

**External Stakeholder Meeting:** Commodities Surveys and Requests

**Date:** October 12, 2011

**Time:** 1-2 p.m.

**In attendance:** Rachel Frayre, CNS Anthony ISD; Rosa Winn, ESC Region 13; Shelly Robinson, West Texas Food Service Inter-local Cooperative ; Rosa Winn, ESC 13; Steve Hume, Broker – Synergy Enterprises, VP; Elizabeth Gonzales, TDA; Juliana Dierker, TDA

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– From the School side things will pretty much work the same way, schools will still request brown box items the same way, it's just a different look and feel.

-Schools will enter USDA Food requests onto an on-line form in TX-UNPS called "Surveys."

-The Farm to School request form will be automated in TX-UNPS and will be part of the "Survey" form.

-Biggest change will be on the processing side, no more P506. It is more streamlined in TX-UNPS. The school or co-op will enter "Total Pounds by processor, by RA" instead of pounds by truck. Pounds will be required to equal trucks which you will confirm by generating a "Load Balancing" report after all of your information is entered onto the Processing Survey.

-We (F&N) have not heard back from Colyar regarding a file upload file to transfer data for an external system into the processing surveys. We'll keep you posted.

-From the Food Bank side, instead of emailing Matt your requests, you will input your requests into the on-line "Survey."

-On the school side, TX-UNPS will still allow CEs to go negative up to 5 percent with a request.

-Still able to set aside processing dollars. CEs will indicate that they would like to set processing dollars aside and then they will indicate the amount in the 'contract screen' before going to the "Survey" form. We are not sure CEs will be able to view their total entitlement/PAL in this screen but we are looking into it.

-Rosa Winn volunteered Region 13 room for our use for "training" purposes with the ESCs if needed.

-TDA has made a decision to base requests and allocations on a "fixed" cost, not necessarily the November 15 price.

-Additional money will be distributed into 'Original Entitlement' fair share to CEs. Additional funds prorated to schools will generate a new "entitlement" balance. CEs will then add the additional funds to brown box, processing or Farm to School (if funds are available for FTS at the state level).

Timeline- approximate

October 25 TETN with ESCs – Winter Workshop logistics will be an agenda topic for discussion on various options on delivering the program update to schools.

Early to mid-January – Training: online videos for schools; webinars for processors, coops, warehouses and food banks.

Late January - ESC/TDA meeting in Austin. Hope to have some screen shots available for training purposes. Brown box should be pretty easy, though. ESCs would like a PowerPoint and train the trainer session for Winter Workshops; we may also be able to use the test environment.

End of January - Request Module Implements

End of January/February – Processing Module Implements

**External Stakeholder Meeting:** P506 and NPS

**Date:** October 13, 2011

**Time:** 1-2 p.m.

**In attendance:** Shelly Robinson (and Judy), West Texas Food Service Interlocal Cooperative ; Earlene McClendon, Professional Food Systems, Grand Prairie; Machel Andrews, Texas Coop; Elizabeth Gonzales, TDA; Juliana Dierker, TDA

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- P506 going away. Schools will enter pounds, and then processors/coops/state can generate a “load balancing report” to roll the pounds into trucks.
- A co-op can continue to enter partial pounds for a truck that will be paired with another co-op or state to make a full truckload. The user will enter information in a comment box or send TDA an email reference the “partial” trucks.
- TDA will assign each co-op a “Survey” form allowing TDA to “roll-up” the pounds into truckloads by co-op for their assigned members.
- TDA (or the processor) will data enter the applicable USDA sales order number to each truck. TDA will validate if the same sales order number can be assigned to split orders that are shared with other co-ops.
- Question – will there be a TX-UNPS # (similar to P506#) assigned to the trucks?
- Warehouses will continue to receipt for end product shipments on a NPS (Notice of Processed Shipment). The biggest change—the NPS will not be specific to one co-op. The main function of the NPS will be to include the end products to be shipped and the schools that are assigned to receive an allocation of the product after the shipment arrives at the contracted warehouse.
- While TDA is removing the requirement that a NPS is not applicable to Direct Ship Schools unless requested by the school, it was recommended that TDA require for Direct Ship schools as well to avoid confusion.
- No more P Codes. TDA will use the Processors’ SEDPS (summary end product data schedule) to upload their end product information into TX-UNPS.

**Additional Questions:**

1. Are the co-ops or the individual CEs entering the pounds for processing in the TX-UNPS? I am hoping it is the co-op so that we can validate our entries. If so, we need access to be able to enter data on behalf of the CE. [Both will have](#)

access. As a co-op if you choose to enter the information for the schools, you will have access to your memberships' survey form.

2. One of our concerns is that even if we originally enter on behalf of the district and the district has access to this information, they could go in and change what we originally input and this would affect truck load quantities and other things. Currently the districts have no access to the P506 data so we do not have to be concerned with this. Is there going to be some way of locking the CE out of the information? [Good question. We'll have to check into security rights to answer this one.](#) I'm not sure how it would work though --- locking some out but not all. For example, some schools not part of a co-op would enter their own information; some co-ops may decide having their own members enter info is okay and then others may only want access at the co-op level. Either way, we'll check into this one and get back to you soon.
3. Based on our conversation yesterday, there will be a “worksheet” of some type that delegates dollars to different uses (brown box, CP, FtS, etc.) as part of the CE Application. What access are we as co-ops going to have to all of our CEs information? Currently each ESC only has access to our own region and Judy has no access because she is not a CN Specialist. [Another good question. We were planning for this to be the same as TCS in that ESC's have read only for their schools but co-op coordinators have data entry rights and can view all membership within their co-op.](#)

#### Timeline- approximate

October 25 – ESCs are coming in, Teri Balog coordinating; include discussion on training options for the Winter Workshops.

November 9 – last scheduled TETN

Early January – Training; online videos for schools, webinars for processors, coops, etc.

January –ESC’s coming in meeting in Austin. Hope to have some screen shots available. Brown box should be pretty easy, though. ESCs would like a PowerPoint and train the trainer session at Winter Workshop, we may also be able to use the test environment.

End of January – Survey (brown box/Processing) Module Implements

Mid March – Brown Box/Process requests due in TX-UNPS

**External Stakeholder Meeting:** Schools & ESCs, Processing

**Date:** October 27, 2011

**Time:** 10:30-11:30 a.m.

**In attendance:** Raul Jaques, San Elizario ISD; Jocelyn Karbo, ESC- Fort Worth; Konnie Craig, Capital Area Food Bank; Rachel Frayre, Anthony ISD; Elizabeth Gonzales; Matt McElhaney; Tracie Cantu; Juliana Dierker

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- Minimal changes on the school side for processing orders. Schools will continue to use Processor Link.
- Schools will have view access to the module that holds your processor and request information.
- Schools will have the equivalent of a PAL processing worksheet in the contract screen in TX-UNPS. This screen also includes contact information and delivery site information. Schools can update delivery sites in the contract screen.
- There is a screen that will have beginning PAL and a screen for entitlement history (audit log).
- Hoping to be able to do train the trainer sessions during the program update. Online videos will be a training resource and webinars.

November 9 – last scheduled TETN

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