


# Creating an FFVP Application in TANS

## Training Guide

### Introduction

This document is a training aid designed to provide guidance at each step as you progress through the TANS application creation process in the training sandbox. This document can also be used as a guide to create a live application in the TANS production environment.

 This document is best viewed and navigated on-screen using the **Bookmarks** pane to navigate and the **Find** feature (ctrl+f) to search. Save a tree.

### TRAINING OVERVIEW

<b>Length</b>	30 Minutes
<b>Description</b>	This document is designed to assist the user step-by-step as they create a program application in the TANS sandbox.
<b>USDA Key Areas</b>	
<b>USDA Professional Standards Code</b>	
<b>Learning Objective(s)</b>	How to create, submit, and modify a Fresh Fruit and Vegetable Program (FFVP) application in the TANS system.

### COMMON ACRONYMS

<b>FFVP</b>	Fresh Fruit and Vegetable Program
<b>FND/F&amp;N</b>	Food & Nutrition Division
<b>Organizations (Org)</b>	The new term replacing Contracting Entity
<b>SA</b>	State Agency. This term applies to F&N teams within TDA that manage program eligibility, claims, and compliance.
<b>TDA</b>	Texas Department of Agriculture
<b>USDA</b>	United States Department of Agriculture

### REFERENCES & RESOURCES

<a href="https://www.squaremeals.org">SquareMeals.org</a>	TDA Food & Nutrition Website	News, resources, and training for all 12 Food & Nutrition programs in Texas
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.	FFVP: 7 CFR Parts <a href="#">211</a>	Code of Federal Regulations for the FFVP program. <a href="#">Administrative Reference Manual</a>
<a href="#">TheICN.org</a>	Institute of Child Nutrition Website	The ICN is the only federally funded national center dedicated to applied research, education and training, and technical assistance for child nutrition programs.
<b>Policy Handbooks</b>	<a href="#">FFVP Handbook</a>	TDA Program handbooks are available on SquareMeals.org.

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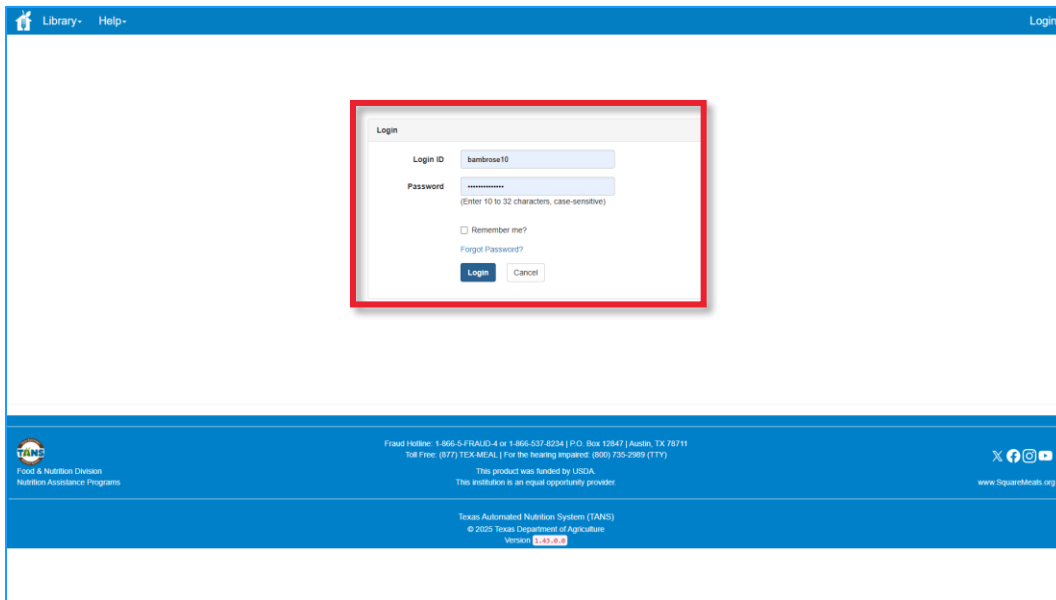
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# Creating an FFVP Application

## PROCEDURE

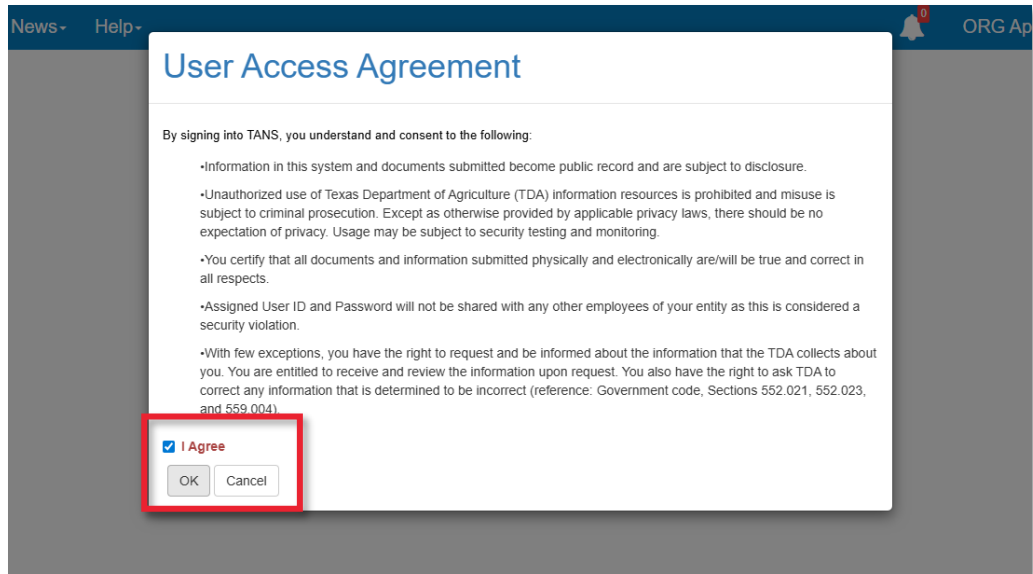
In the example scenario below, you have the TANS ORG Application security role and work for the Moonlit Hollows College Preparatory Academies school system. On behalf of your organization, you will apply to the Fresh Fruit and Vegetable Program (FFVP) for the 2026 program year to adequately serve your elementary students’ nutrition needs.

