Please note the following:

- N = Numeric
  Example: Numeric data that is represented with two digits and no decimal places will be shown in this document as N(2,0).

- C = Character
  Example: Character data that fills a field that is 64 spaces wide will be shown in this document as C(64).

2.   Accessing SNP Site Claim POS Option within TX-UNPS

The following screens identify the steps required to upload SNP site claims data.

Step 1: Access the SNP Claims Sub-module

Once an authorized user has logged into the SNP module, access to the claims component for SNP Claims is via "Claims" on the Menu Bar.

Step 2: Select "Claim – SNP"

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Step 3: On the SNP Claim Year Summary screen, select Claim Month for the file to be uploaded

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2010	0	Processed	08/04/2010	07/31/2010	$1,292.00
Aug 2010	2	Processed	09/13/2010	08/31/2010	$70,661.00
Sep 2010	0	Processed	10/01/2010	09/30/2010	$247,937.00
Oct 2010	0	Processed	11/01/2010	10/31/2010	$228,689.00
Nov 2010	0	Processed	12/01/2010	11/30/2010	$199,636.00
Dec 2010	0	Processed	01/03/2011	12/31/2010	$163,300.00
Jan 2011	0	Processed	02/07/2011	01/31/2011	$257,210.00
Feb 2011	0	Processed	03/01/2011	02/28/2011	$195,998.00
Mar 2011	0	Processed	04/01/2011	04/04/2011	$252,516.88
Apr 2011					$0.00
May 2011					$0.00
Jun 2011					$0.00

Step 4: On the SNP Claim Month Details screen, select the "Add Original Claim" button

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
There are no claims for this month						
				Total Earned	$0.00	

< Back   Add Original Claim

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Step 5a: Select the "Upload Claim Data" button

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Mar 2011	0				

< Back   Continue   Upload Claim Data

Step 5b: Select the POS claim file to be uploaded (use the Browse button to locate the file)

To Upload a file:
1. Click on the "Browse" button to find the file on your computer.
2. Once you locate the file, click the "Open" button.
3. When finished with the above steps, click "Upload".

* The upload may take a few minutes. Thank You for your patience.

Select File: Browse...

Step 5c: Select the "Upload" button

To Upload a file:
1. Click on the "Browse" button to find the file on your computer.
2. Once you locate the file, click the "Open" button.
3. When finished with the above steps, click "Upload".

* The upload may take a few minutes. Thank You for your patience.

Select File: Browse...

Upload   Cancel

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Appendix A

TX-UNPS SNP Point of Sale (POS) File Format Specifications

Notes:

- Each row in the POS file is a site claim for a respective claim month; multiple sites (i.e., records) are included in a single POS file.

- Fields related to each meal type are grouped and identified as follwos:

   o "L" fields = National School Lunch Program

   o "B" fields = School Breakfast Program (Regular)

   o "N" fields = School Breakfast Program (Severe Need)

   o "AN" fields = Afterschool Care Program (Non-Area Eligible)

   o "AE" fields = Afterschool Care Program (Area Eligible)

   o "M" fields = Special Milk

- If a site is claiming for a specific meal type (ex. Lunch), ensure that all related fields are completed correctly (e.g., "L" fields)

- A single POS file may contain Provision 2 and non-Provision 2 sites.

- TX-UNPS knows which sites are Provision 2 based on its Site ID and program year; hence, you do not need to explicitly identify a site as Provision 2 in the POS file. However, some of the data contained in the record would vary for Provision 2 vs. non-Provision 2 sites. See Instructions for each field for more information.

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Field Seq.	Position From	Position To	Description	Field Length	Field Type	Required Field?	Instructions
1	1	3	Upload Form ID	3	N(3,0)	Y	Claim General Information Insert value = 703 for every record
2	4	9	Sequential Number	6	N(6,0)	Y	Claim General Information Sequential Record Number (1, 2, 3, etc.) The sequential number MUST be unique within a POS file
3	10	17	Process Date	8	N(8,0)	N	Claim General Information Date the Contracting Entity exported the data from their system Format: MMDDYYYY NOTE: This data is not stored or used within TX-UNPS; however, it may be useful to the Contracting Entity
4	18	81	Contracting Entity Name	64	C(64)	Y	Claim General Information Name of the Contracting Entity (as indicated within TX-UNPS)

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Field Seq.	Position From	Position To	Description	Field Length	Field Type	Required Field?	Instructions
5	82	86	Contracting Entity ID	5	C(5)	Y	Claim General Information Unique five digit Contracting Entity ID that was system generated by TX-UNPS; this **MUST** match the CE ID defined within TX-UNPS. Zero fill from left (e.g. 01234)
6	87	150	Site Name	64	C(64)	Y	Claim General Information Name of the Site (as indicated within TX-UNPS).
7	151	154	Site ID	4	C(4)	Y	Claim General Information Unique four digit Site ID maintained within TX-UNPS; this **MUST** match the Site ID defined within TX-UNPS. Zero fill from left (e.g., 0114)
8	155	156	Claim Month	2	N(2,0)	Y	Claim General Information The two-digit calendar month for which the claim is being submitted Example: January = 01; February = 02, etc.

