

Information Sheet

TX-UNPS Food Distribution Program

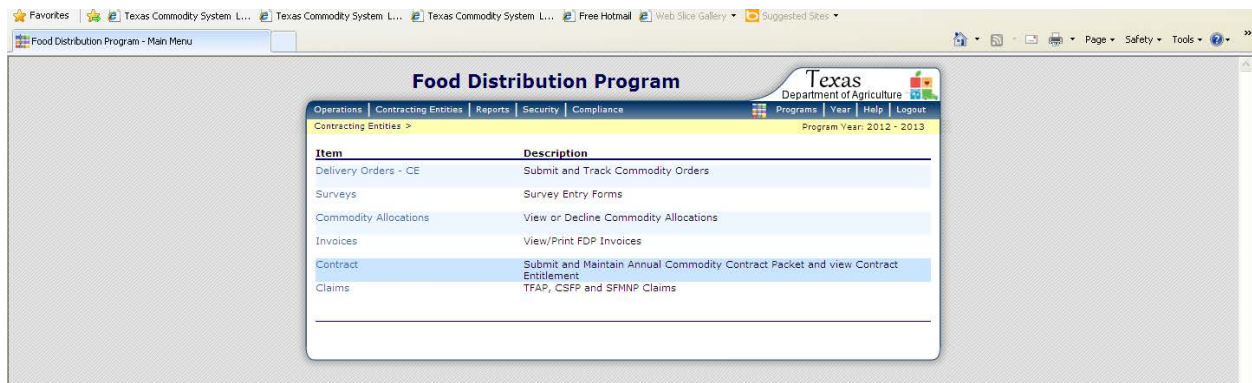
Contracting Entity Information Update

Purpose:

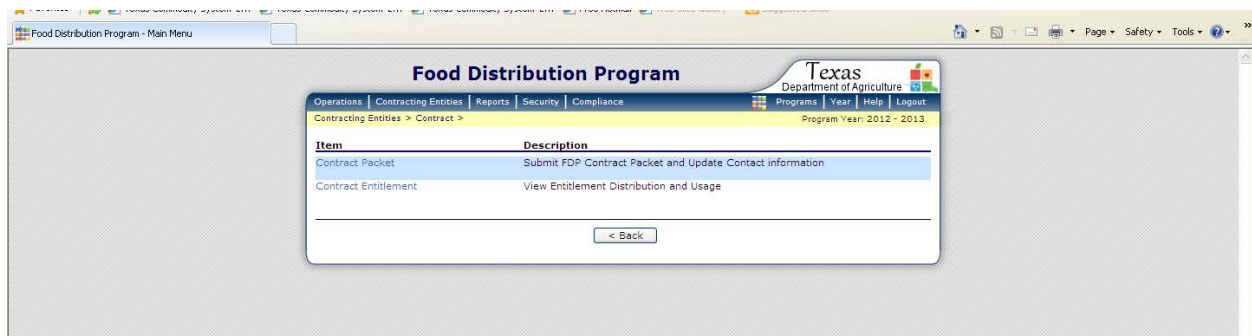
The CE information Update allows you to select the programs you wish to participate in for the next program year.

How To Access The Contract Packet CE Information Update:

Click on Contract



Click on Contract Packet



Click on Contracting Entity Information Update link

Food Distribution Program
 Department of Agriculture
 Texas

Operations | Contracting Entities | Reports | Security | Compliance
 Programs | Year | Help | Logout

Contracting Entities > Contract > Contract Packet >
 Program Year: 2012 - 2013

**Food Distribution Program Contract Packet - NSLP
 2012-2013**

Contracting Entity: [Redacted]
 CE ID: 00579

Packet Status: Approved
 Packet Approved Date: 06/22/2012
 Contract Status: Approved

Action	Form Name	Status
View Modify	FDP Contract	Approved
View	Contracting Entity Information Update	Certified
View Admin	Checklist	Approved
Contacts:		
	Food Service Director:	Certified

**Contracting Entity Information Update - NSLP
 2012 - 2013**

Contracting Entity: [Redacted]
 CE ID: 00579

Processing

Do you intend to Process Raw Commodities? Yes No

If YES,
 How much Entitlement will you use for Processing? \$6294.00

ARM Gulf Coast Multiregional
 PriDe Prospering Pals Region One
 Region Five Texas 20 Tejas
 TIPS TPC West TX
 Direct Ship / Proc School

Please select your Processing Co-Op

DOD Fresh Fruits and Vegetables

Do you want to participate in the Farm to School Program? Yes No

Do you want to receive DOD Fresh Fruits and Vegetables? Yes No
 DOD Fresh Fruit and Vegetables Commitment \$0.00

Vended Contracting Entities

Does your district vend meals to another district/Contracting Entity? Yes No

If YES, please list the district/Contracting Entity

Add Rows

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.
- Currently NA for Texas Schools.

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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. (Under the Programs tab, click “Food Distribution Program” and then “FDP Administration & Forms”.)

Information Sheet

TX-UNPS Food Distribution Program Contacts

Food Service Director

- This section contains fields that are editable by the CE.
- This information may be used by TDA and/or contracted warehouse to contact the Food Service Director regarding the FDP.

Ordering Contact:

- This section contains fields that are editable by the CE.
- This information may be used by TDA and/or contracted warehouse to contact the Ordering contact regarding the FDP.

Billing Contact:

- This section contains fields that are editable by the CE.
- This information may be used by TDA and/or contracted warehouse to contact the Billing contact regarding the FDP.

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 arranged by the state contracted warehouse.
- Storage Capabilities: This field is editable. Select one or more options.
- Delivery Instructions: This field is editable.

View Delivery Schedule

- This section is view only. Displays a program year calendar with scheduled delivery dates for the CE.