**Note:** The purpose of this scenario is to guide you through the steps required to successfully submit an FFVP application for a program.



Step	Action
1.	Open the TANS sandbox page from the link: <a href="http://trainingtans.texasagriculture.gov">http://trainingtans.texasagriculture.gov</a> . <b>Note:</b> You may want to add the page to your browser favorites.
2.	Enter your assigned <b>Login ID</b> and <b>Password</b> . <b>Note:</b> As you type in the password, you can click the <b>Eye</b> icon to verify your password is correct.
3.	Click the <b>Login</b> button. 

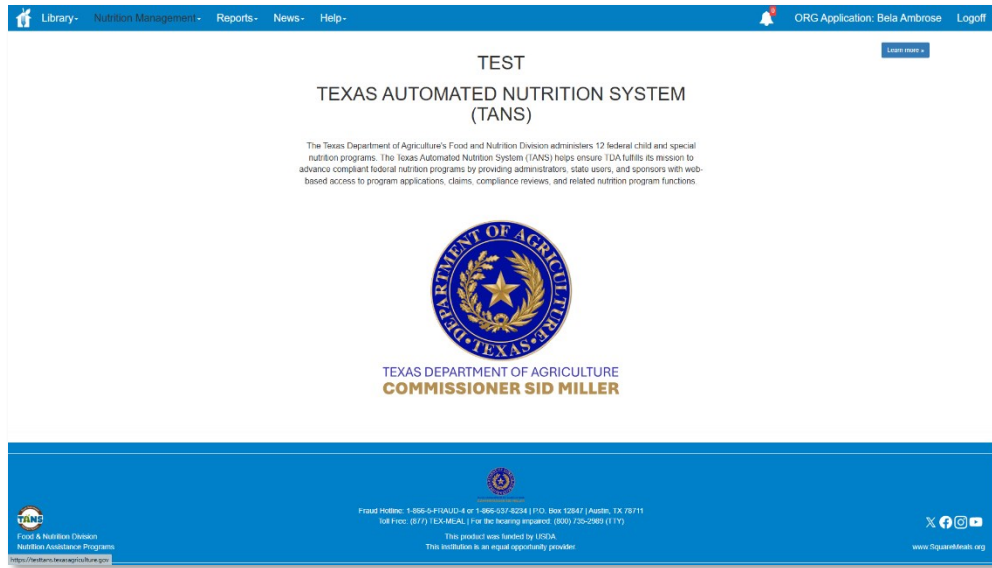
# USER ACCESS AGREEMENT


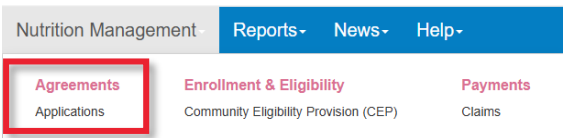


The

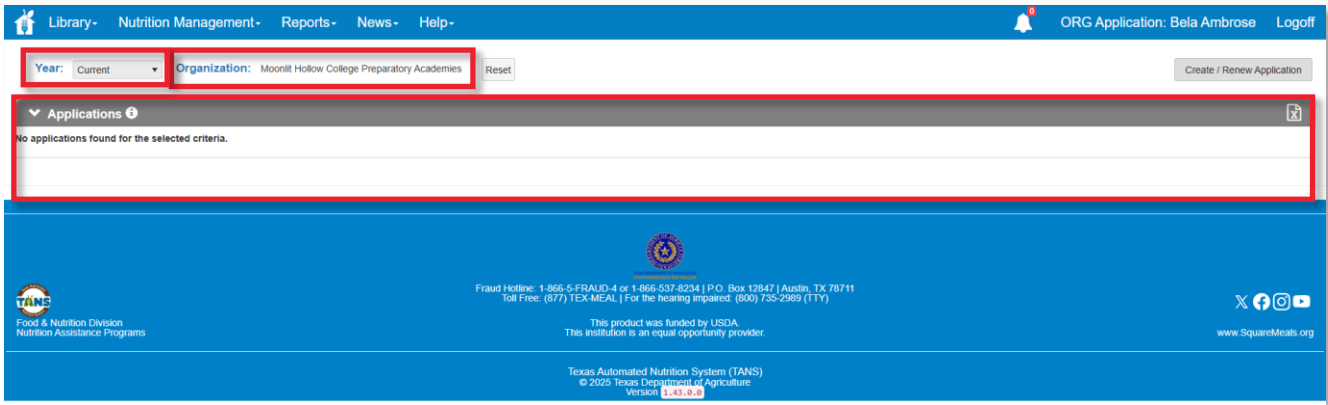
Step	Action
4.	If this is your first time logging into TANS, read the User Access Agreement carefully and when ready, select the <b>I Agree</b> checkbox and then click the <b>OK</b> button to continue.