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Field Seq.	Position From	Position To	Description	Field Length	Field Type	Required Field?	Instructions
9	157	160	Claim Year	4	N(4,0)	Y	Claim General Information The four digit calendar year for which the claim is being submitted Example: 2011
10	161	167	G1 - Number of Children Approved for Free Meals	7	N(7,0)	N	SNP General Information If site is not claiming Lunch or Breakfast for this claim month, leave blank If non-Provision 2 site participating in Lunch (L fields), Breakfast (B fields) or Severe Need Breakfast (N fields), enter number of children approved for free meals If Provision 2 site, leave blank
11	168	174	G2 - Number of Children Approved for Reduced Price Meals	7	N(7,0)	N	SNP General Information If site is not claiming Lunch or Breakfast for this claim month, leave blank If non-Provision 2 site participating in Lunch (L fields), Breakfast (B fields) or Severe Need Breakfast (N fields), enter number of children approved for reduced price meals If Provision 2 site, leave blank

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Field Seq.	Position From	Position To	Description	Field Length	Field Type	Required Field?	Instructions
12	175	181	G3 - Number of Enrolled Children	7	N(7,0)	N	SNP General Information If site is not claiming Lunch or Breakfast for this claim month, leave blank If site is claiming Lunch or Breakfast (regardless if it is a Provision 2 site or a non-Provision 2 site), enter number of enrolled children
13	182	188	L1 - Authorized Sites Participating	7	N(7,0)	N	Complete if participating in National School Lunch Program If site is not claiming this program for this claim month, leave blank If site is claiming for this program for this claim month, enter "1"
14	189	195	L2 - Total Monthly Attendance	7	N(7,0)	N	Complete if participating in National School Lunch Program If site is not claiming this program for this claim month, leave blank If site is claiming Lunch (regardless if it is Provision 2 site or a non-Provision 2 site), enter total monthly attendance (i.e., the sum of each day's attendance for the entire month)

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Field Seq.	Position From	Position To	Description	Field Length	Field Type	Required Field?	Instructions
15	196	197	L3 - Number Operating Days	2	N(2,0)	N	Complete if participating in National School Lunch Program If site is not claiming this program for this claim month, leave blank If site is claiming Lunch (regardless if it is Provision 2 site or a non-Provision 2 site), enter number of operating days
16	198	204	L4a - Free Reimbursable Lunches Served	7	N(7,0)	N	National School Lunch Program If site is not claiming this program for this claim month, leave blank If non-Provision 2 site, enter number of free reimbursable lunches served If Provision 2 site, leave blank
17	205	211	L4b - Reduced Price Reimbursable Lunches Served	7	N(7,0)	N	National School Lunch Program If site is not claiming this program for this claim month, leave blank If non-Provision 2 site, enter number of reduced price reimbursable lunches served If Provision 2 site, leave blank

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Field Seq.	Position From	Position To	Description	Field Length	Field Type	Required Field?	Instructions
18	212	218	L4c - Paid Reimbursable Lunches Served	7	N(7,0)	N	National School Lunch Program If site is not claiming this program for this claim month, leave blank If non-Provision 2 site, enter number of paid reimbursable lunches served If Provision 2 site, leave blank
19	219	225	L4d- Total Lunches Served (a + b + c)	7	N(7,0)	N	National School Lunch Program If site is not claiming this program for this claim month, leave blank If non-Provision 2 site, enter sum of L4a+L4b+L4c If Provision 2 site, enter total lunches served
20	226	232	B1 - Authorized Sites Participating	7	N(7,0)	N	Complete if participating in School Breakfast Program (Regular Reimbursement) If site is not claiming this program for this claim month, leave blank If site is claiming for this program for this claim month, enter "1"

