



## Getting Started with TX-UNPS for SFSP

Texas Unified Nutrition Programs System (TX-UNPS) is a web-based system to operate nutrition programs in Texas. You will use the system to submit application packets, file claims and manage your Summer Food Service Program (SFSP). This document has step by step instructions to help you utilize TX-UNPS.

### Timeline

**January 15**– TX-UNPS opens for SFSP application packet submittal.

**March 15**– Application packet deadline if you want to be eligible to request an advance. If you do not submit your application packet by this deadline you will not be eligible to request an advance at any time during this program year.

**April 15**– Application packet deadline if you are a new CE or are a renewing CE determined by TDA to need a more thorough application review.

**May 1**– Application packet deadline for all other SFSP applications.

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### Step 1 – Know your resources

#### TX-UNPS Project Page

<http://TXUNPS.TexasAgriculture.gov>

When you are ready to fill out your application packet you can log on to TX-UNPS by clicking the big orange button. The page also has a link to program resources, including training videos and user manuals.

#### Summer Feeding Programs Page

<http://www.summerfood.org>

This page is a resource for the general public and for you, the CE operating the summer feeding program. The general public can use this page to find feeding sites or program news. You can find helpful information regarding required program training, policy, forms, outreach strategies and materials, and various other resources on this page.

## **Step 2 – Accessing TX-UNPS**

The way you will access TX-UNPS depends on your current status. Find the phrase below that best describes you, for your specific access information.

### **I am a user of TX-UNPS:**

Access the SFSP module by clicking the SFSP tile you see when you log on to TX-UNPS. Individuals within an organization that operates multiple nutrition programs will only have access to the TX-UNPS modules for the programs they are specifically associated with. If you don't see the SFSP tile when logged into TX-UNPS, submit the FND-101, Certificate of Authority for External User, to update your security group(s).

### **I am a user of TX-UNPS but don't remember my password:**

Texas Department of Agriculture staff can reset your password. Call (877) TEX-MEAL and select option 0.

### **I am a CE that is brand new to SFSP:**

Submit the FND-101, Certificate of Authority for External User, to gain access. The Texas Department of Agriculture (TDA) will process this form in 3 to 5 days from receipt and generate a TX-UNPS user ID and password for you. The user ID and password will be emailed to the address provided on the FND-101.

### **I am a CE that is renewing its SFSP participation, but I do not have a user ID and password for TX-UNPS:**

Submit the FND101 form. Refer to the preceding paragraph for additional details.

## **Step 3 – Know what to expect and what to look out for**

- TDA designed TX-UNPS to streamline the application process, not to automate it. TDA staff still manually reviews each application and may return it for corrections.
- The application packet consists of several parts including, the Contracting Entity Application, Budget Detail (for new CEs or for renewing CEs that are Private Non Profit), Management Plan, Food Production Facility List (if applicable), Checklist Summary and at least one Site Application. Each part of the entire application packet that applies to you must be complete and error free before the system will allow you to submit.
- Checklist items are supporting documents for your application that need to be physically emailed, faxed or mailed to TDA.
- Per federal regulations, TDA staff shall notify the applicant within 15 days if the application is incomplete. TDA shall notify the applicant of approval or disapproval within 30 days of receiving a complete and correct application.
- Once you have submitted your application it will become locked and you cannot make changes to it until it is in 'returned for corrections' or 'approved' status.
- Look for emails from txunps@texasagriculture.gov. The Summer Food Service Program Contact (designated on the CE Application) will receive an email when the Application Packet status changes to "Approved," "Denied," or "Returned for Correction".
- The fastest way to check the current status of your application is to log on to TX-UNPS. The information housed in TX-UNPS is the only information regarding application status.

- If the status reads ‘returned for corrections’ you should review each part of the application packet. Be sure to read the ‘Comments to Contracting Entity’ sections in the Contracting Entity Application and Site Applications to obtain instructions provided by TDA. Resubmit the application packet when you have ensured all corrections have been addressed.
- Always seek technical assistance from your regional TDA office to help you submit a complete and accurate application. CEs submitting applications that are incomplete and/or inaccurate multiple times will be denied.
- If you participated last year and did not have any serious deficiencies and were not required to file manual claims for validation purposes, you may decrease the approval processing time for your application packet by initially submitting returning site(s) applications along with a budget (if applicable) that accounts for your entire projected summer operation. After the application packet receives the initial approval, submit amendments to add any new sites. You may submit an amendment to add a new site any time during the program year.
- CEs new to SFSP are required to have a pre-approval visit from TDA before the application packet can be approved. TDA may also conduct pre-approval visits on any of your sites.
- You must carefully review your application packet information before submitting. If you participated last year, some application fields will be prepopulated. However, this information may still need to be updated.