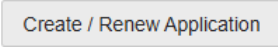
# TANS HOMEPAGE



Step	Action
5.	<p>Begin navigating to the <b>Application Dashboard</b>, click the <b>Nutrition Management</b> menu button.</p> 
6.	<p>Under the <b>Agreements</b> column, click the <b>Applications</b> menu item.</p> 

# APPLICATION DASHBOARD



Step	Action
7.	<p><b>i Information</b></p> <p>On the <b>Application Dashboard</b>, your organization name displays. All applications created for your organization in TANS and their respective statuses display in the <b>Applications</b> section. By default, the applications that display are for the current year. If the application is not in the current program year, select the year for the application you want to view in the <b>Year</b> drop-down list.</p> <p>If you start an application and need to complete and submit it later, make sure you save your changes. Once saved, the application displays in the <b>Draft</b> status. Return to your application using the same navigation steps above. Click the <b>Program</b> link for the application you want to continue.</p>  <p><b>Note:</b> Please refer to <b>Appendix A</b> for a more detailed discussion on the features of the <b>Application Dashboard</b>.</p>
8.	<p>Click the <b>Create/Renew Application</b> button to begin the application process.</p> 
9.	<p>The programs available to your organization display in the <b>Program Selection</b> box. Select the program to which you are applying and then click the <b>Save/Continue</b> button.</p> <p><b>Note:</b> In this example, we select FFVP.</p>

Program Selection

**SMP**  
 Special Milk Program

**SFSP**  
 Summer Food Service Program

**FFVP**  
 Fresh Fruit and Vegetable Program

Save & Continue Cancel

# APPLICATION FEATURES

FFVP: Moonlit Hollow College Preparatory Academies FY: 2026 Draft Version: 1.0

**Note:** Currently there are applications or amendments open for modification for NSLP. Edits made in the Organization / General information section will be reflected across all applications that are in progress.

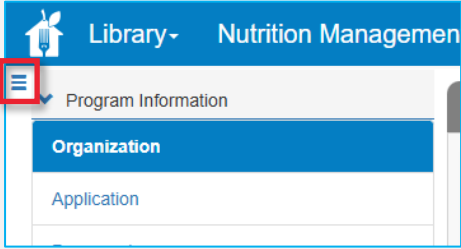
EIN: 88-8888888 \*UEI: 111111111111111111 TIN: 88888888888

Organization ID: 10345 Organization Name: Moonlit Hollow College Preparat DBA Name: Moonlit Hollow College Preparat Type of Agency: Educational Institution

County: MARION ESC Region: 6 TDA Region: 3

Physical Address  
 \*Address: \*City: \*State: Select State \*Zip Code: 00000-0000

Navigation Pane: Program Information, Organization, Application, Documents, Site Management, Site Information, Site Summary, Organization Acceptance, Confirm and Accept, State Agency, SA Determination, Notifications, History, Version Log, Document Log

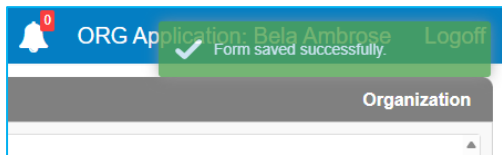
Step	Action
10.	<p><b>i Information</b></p> <p>In the grey banner, the <b>Program, Organization name, Fiscal Year</b>, and application <b>Status</b> and <b>Version</b> number display.</p> <ul style="list-style-type: none"> <li>• The <b>Organization</b> form is the first form and displays:</li> <li>• Information populated from the Organization Profile and can only be updated by TDA.</li> </ul> <p>Use the <b>Application</b> menu item on the navigation pane to navigate the application steps or forms.</p> <p><b>Note:</b> If you need to expand your view of the <b>Application</b> form, click the <b>Expand/Collapse</b> icon in the upper left of the navigation pane.</p> 

11.

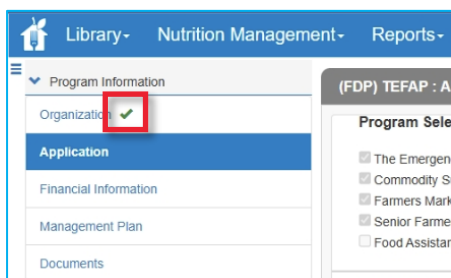
Use the buttons at the bottom of the form to navigate, save changes, and cancel changes made to the application.



**Note:** Whenever you click **Save** in the application process, TANS validates your entries. If the data entered is valid, TANS displays a green pop-up message confirming that the save was successful.




Also, forms that you visit and successfully save, display a green checkmark next to the form's menu item in the **Navigation** pane.



12.

### **i** Information

The **Delete**  button, in the lower right, is available on all forms. If you need to delete the entire application at any time, click the **Delete** button.

**Important:** Do not attempt to use the **Delete** button simply to clear a form page. Remember, the Delete feature completely removes your FFVP application from TANS.

Also, be aware that an organization cannot delete a submitted application. If you have submitted the application and want it deleted, you will need to recall the application to have it returned to your organization for editing. This action will re-enable the **Delete** button. The Recall feature will be covered in more detail later.

Finally, be aware that approved applications cannot be deleted, but they can be terminated by mutual agreement of TDA and the organization.

# ORGANIZATION FORM

Library- Nutrition Management- Reports- News- Help- ORG Application: Bela Ambrose Logoff

FFVP: Moonlit Hollow College Preparatory Academies FY: 2026 Draft Version: 1.0 Organization

**Note:** Currently there are applications or amendments open for modification for NSLP. Edits made in the Organization / General information section will be reflected across all applications that are in progress.