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Field Seq.	Position From	Position To	Description	Field Length	Field Type	Required Field?	Instructions
21	233	239	B2 - Total Monthly Attendance	7	N(7,0)	N	Complete if participating in School Breakfast Program (Regular Reimbursement) If site is not claiming this program for this claim month, leave blank If site is claiming Breakfast (regardless if it is Provision 2 site or a non-Provision 2 site), enter total monthly attendance (i.e., the sum of each day's attendance for the entire month)
22	240	241	B3 - Number Operating Days	2	N(2,0)	N	Complete if participating in School Breakfast Program (Regular Reimbursement) If site is not claiming this program for this claim month, leave blank If site is claiming Breakfast (regardless if it is Provision 2 site or a non-Provision 2 site), enter number of operating days

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Field Seq.	Position From	Position To	Description	Field Length	Field Type	Required Field?	Instructions
23	242	248	B4a - Free Reimbursable Breakfasts Served	7	N(7,0)	N	School Breakfast Program (Regular Reimbursement) If site is not claiming this program for this claim month, leave blank If non-Provision 2 site, enter number of free reimbursable breakfasts served If Provision 2 site, leave blank
24	249	255	B4b - Reduced Price Reimbursable Breakfasts Served	7	N(7,0)	N	School Breakfast Program (Regular Reimbursement) If site is not claiming this program for this claim month, leave blank If non-Provision 2 site, enter number of reduced price reimbursable breakfasts served If Provision 2 site, leave blank

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Field Seq.	Position From	Position To	Description	Field Length	Field Type	Required Field?	Instructions
25	256	262	B4c - Paid Reimbursable Breakfasts Served	7	N(7,0)	N	School Breakfast Program (Regular Reimbursement) If site is not claiming this program for this claim month, leave blank If non-Provision 2 site, enter number of paid reimbursable breakfasts served If Provision 2 site, leave blank
26	263	269	B4d - Total Reimbursable Breakfasts Served	7	N(7,0)	N	School Breakfast Program (Regular Reimbursement) If site is not claiming this program for this claim month, leave blank If non-Provision 2 site, enter sum of B4a+B4b+B4c If Provision 2 site, enter total breakfasts served
27	270	276	N1 - Authorized Sites Participating	7	N(7,0)	N	School Breakfast Program (Severe Need Reimbursement) If site is not claiming this program for this claim month, leave blank

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Field Seq.	Position From	Position To	Description	Field Length	Field Type	Required Field?	Instructions
28	277	283	N2 - Total Monthly Attendance	7	N(7,0)	N	School Breakfast Program (Severe Need Reimbursement) If site is not claiming this program for this claim month, leave blank
29	284	285	N3 - Number Operating Days	2	N(2,0)	N	School Breakfast Program (Severe Need Reimbursement) If site is not claiming this program for this claim month, leave blank
30	286	292	N4a - Free Reimbursable Breakfasts Served	7	N(7,0)	N	School Breakfast Program (Severe Need Reimbursement) If site is not claiming this program for this claim month, leave blank
31	293	299	N4b - Reduced Price Reimbursable Breakfasts Served	7	N(7,0)	N	School Breakfast Program (Severe Need Reimbursement) If site is not claiming this program for this claim month, leave blank
32	300	306	N4c - Paid Reimbursable Breakfasts Served	7	N(7,0)	N	School Breakfast Program (Severe Need Reimbursement) If site is not claiming this program for this claim month, leave blank

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Field Seq.	Position From	Position To	Description	Field Length	Field Type	Required Field?	Instructions
33	307	313	N4d - Total Reimbursable Breakfasts Served	7	N(7,0)	N	School Breakfast Program (Severe Need Reimbursement) Enter sum of N4a+N4b+N4c If site is not claiming this program for this claim month, leave blank
34	314	320	AN1 - Number of Children Approved for Free Snacks (Non-Area Eligible)	7	N(7,0)	N	Afterschool Care Program (Non Area Eligible) If site is not claiming this program for this claim month, leave blank
35	321	327	AN2 - Number of Children Approved for Reduced Snacks (Non-Area Eligible)	7	N(7,0)	N	Afterschool Care Program (Non Area Eligible) If site is not claiming this program for this claim month, leave blank
36	328	334	AN3 - Number of Enrolled Children (Non-Area Eligible)	7	N(7,0)	N	Afterschool Care Program (Non Area Eligible) If site is not claiming this program for this claim month, leave blank
37	335	341	AN4 - Authorized Sites Participating (Non-Area Eligible)	7	N(7,0)	N	Afterschool Care Program (Non Area Eligible) If site is not claiming this program for this claim month, leave blank If site is claiming for this program for this claim month, enter "1"

