



TANS Talk – External Users

December 12, 2024



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COMMISSIONER SID MILLER

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Agenda



Feedback Log Questions	30 minutes
Structured Activity	15 minutes
Open Q&A	15 minutes



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TANS Feedback Log



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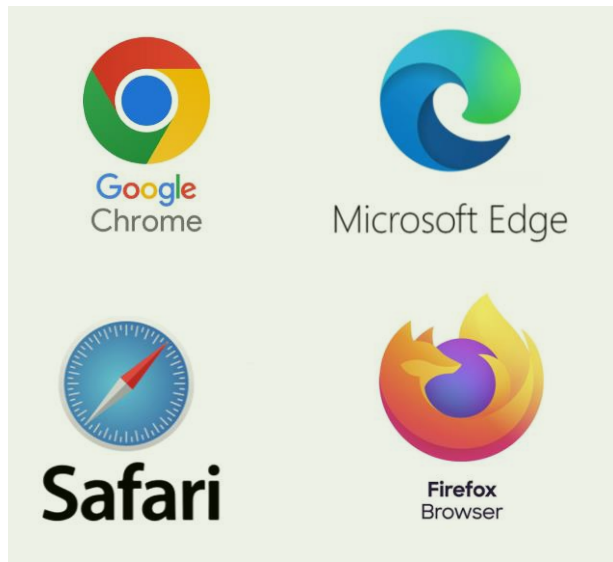
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Will I be able to use TANS in multiple browsers and windows?

Yes, TANS can be used in all commonly used browsers and can be viewed in multiple windows simultaneously.



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What is the timeframe for the transition?

- Each program will start its Program Year 2026 in TANS.
- Program Year 2025 will continue to the end in TX-UNPS.
- Organizations will retain access to TX-UNPS until 12/31/2025.



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General



What is the timeframe for the transition?

Year	Month	TX-UNPS	TANS
2024	DEC	SNP	
2025	JAN	PY25	
	FEB		
	MAR		
	APR		
	MAY		
	JUN		
	JUL		
	AUG		
	SEPT		
	OCT		
	NOV		
	DEC		
2026	JAN	TX-UNPS ACCESS ENDS 12/31/2025	
	FEB		
	MAR		
	APR		
	MAY		
	JUN		
	JUL		
	AUG		

Applications

- All PY25 application activity should be done in TX-UNPS.
- PY26 applications will open in TANS in April.

Claims

- PY25 claims through June 2024 should be managed in TX-UNPS.
- PY26 claims beginning July 2024 will be managed in TANS.

Compliance

- PY25 compliance reviews and CADs will be completed in TX-UNPS.
- PY26 reviews and CADs will begin in TANS.

Reporting

- Any remaining PY25 reporting requirements will be in TX-UNPS*.
- PY26 reporting requirements will be completed in TANS*.

*or using existing external methods/forms

-  Program Year
-  System Access

General



Year	Month	TX-UNPS	TANS
2024	DEC		
	JAN		
	FEB		
	MAR		
	APR		
	MAY		
	JUN		
	JUL		
	AUG		
	SEPT		
	OCT		
	NOV		
	DEC		
2025	JAN		
	FEB		
	MAR		
	APR		
	MAY		
	JUN		
	JUL		
	AUG		
	SEPT		
	OCT		
	NOV		
	DEC		
2026	JAN		
	FEB		
	MAR		
	APR		
	MAY		
	JUN		
	JUL		
	AUG		

Year	Month	TX-UNPS	TANS
2024	DEC		
	JAN		
	FEB		
	MAR		
	APR		
	MAY		
	JUN		
	JUL		
	AUG		
	SEPT		
	OCT		
	NOV		
	DEC		
2025	JAN		
	FEB		
	MAR		
	APR		
	MAY		
	JUN		
	JUL		
	AUG		
2026	JAN		
	FEB		
	MAR		
	APR		
	MAY		
	JUN		
	JUL		
	AUG		

Year	Month	TX-UNPS	TANS
2024	DEC		
	JAN		
	FEB		
	MAR		
	APR		
	MAY		
	JUN		
	JUL		
	AUG		
	SEPT		
	OCT		
	NOV		
	DEC		
2025	JAN		
	FEB		
	MAR		
	APR		
	MAY		
	JUN		
	JUL		
	AUG		
2026	JAN		
	FEB		
	MAR		
	APR		
	MAY		
	JUN		
	JUL		
	AUG		

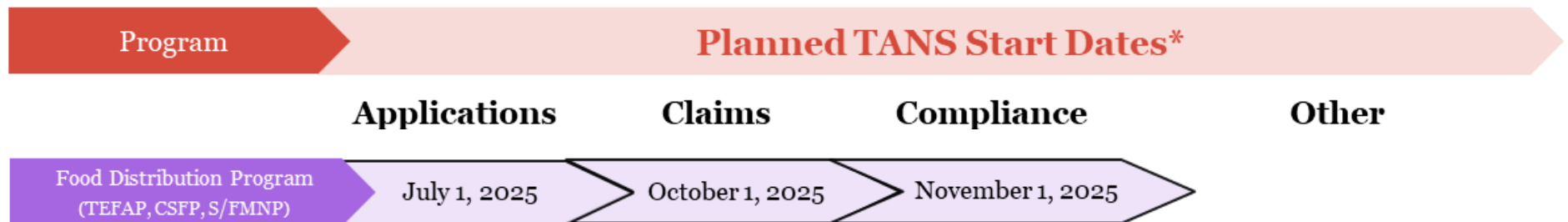
Program Year

System Access



Will TANS be used for TEFAP and CSFP?