EIN: 88-8888888 \*UEI: 111111111111 TIN: 88888888888

Organization ID: 10345 Organization Name: Moonlit Hollow College Preparat DBA Name: Moonlit Hollow College Preparat Type of Agency: Educational Institution

County: MARION ESC Region: 6 TDA Region: 3

Physical Address

\*Address: \*City: \*State: \*Zip Code:

10000-0000

Prev Form Save Cancel Next Form Delete

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Step	Action
13.	<p><b>i Information</b></p> <p>The <b>Organization</b> form contains the following sections:</p> <ul style="list-style-type: none"> <li>Information about the organization</li> <li>Physical Address</li> </ul> <p>All sections in this form contain required fields.</p>
14.	<p>The fields in the <b>Physical Address</b> section are required. Enter the <b>Address, City, State, and Zip Code.</b></p> <div style="border: 1px solid blue; padding: 5px;"> <p>Physical Address</p> <p>*Address: 1003 Pelt St. *City: Eldorado *State: Texas *Zip Code: 76936-1003</p> </div>
15.	<p>Click the <b>Save</b> button and then click the <b>Next Form</b> button to continue to the <b>Application</b> page.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Prev Form Save Cancel Next Form</p> </div>


# APPLICATION FORM

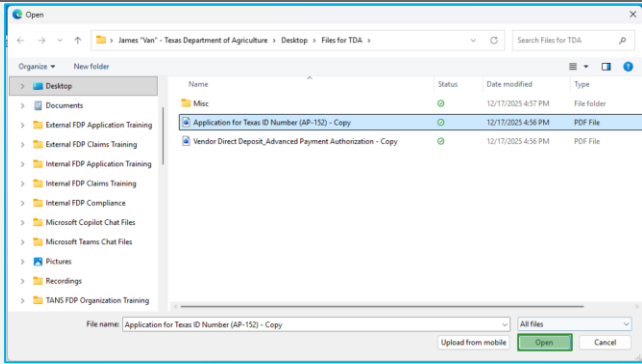
The screenshot shows a web application interface for the 'Application' form. The left sidebar contains a navigation menu with 'Application' highlighted. The main content area is titled 'FFVP: Moonlit Hollow College Preparatory Academies' and includes several sections: 'Program Selection', 'Primary FFVP Contact', 'Mailing Address', 'Claim Preparer', and 'FFVP Program Information'. Each of these sections is outlined with a red border in the image. The 'Primary FFVP Contact' section includes fields for First Name, Last Name, Title, Phone, Extension, Fax, Email, Address, City, State, and Zip Code. The 'Mailing Address' section has a checkbox for 'Mailing address is same as the physical address' and similar fields. The 'Claim Preparer' section has similar fields to the Primary FFVP Contact. The 'FFVP Program Information' section has a dropdown menu for 'Will your organization offer local produce?'. At the bottom, there are buttons for 'Prev Form', 'Save', 'Cancel', 'Next Form', and 'Delete'.

Step	Action
16.	<p><b>i Information</b></p> <p>The <b>Application</b> form contains the following sections:</p> <ul style="list-style-type: none"> <li>• Program Selection (Read-only)</li> <li>• Primary FFVP Contact</li> <li>• Mailing Address</li> <li>• Claim Preparer</li> <li>• FFVP Program Information</li> </ul> <p>All sections in this form contain required fields.</p>
17.	<p>Enter the FFVP contact information.</p> <div data-bbox="240 1470 1177 1669" data-label="Form"> <p>The screenshot shows the 'Primary FFVP Contact' form with the following sample data: First Name: Bela, Last Name: Ambrose, Title: Nutrition Supervisor, Phone: (512) 222-3333, Email: bambrose@mhcpa.edu, Address: 3 Main Street, City: Texas, State: Texas, Zip Code: 75657-1001.</p> </div> <p><b>Note:</b> For training purposes, you can enter fictitious information in the remaining fields on this page.</p>
18.	<p>In the <b>Mailing Address</b> section, if the mailing address is the same as the physical address, select the checkbox to populate the remaining fields with the Site address.</p>

	<div data-bbox="245 100 1284 233"> <p><b>Mailing Address</b></p> <p><input checked="" type="checkbox"/> Mailing address is same as the physical address.</p> <p>*Address: <input type="text" value="3 Main Street"/> *City: <input type="text" value="Austin"/> *State: <input type="text" value="Texas"/> *Zip Code: <input type="text" value="75657-1001"/></p> </div>
<p><b>19.</b></p>	<p><b><span style="border: 1px solid black; border-radius: 50%; padding: 2px;">i</span> Information</b></p> <p>Continue entering contact information in the remaining fields. Make sure to complete all required fields (indicated by a leading, red asterisk *); otherwise, your entries will not pass validation, and the page will not save.</p>
<p><b>20.</b></p>	<p>In the last section on the form, indicate if your organization will offer local produce.</p> <div data-bbox="245 527 1179 621"> <p><b>FFVP Program Information</b></p> <p>Will your organization offer local produce? *</p> <p><input type="text" value="Yes"/></p> </div> <p>When you have completed all entries, click the <b>Save</b> button and then click <b>Next Form</b>.</p> <div data-bbox="245 726 732 785"> <p><input type="button" value="Prev Form"/> <input style="border: 2px solid red;" type="button" value="Save"/> <input type="button" value="Cancel"/> <input style="border: 2px solid red;" type="button" value="Next Form"/></p> </div>


# DOCUMENTS FORM


Step	Action
21.	<p><b>i Information</b></p> <p>The Documents form contains the following sections:</p> <ul style="list-style-type: none"> <li>• Required Documents</li> <li>• Supplement Documents</li> <li>• Notes field</li> </ul> <p>Only Excel, PDFs, and zip files can be attached and uploaded. Only include Word, Excel, or PDF files can be included in zip files. Do not attempt to upload any other file types. The maximum allowed file size is 50 MB.</p>
22.	<p>You must attach all <b>Required Documents</b>; otherwise, you will not be able to submit the application. For FFVP, these include the Application for Texas Identification Number (AP-152) and the Vendor Direct Deposit/Advanced Payment Authorization documents.</p> <p>Upload any other documents relevant to the application in the <b>Supplemental Documents</b> section.</p> <p>Click the Attach  icon to begin uploading the document.</p>
23.	<p>In the <b>Open</b> dialog box that displays, select the file and click the <b>Open</b> button to complete the attachment.</p>



**24.**

After uploading, the document is pending TDA review as indicated in the **Verification** column.

The **Attach file**  icon can be used to replace the existing document.

Use the **View File**  icon to download the file. This is best used to verify that you have uploaded the correct file.