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Field Seq.	Position From	Position To	Description	Field Length	Field Type	Required Field?	Instructions
38	342	348	AN5 - Total Monthly Attendance (Non-Area Eligible)	7	N(7,0)	N	Afterschool Care Program (Non Area Eligible) If site is not claiming this program for this claim month, leave blank
39	349	350	AN6 - Number Operating Days (Non-Area Eligible)	2	N(2,0)	N	Afterschool Care Program (Non Area Eligible) If site is not claiming this program for this claim month, leave blank
40	351	357	AN7a - Free Snacks Served (Non-Area Eligible)	7	N(7,0)	N	Afterschool Care Program (Non Area Eligible) If site is not claiming this program for this claim month, leave blank
41	358	364	AN7b - Reduced Snacks Served (Non-Area Eligible)	7	N(7,0)	N	Afterschool Care Program (Non Area Eligible) If site is not claiming this program for this claim month, leave blank
42	365	371	AN7c - Paid Snacks Served (Non-Area Eligible)	7	N(7,0)	N	Afterschool Care Program (Non Area Eligible) If site is not claiming this program for this claim month, leave blank
43	372	378	AN7d - Total Snacks Served (Non-Area Eligible)	7	N(7,0)	N	Afterschool Care Program (Non Area Eligible) Enter sum of AN7a+AN4b+AN7c If site is not claiming this program for this claim month, leave blank

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Field Seq.	Position From	Position To	Description	Field Length	Field Type	Required Field?	Instructions
44	379	385	AE1 - Number of Children Approved for Free Snacks (Area Eligible)	7	N(7,0)	N	Afterschool Care Program (Area Eligible) If site is not claiming this program for this claim month, leave blank
45	386	392	AE3 - Number of Enrolled Children (Area Eligible)	7	N(7,0)	N	Afterschool Care Program (Area Eligible) If site is not claiming this program for this claim month, leave blank . Enter value in AE1
46	393	399	AE4 - Authorized Sites Participating (Area Eligible)	7	N(7,0)	N	Afterschool Care Program (Area Eligible) If site is not claiming this program for this claim month, leave blank If site is claiming for this program for this claim month, enter "1"
47	400	406	AE5 - Total Monthly Attendance (Area Eligible)	7	N(7,0)	N	Afterschool Care Program (Area Eligible) If site is not claiming this program for this claim month, leave blank
48	407	408	AE6 - Number Operating Days (Area Eligible)	2	N(2,0)	N	Afterschool Care Program (Area Eligible) If site is not claiming this program for this claim month, leave blank

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Field Seq.	Position From	Position To	Description	Field Length	Field Type	Required Field?	Instructions
49	409	415	AE7a - Free Snacks Served (Area Eligible)	7	N(7,0)	N	Afterschool Care Program (Area Eligible) If site is not claiming this program for this claim month, leave blank
50	416	422	AE7d - Total Snacks Served (Area Eligible)	7	N(7,0)	N	Afterschool Care Program (Area Eligible) Enter value in AE7a If site is not claiming this program for this claim month, leave blank
51	423	429	M1 - Number of Fluid Milk 1/2 Pints Purchased	7	N(7,0)	N	Special Milk Program If site is not claiming this program for this claim month, leave blank
52	430	436	M2 - Total Cost of Fluid Milk Purchased This Month	7	N(7,2)	N	Special Milk Program If site is not claiming this program for this claim month, leave blank If site is claiming for this month, the total cost must include a decimal point

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Field Seq.	Position From	Position To	Description	Field Length	Field Type	Required Field?	Instructions
53	437	443	M3 - Authorized Sites Participating	7	N(7,0)	N	Special Milk Program If site is not claiming this program for this claim month, leave blank If site is claiming for this program for this claim month, enter "1"
54	444	450	M4 - Total Monthly Attendance	7	N(7,0)	N	Special Milk Program If site is not claiming this program for this claim month, leave blank
55	451	452	M5 - Number Operating Days	2	N(2,0)	N	Special Milk Program If site is not claiming this program for this claim month, leave blank
56	453	459	M6a - Free Milk Served	7	N(7,0)	N	Special Milk Program If site is not claiming this program for this claim month, leave blank
57	460	466	M6b - Paid Milk Served	7	N(7,0)	N	Special Milk Program If site is not claiming this program for this claim month, leave blank

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Field Seq.	Position From	Position To	Description	Field Length	Field Type	Required Field?	Instructions
58	467	473	M6c - Total Milk Served	7	N(7,0)	N	Special Milk Program Enter sum of M6a+M6b If site is not claiming this program for this claim month, leave blank

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