Yes, TANS will be used for applications (aka contract agreements), claims, and compliance for Food Distribution Programs, including TEFAP, CSFP, and S/FMNP.



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What type of training will be available?

Training for TANS will lean heavily on self-service, on-demand formats.

In-person and virtual instructor-led training will also be available on a more limited basis through your ESC Regional Offices.

Self-service training materials will be accessible via the SquareMeals TANS page and will include:

- short video tutorials
- job aids & quick guides
- user manuals

Instructor-led training sessions will be available on the TANS transition page as they are scheduled.

- classroom trainings and demonstrations
- virtual trainings and demonstrations



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Will there be a user's manual we can access before implementation?

Priority is being given to short videos and job aid training materials to aid with task-focused training. More comprehensive user manuals will be released at a later date.



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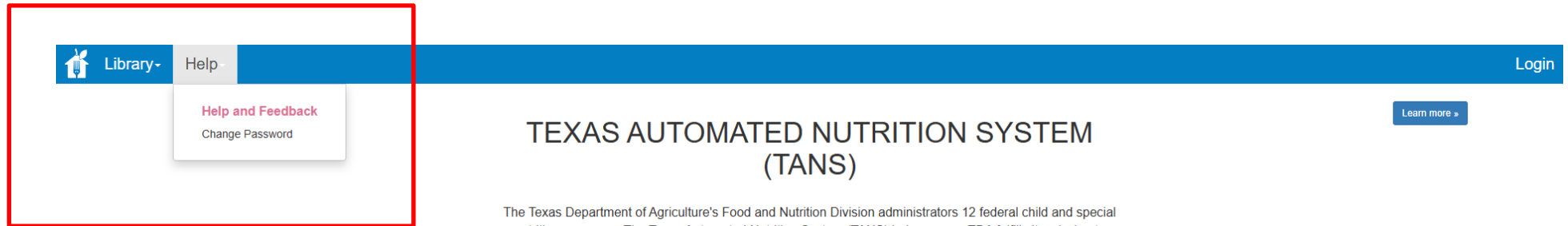


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Will TANS have a help button?

Yes, TANS will have a Help menu in the top menu options. In this menu users will be able to change their password, report system bugs, and access user manuals.



*System screenshots shown as example only. Final state may differ.



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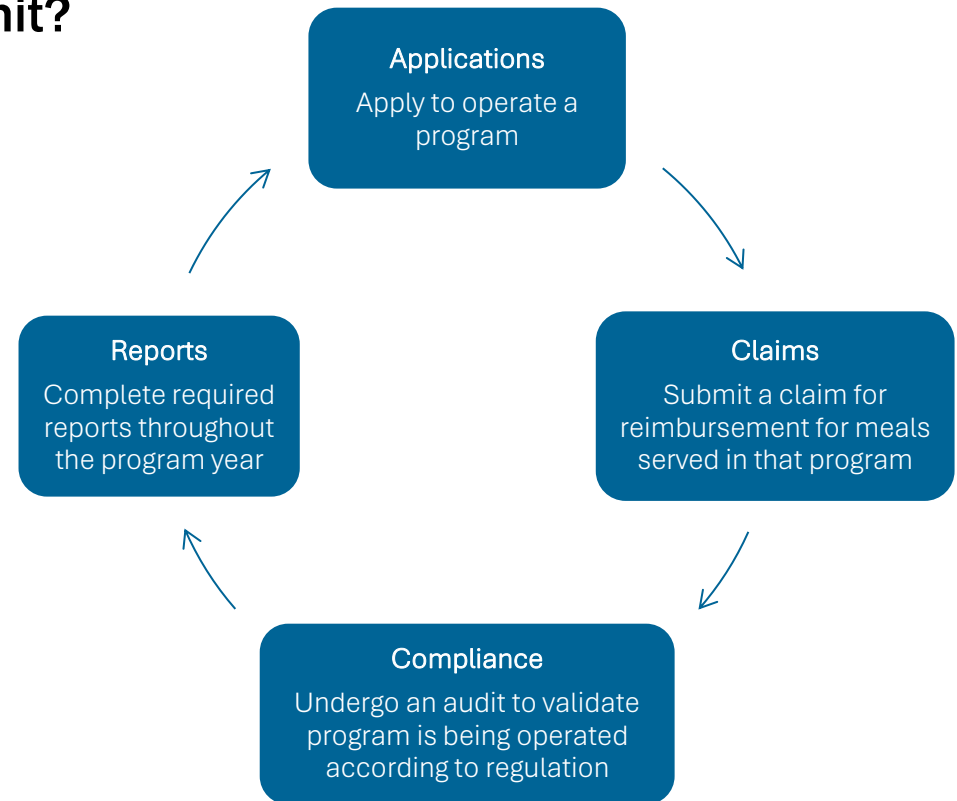
Using TANS



I'm a new director, what will I be doing in TANS? How will I make corrections to what I submit?