The **Delete File**  icon can be used to delete incorrect or superseded documents.

**25.**

When you have completed all attachments, click the **Save** button and then click **Next Form**.



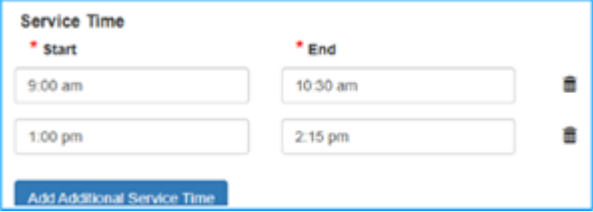
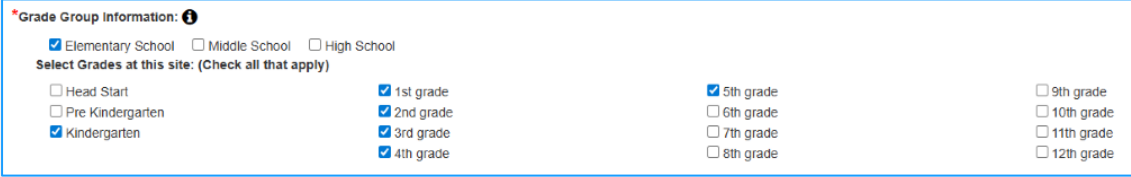


# SITE INFORMATION FORM

## GENERAL TAB

The screenshot shows the 'General' tab of the 'Site Information' form. At the top, it indicates the program is 'FFVP: Moonlit Hollow College Preparatory Academies' for 'FY: 2026'. The current site is 'Impshire Woods Academic Primary School (9707)'. The 'Site Status' is 'Pending'. A question asks 'Is this site applying to participate in the FFVP?' with 'Yes' selected. The 'Operating Status' is 'Active'. The 'Physical Address' is '3 Main Street, Austin, Texas, 79383-8333'. Under 'FFVP Information', the 'School Type' is 'Elementary School', 'Special Provision' is 'P2', and 'Provision % of F&R %' is '90.00 %'. There are also fields for 'Free', 'Reduced', 'Paid', and 'Total' counts. 'Service Days' are checked for Monday through Friday. 'Service Time' is set from 9:00 am to 10:30 am. At the bottom, there are navigation buttons: 'Prev Form', 'Save', 'Cancel', 'Next Form', and 'Delete'.

Step	Action
26.	<p><b>i Information</b></p> <p>The <b>Site Information</b> form contains three tabs (General, Implementation Plan, and Site Determination).</p> <p>On the <b>General</b> tab, there are required fields that indicate to TDA the location of the site and the FFVP distribution times and locations for the site. Also, you will indicate the grades served at the site and other required information.</p>
27.	<p>For the sites displayed in the <b>Site</b> drop-down list, you can navigate between sites in the form by either selecting from the list or using the <b>Previous Site</b> or <b>Next Site</b> links.</p> <p>In the <b>Site</b> drop-down list, the gold triangle with an exclamation point indicates the tabs for the site have not been completed and saved.</p>
28.	<p>Even though a site has been invited to apply for FFVP by TDA, if an organization does not want a particular site to participate, they can still select <b>No</b> for the question <b>Is this site applying to participate in the FFVP?</b> If <b>No</b> is selected, there is no need to enter data for the site.</p>

<p><b>29.</b></p>	<p>The <b>Operating Status</b> shows as active by default. Inactivating a site on an application indicates that the site is no longer participating in the program. However, the site remains available in TANS for other programs.</p> 
<p><b>30.</b></p>	<p>Select the weekly <b>Service Days</b> for the program.</p> 
<p><b>31.</b></p>	<p>In the <b>Service Time</b> section, enter the start and end times for each period of service during the day. Click the <b>Add Additional Service Time</b> button to add additional Start and End fields for another period of service.</p> <p>In the example screenshot, the site has two periods of fresh fruit and vegetable service times: One in the morning between breakfast and lunch, and one after lunch.</p> 
<p><b>32.</b></p>	<p>In the <b>Grade Group Information</b> section, indicate the level of the school as Elementary School, Middle School, and/or High School.</p> <p>After selecting the relevant checkboxes, the typical grades for the school level selected are automatically selected in the <b>Select Grades at this site</b> section. However, in this example where the <b>Elementary School</b> checkbox is selected, this school also has a kindergarten.</p> <p>Select or unselect any additional grades. In this example, <b>Kindergarten</b> checkbox is selected.</p> 
<p><b>33.</b></p>	<p><b>i Information</b></p> <p>In the large comments and text fields throughout the application, the character limit is 2,500.</p> <p>On the <b>Site Information – General</b> or <b>Implementation Plan</b> tabs, if you select the <b>Other</b> checkbox, be sure to enter information in the enabled large text fields.</p>
<p><b>34.</b></p>	<p>Indicate service locations in the school in the <b>Location of Service</b> section.</p>

\* Location of Service:

Classrooms (tray/baskets)       Cafeteria (not immediately before or during SBP or NSLP times)

Hallways (Kiosks, carts, stands)       Vending Machines (at no cost to students)

Other

**35.** Indicate who will deliver the service directly to the students in the **Delivered By** section.

\* Delivered By:

Student       Teacher       Parents / Volunteer       Food Service Staff

Other

Students from Duskwood College also attend the food stands and provide fresh fruit and vegetable nutrition education to students as they come by

**36.** Answer the remaining questions on the **General** tab.

\* The FFVP must be integrated with the school's other efforts to promote sound health and nutrition, reduce overweight and obesity, or promote physical activity.  
HOW will the FFVP be integrated with other efforts to promote good health?

\* Under the FFVP, free fresh fruits and vegetable snacks must be provided to students at least two days per week, during the school day but not during lunch or breakfast service.  
WHEN (day(s) of week and time(s) of day) will the fresh fruit and vegetable snacks be available to students?

\* Schools can offer the FFVP to students through a variety of point-of-service distribution methods, including inside classrooms, in hallways, inside the nurse's and school's office, at kiosks, in free vending machines, or as part of nutrition education activities.  
WHERE will the fresh fruit and vegetable snacks be available to students?

\* Schools are encouraged to develop partnerships with one or more entities that will provide non-Federal resources to help implement the FFVP, such as with local universities, extension services, and local grocers.  
WHO (if anyone) will partner with the school to implement the program? Please also describe the partnership activities planned for the FFVP. Enter "None" if you have no partnerships.

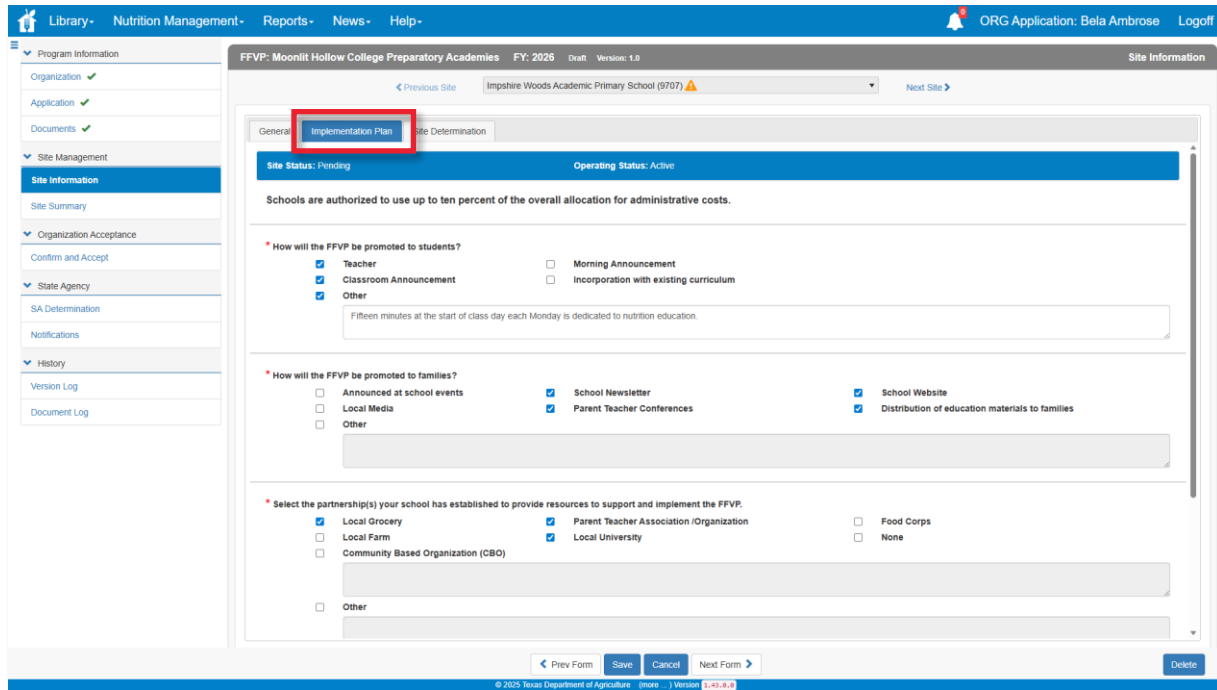
**37.** Save your changes and continue to the **Implementation Plan** tab.

FFVP: Moonlit Hollow College Preparatory Academies    FY: 2026    Draft    Version: 1.0

◀ Previous Site    Impshire Woods Academic Primary School (9707) ⚠    Next Site ▶