TANS will be used to submit and manage applications, claims, compliance documentation, reports, and complete other administrative functions for the following programs:

- School Nutrition Program (NSLP and SBP)
- Child and Adult Care Food Program (CACFP and DCH)
- Summer Meal Programs (SFSP and SSO)
- Fresh Fruit and Vegetables (FFVP)
- Special Milk Program (SMP)
- Food Distribution Program (TEFAP, CSFP, and S/FMNP)



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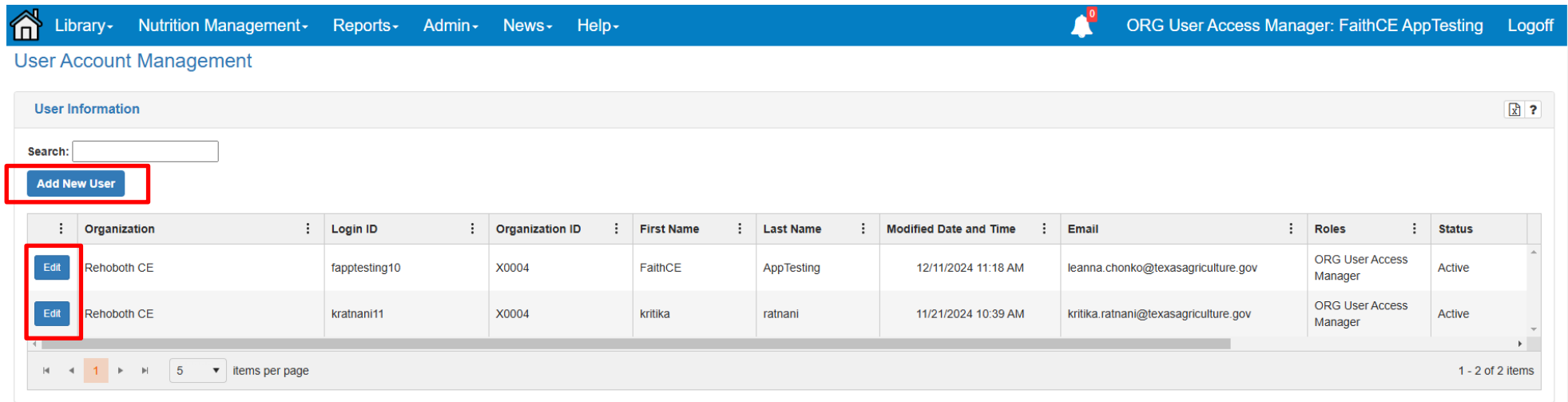


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What does TANS usage look like?

What about for organizations with more than 50 sites?

User Management



The screenshot shows the 'User Account Management' page in the TANS system. The top navigation bar includes links for Library, Nutrition Management, Reports, Admin, News, and Help. The user is logged in as 'ORG User Access Manager: FaithCE AppTesting'. The 'User Information' section has a search bar and an 'Add New User' button. Below this is a table of users with columns for Organization, Login ID, Organization ID, First Name, Last Name, Modified Date and Time, Email, Roles, and Status. Two users are listed, both with 'Edit' buttons highlighted by red boxes. The table footer shows '1 - 2 of 2 items'.

	Organization	Login ID	Organization ID	First Name	Last Name	Modified Date and Time	Email	Roles	Status
Edit	Rehoboth CE	fapptesting10	X0004	FaithCE	AppTesting	12/11/2024 11:18 AM	leanna.chonko@texasagriculture.gov	ORG User Access Manager	Active
Edit	Rehoboth CE	kratnani11	X0004	kritika	ratnani	11/21/2024 10:39 AM	kritika.ratnani@texasagriculture.gov	ORG User Access Manager	Active