General    **Implementation Plan**    Site Determination

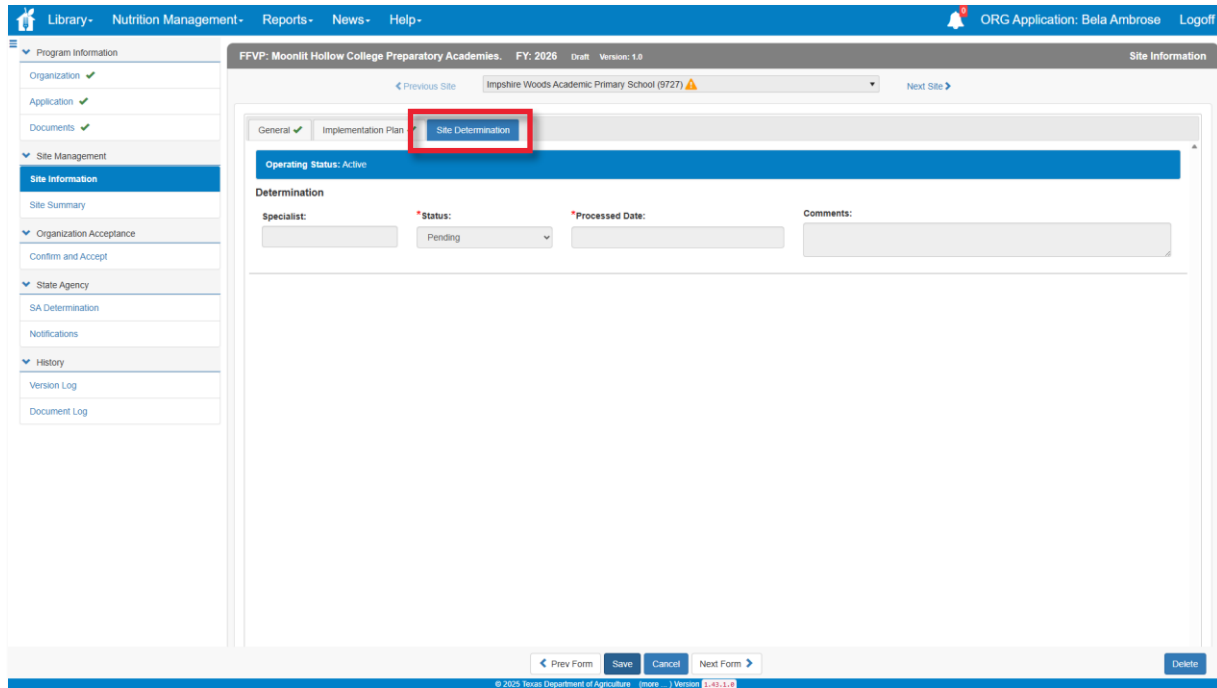
# IMPLEMENTATION PLAN TAB

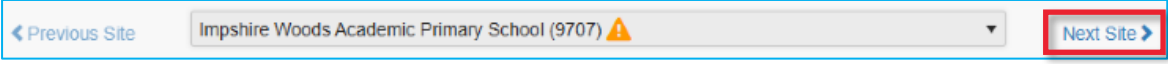




<p><b>38.</b></p>	<p><b>i Information</b></p> <p>The <b>Implementation Plan</b> tab contains questions asking how your organization will ensure the FFVP is promoted to students and families and how students will receive nutrition education. Also, you will indicate the partnerships the school has with organizations in the community who contribute resources to the program.</p>
<p><b>39.</b></p>	<p>Indicate how the FFVP will be promoted to students.</p> <div data-bbox="235 1186 1429 1354" style="border: 1px solid blue; padding: 5px;"> <p>* How will the FFVP be promoted to students?</p> <p><input checked="" type="checkbox"/> Teacher <input type="checkbox"/> Morning Announcement</p> <p><input checked="" type="checkbox"/> Classroom Announcement <input type="checkbox"/> Incorporation with existing curriculum</p> <p><input checked="" type="checkbox"/> Other</p> <p>Fifteen minutes at the start of class day each Monday is dedicated to nutrition education.</p> </div>
<p><b>40.</b></p>	<p>Indicate how the FFVP will be promoted to families.</p> <div data-bbox="235 1438 1429 1596" style="border: 1px solid blue; padding: 5px;"> <p>* How will the FFVP be promoted to families?</p> <p><input type="checkbox"/> Announced at school events <input checked="" type="checkbox"/> School Newsletter <input checked="" type="checkbox"/> School Website</p> <p><input type="checkbox"/> Local Media <input checked="" type="checkbox"/> Parent Teacher Conferences <input checked="" type="checkbox"/> Distribution of education materials to families</p> <p><input type="checkbox"/> Other</p> </div>
<p><b>41.</b></p>	<p>Indicate the school partnerships with other organizations who will help support and implement FFVP.</p> <p>If the <b>Community Based Organization (CBO)</b> checkbox is selected, you will need to enter more specific information describing the CBO and the support it provides.</p>

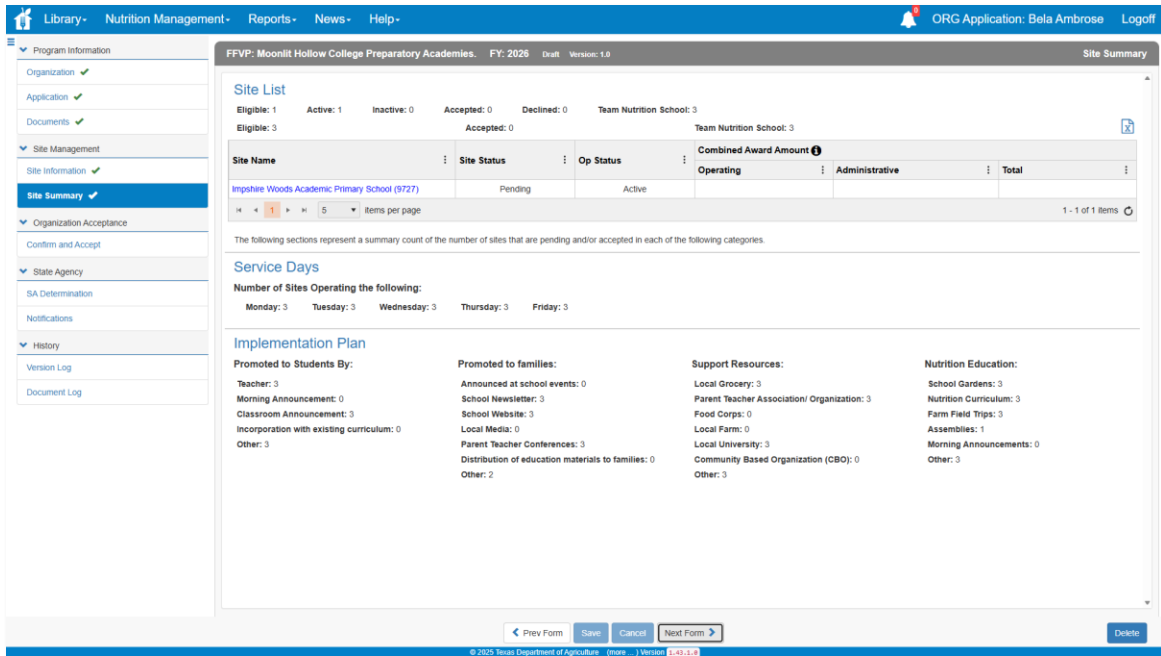
	<p>* Select the partnership(s) your school has established to provide resources to support and implement the FFVP.</p> <p> <input checked="" type="checkbox"/> Local Grocery                      <input checked="" type="checkbox"/> Parent Teacher Association /Organization                      <input type="checkbox"/> Food Corps  <input type="checkbox"/> Local Farm                                      <input checked="" type="checkbox"/> Local University                                      <input type="checkbox"/> None  <input type="checkbox"/> Community Based Organization (CBO) </p> <p><input type="checkbox"/> Other</p>
<p><b>42.</b></p>	<p>Save your changes to the <b>Implementation Plan</b> tab and continue to the <b>Site Determination</b> tab.</p>