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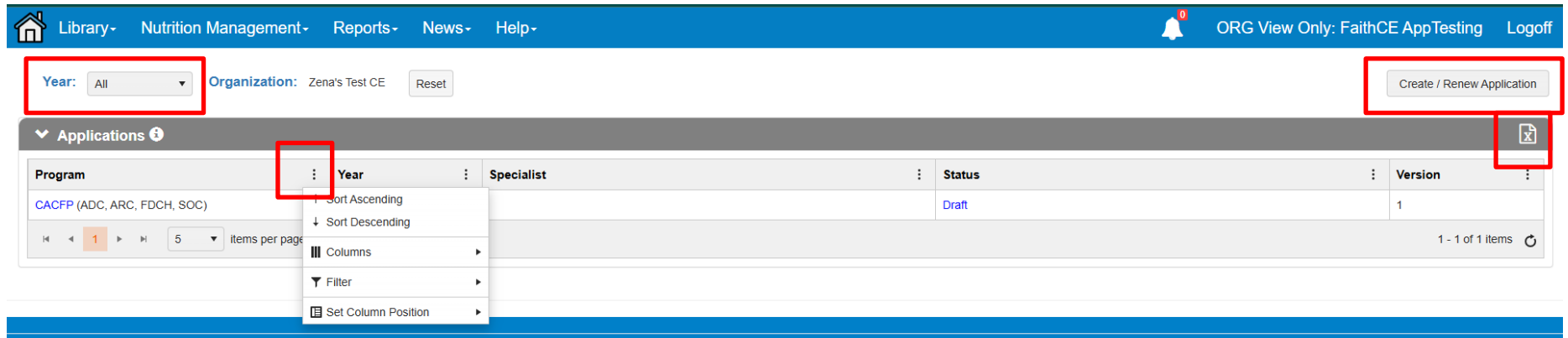
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What does TANS usage look like?

What about for organizations with more than 50 sites?

Applications Dashboard



Year: All Organization: Zena's Test CE Reset

Create / Renew Application

Applications

Program	Year	Specialist	Status	Version
CACFP (ADC, ARC, FDCH, SOC)			Draft	1

1 - 1 of 1 items

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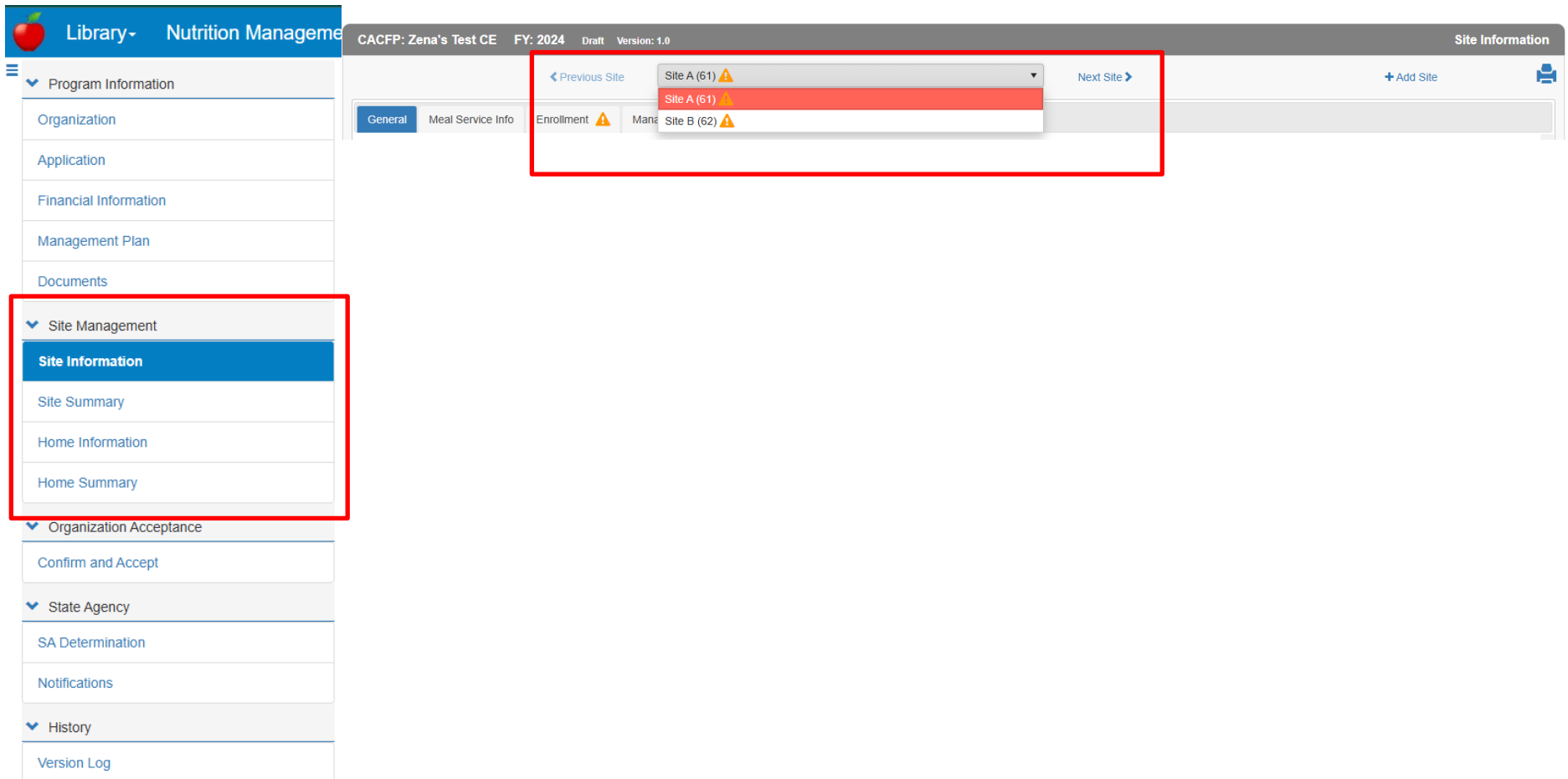
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What does TANS usage look like?

What about for organizations with more than 50 sites?

Program Application



Library- Nutrition Management

CACFP: Zena's Test CE FY: 2024 Draft Version: 1.0 Site Information

Program Information

- Organization
- Application
- Financial Information
- Management Plan
- Documents

Site Management

- Site Information**
- Site Summary
- Home Information
- Home Summary

Organization Acceptance

- Confirm and Accept

State Agency

- SA Determination
- Notifications

History

- Version Log

General Meal Service Info Enrollment ⚠️ Management

Previous Site Site A (61) ⚠️ Site A (61) ⚠️ Site B (62) ⚠️ Next Site

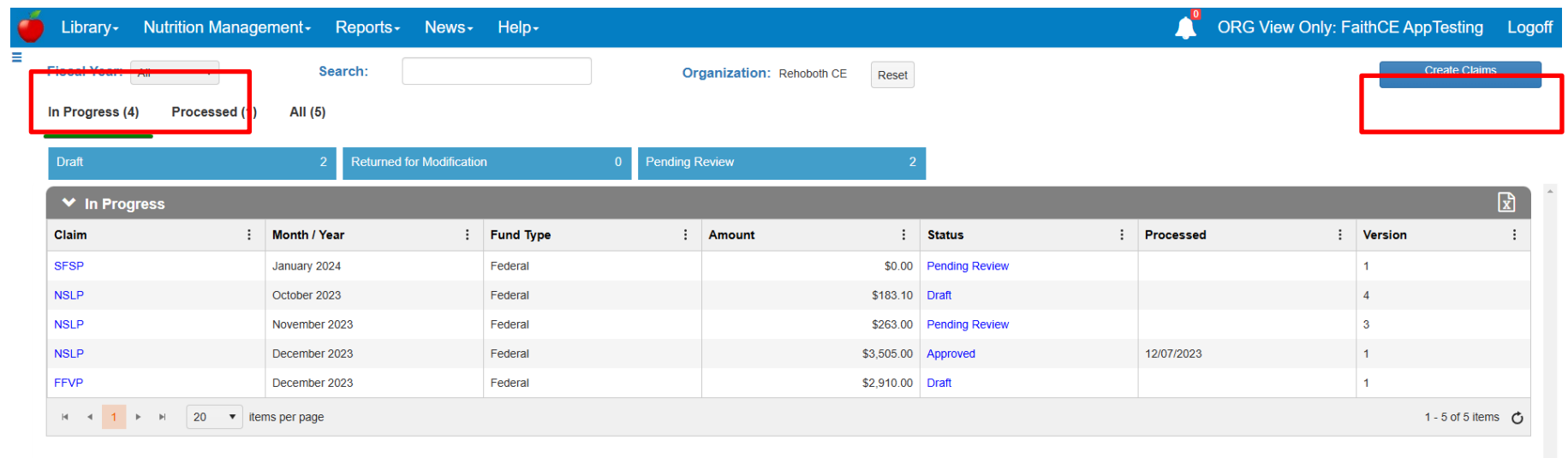
+ Add Site

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What does TANS usage look like?

What about for organizations with more than 50 sites?

Claims Dashboard



The screenshot shows the TANS Claims Dashboard interface. At the top is a navigation bar with links: Library, Nutrition Management, Reports, News, and Help. On the right of the navigation bar, there is a notification bell icon, the text "ORG View Only: FaithCE AppTesting", and a "Logoff" button. Below the navigation bar, there is a search bar and an "Organization" dropdown menu set to "Rehoboth CE". A "Reset" button is next to the organization dropdown. On the left side, there are filters for "Fiscal Year" (set to "All") and "Status" (with options: In Progress (4), Processed (0), All (5)). A "Create Claims" button is located on the right side. Below the filters, there are summary boxes for "Draft" (2), "Returned for Modification" (0), and "Pending Review" (2). The main section is titled "In Progress" and contains a table with the following columns: Claim, Month / Year, Fund Type, Amount, Status, Processed, and Version. The table lists five claims: SFSP (January 2024, Federal, \$0.00, Pending Review, 1), NSLP (October 2023, Federal, \$183.10, Draft, 4), NSLP (November 2023, Federal, \$263.00, Pending Review, 3), NSLP (December 2023, Federal, \$3,505.00, Approved, 12/07/2023, 1), and FFVP (December 2023, Federal, \$2,910.00, Draft, 1). At the bottom of the table, there is a pagination bar showing "1" of 5 items per page.

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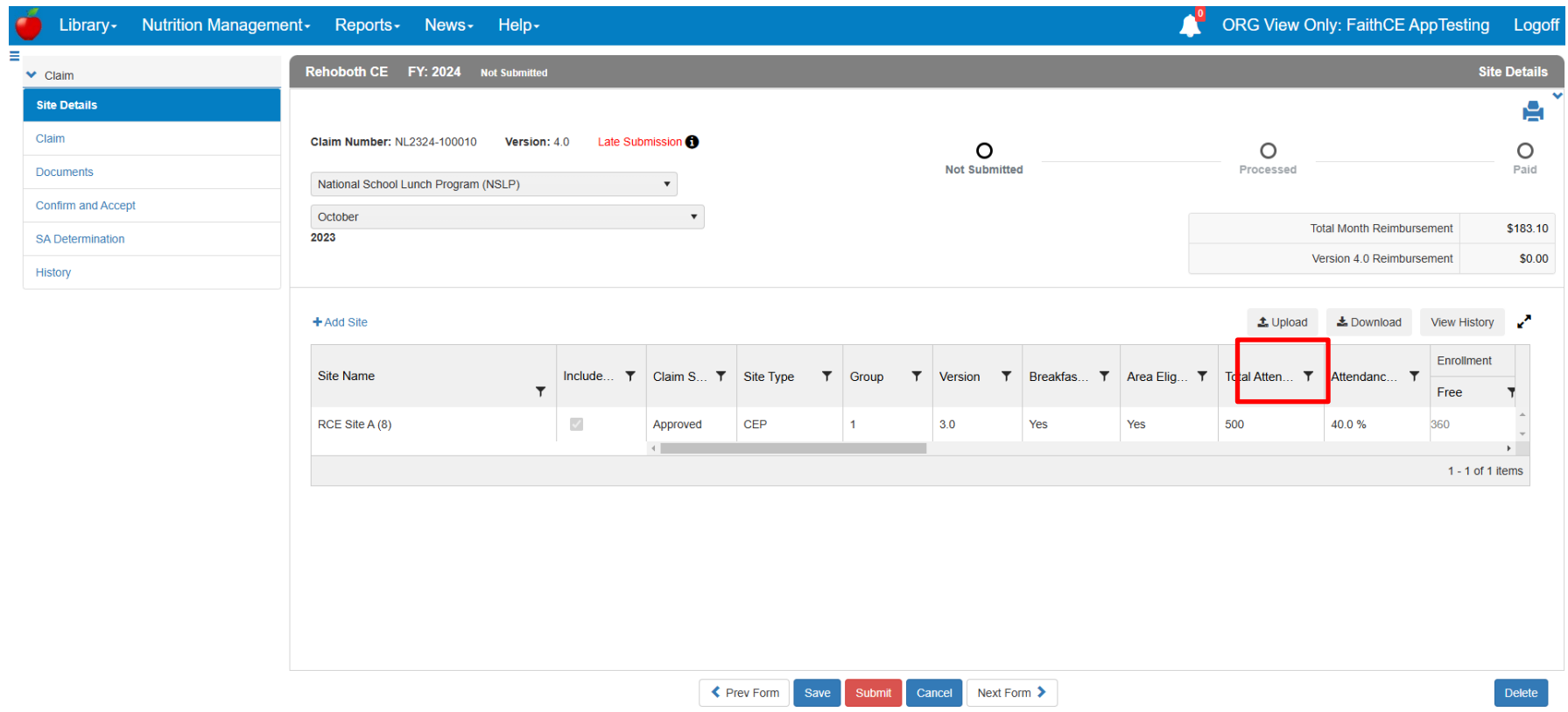


What does TANS usage look like?

What about for organizations with more than 50 sites?

Organizations will continue to have the option to manually enter or upload claims data in TANS. Uploads will keep the same POS export format as they do today.

Claims Detail



Library Nutrition Management Reports News Help

ORG View Only: FaithCE AppTesting Logoff

Claim

Site Details

Claim

Documents

Confirm and Accept

SA Determination

History

Rehoboth CE FY: 2024 Not Submitted Site Details

Claim Number: NL2324-100010 Version: 4.0 Late Submission

National School Lunch Program (NSLP)

October 2023

Not Submitted Processed Paid

Total Month Reimbursement	\$183.10
Version 4.0 Reimbursement	\$0.00

+ Add Site Upload Download View History

Site Name	Include...	Claim S...	Site Type	Group	Version	Breakfas...	Area Elig...	Total Atten...	Attendanc...	Enrollment
RCE Site A (8)	☒	Approved	CEP	1	3.0	Yes	Yes	500	40.0 %	360

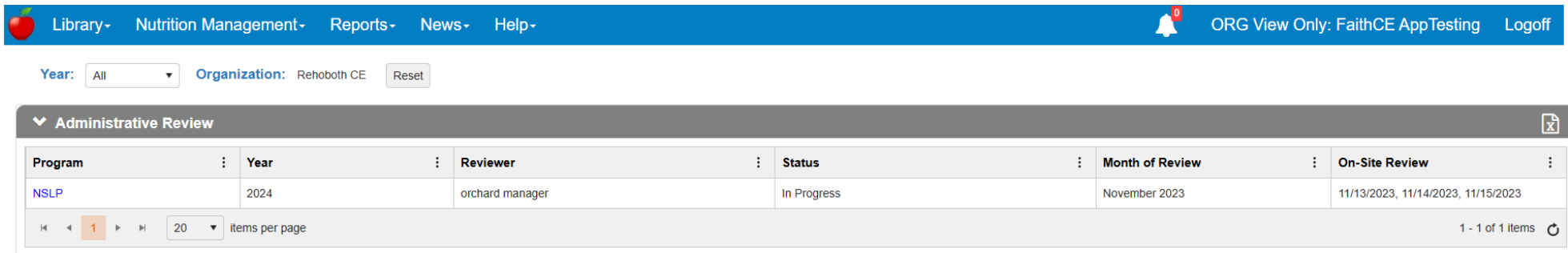
1 - 1 of 1 items

Prev Form Save Submit Cancel Next Form Delete

What does TANS usage look like?

What about for organizations with more than 50 sites?

Compliance Dashboard



The screenshot shows the TANS Compliance Dashboard interface. At the top is a blue navigation bar with links: Library, Nutrition Management, Reports, News, and Help. On the right of the bar is a notification bell icon with a red '0' and the text 'ORG View Only: FaithCE AppTesting' and 'Logoff'. Below the navigation bar are filters for 'Year' (set to 'All') and 'Organization' (set to 'Rehoboth CE'), with a 'Reset' button. The main content area is titled 'Administrative Review' and contains a table with the following data:

Program	Year	Reviewer	Status	Month of Review	On-Site Review
NSLP	2024	orchard manager	In Progress	November 2023	11/13/2023, 11/14/2023, 11/15/2023

Below the table is a pagination bar showing '1' of 1 items, '20 items per page', and navigation arrows.

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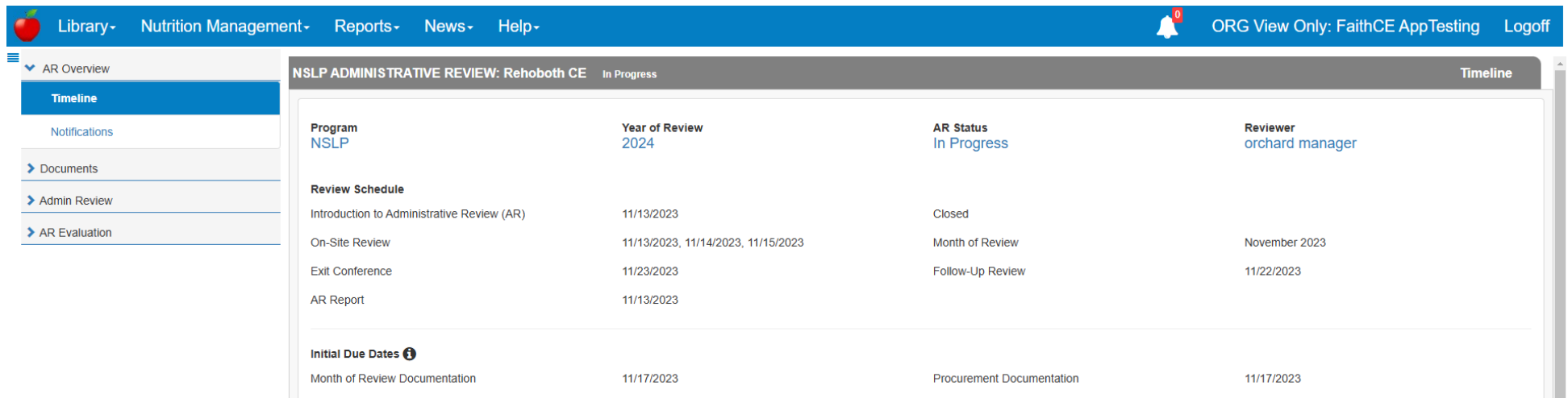
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What about for organizations with more than 50 sites?

Compliance Review



The screenshot shows the TANS interface for an NSLP Administrative Review. The top navigation bar includes links for Library, Nutrition Management, Reports, News, and Help. The main content area is titled "NSLP ADMINISTRATIVE REVIEW: Rehoboth CE" and is in "In Progress" status. A sidebar on the left shows a menu with "AR Overview" (selected), "Timeline", "Notifications", "Documents", "Admin Review", and "AR Evaluation". The main content area displays a table with the following data:

Program	Year of Review	AR Status	Reviewer
NSLP	2024	In Progress	orchard manager
Review Schedule			
Introduction to Administrative Review (AR)	11/13/2023	Closed	
On-Site Review	11/13/2023, 11/14/2023, 11/15/2023	Month of Review	November 2023
Exit Conference	11/23/2023	Follow-Up Review	11/22/2023
AR Report	11/13/2023		
Initial Due Dates			
Month of Review Documentation	11/17/2023	Procurement Documentation	11/17/2023



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Will user accounts and security permissions, including User Access Manager rights, be migrated to TANS?

Yes, TDA plans to migrate all active user accounts to TANS. These accounts will be established in TANS with security roles equivalent to the user's TX-UNPS security roles, including UAM rights. However, UAMs will be limited to two per organization, which is consistent with current security access limits in TX-UNPS.

Organization Security Roles in TANS

View Only	Application	Claims	Compliance	ELMS	User Access Manager
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How much data from previous years will be migrated over?

TDA will migrate a very limited amount of data to support a clean transition and higher quality data in TANS.

TDA only plans to migrate key foundational data including:

- user login IDs & security roles
- organization name (formerly CE name)
- organization ID (formerly CE ID)
- site name(s)
- data needed to complete calculations in program year 2026 and beyond
EX: # of lunches served two years prior used for Severe Need Breakfast rate determinations in current program year. Data used for calculations may not be visible to users.

What won't be transferred?

- TDA does not plan to migrate any other applications, claims, compliance, and other data to TANS.
- Sponsors will need to populate data for program year 2026.
- Most data will rollover on future renewals.



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Data Migration



Does that mean I will need to manually enter my application data?

TDA is exploring options to provide support with this process as we recognize it is a heavy lift. However, in the first year, organizations should be prepared to enter application data. The system will be populated with organization name, organization id, site names, and site id, but the remaining application data will not be migrated from TX-UNPS to TANS.



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Historical Data



Will TX-UNPS data be available after TANS launches? If so, how long?

TX-UNPS will remain accessible to all users through December 31, 2025. Users will be able to refer to past data during this time.



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Historical Data



Sometimes I like to refer to a format, such as a website link or a document attachment, when uploading records for an administrative review. Will this be available for reference beyond December 31, 2025?

In TANS, compliance documents uploads may not be dictated by the formats that were used in TX-UNPS. Guidance and templates will be available for TANS documentation and uploads, so TDA does not plan to provide historical data on TX-UNPS upload formats.



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Historical Data



What will be available after December 31, 2025?

After December 2025, TDA's IT and Data team will retain a copy of the database in accordance to records retention. This means TDA will continue to be able to pull raw data without a user interface and includes data that is entered onto a screen in TX-UNPS. It does not include document uploads or attachments.

Aside from TDA IT and Data team, all other users will not be able access the data directly after December 31, 2025. Select reports, including the Open Data Portal, will be available for historical reference.

[Access ODP Here](#)



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Historical Data



Will you be providing a checklist of items we will need to save/download from TXUNPS for future compliance reviews prior to Dec. 31, 2025?

A checklist is not currently available. We are working internally to determine what can be provided to guide organization's historical documentation and support preparation for future compliance reviews.



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Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711
Toll Free: (877) TEX-MEAL | For the hearing impaired (800) 735-2989 (TTY)

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Historical Data



It would be nice if we could access TX-UNPS for several years after the switch. Often, we need access to historical info for data comparison. There is so much valuable information within TX-UNPS, and it will take an unimaginable amount of time to manually copy to a spread sheet.

Our team is prepared to assist with meeting this need but creating reports for the entirety of TX-UNPS is an incredible level of effort that we cannot feasibly complete prior to the transition.

We need your help in identifying what is *essential* for you to have reference to after December 31, 2025.



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Historical Data

Structured Activity

15 minutes today

Activity remain open through Friday, December 20

VISUALIZE: what data and documentation you currently access in TX-UNPS

- in your day-to-day duties
- in less frequent duties – annual, quarterly, etc
- in even less frequent duties – audits, adjustments, etc

SHARE: what you TX-UNPS data and documentation that is ESSENTIAL to your program operations AFTER December 31, 2025

SUPPORT: other participants ideas by adding stars to indicate higher importance



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Open Q&A



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[TANS on SquareMeals](#)

Timelines, updates, and more

Training resources will be housed here as they become available.

Get Started

**Resources
& Training**

Previous Presentations

[Feedback Form](#)

Accessible under “Contact Us”

Submit your questions, concerns, and other feedback to help us improve our communication and resources supporting the TANS transition

Timelines

[Frequently Asked Questions](#)

Covers questions on the timeline, training, data and reporting, and more.



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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

program.intake@usda.gov

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Thank you!



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