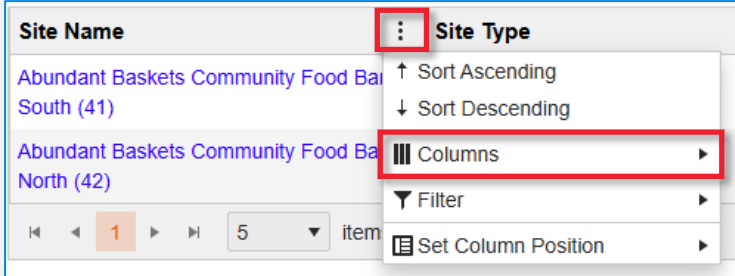
# SITE DETERMINATION TAB



<p><b>43.</b></p>	<p><b>i Information</b></p> <p>The TDA Application Specialist uses the <b>Site Determination</b> tab to indicate the information that has been entered for the site is Approved (or Accepted).</p> <p>Other statuses are Pending, Reviewed, and Incomplete.</p> <p>TDA uses the <b>Comments</b> field to provide additional information concerning the status they select.</p>
<p><b>44.</b></p>	<p>Continue to the remaining sites and enter site information for each.</p> <p>Click the <b>Next Site</b> link.</p> 
<p><b>45.</b></p>	<p>Make sure you save after completing each site. Once you have completed the final site, click the <b>Save</b> button and then click <b>Next Form</b>.</p>  <p><b>Note:</b> After a successful save, a green checkmark displays next to the site name in the <b>Site</b> drop-down list.</p> 

# SITE SUMMARY FORM



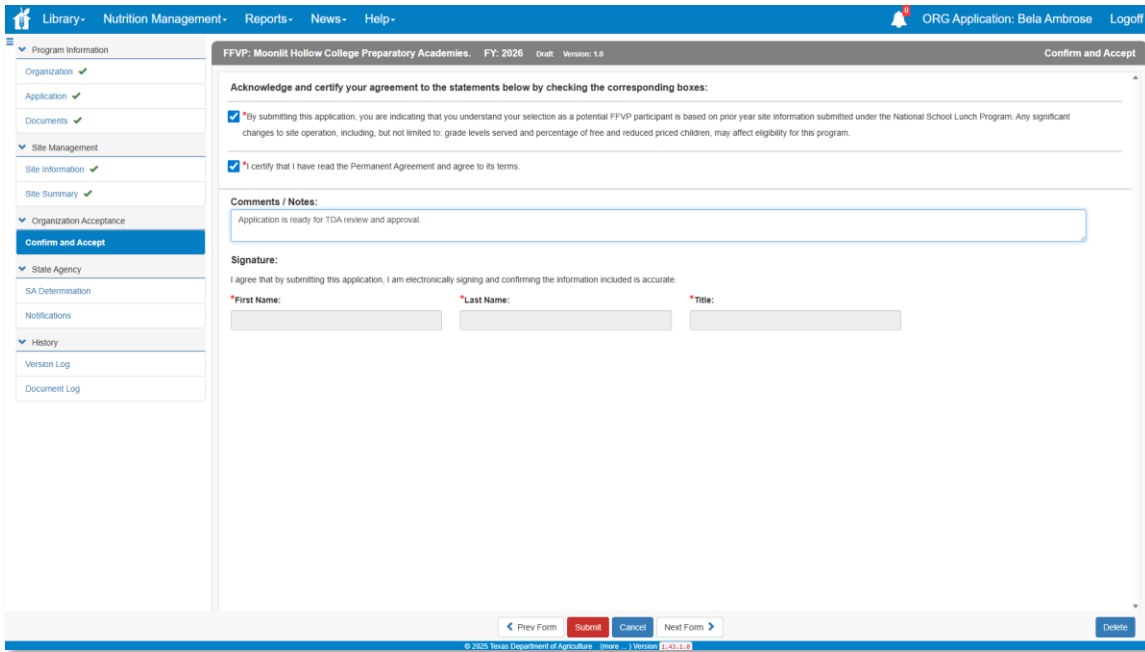
Step	Action
46.	<p><b>i Information</b></p> <p>The <b>Site Summary</b> form displays data summarized from all FFVP sites. It displays the number of Eligible sites, sites that the organization declined FFVP participation, etc.</p> <p>It lists each site and provides a link to the <b>Site Information</b> form for the site.</p> <p>The <b>Combined Award Amount</b> fields will display after the application is approved and once these amounts are determined by TDA.</p> <p>The counts in the <b>Service Days</b> section indicate the number of sites in which FFVP is active for each weekday.</p> <p>The <b>Implementation Plan</b> section lists counts of specific resources available to implement FFVP across all sites.</p> <p><b>Note:</b> The <b>Site ID</b> column is hidden by default on this page. Use the <b>Columns</b> option to display it, if needed.</p> 

47.

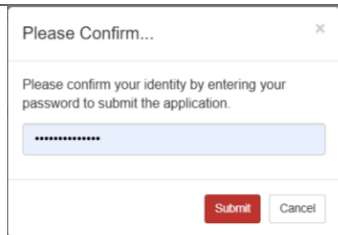
If in your review of the **Site Summary** form, you made any changes, be sure to click the **Save** button and then click **Next Form** to continue to the **Confirm and Accept** form.



# CONFIRM AND ACCEPT FORM



Step	Action
48.	<p><b>i Information</b></p> <p>The <b>Confirm and Accept</b> form is the last form needed to submit the application for TDA review.</p> <p>Be sure to read the <b>Acknowledge and certify...</b> section to be aware of your responsibility to provide “true and correct” information and the consequences should you fail to provide such.</p> <p>Once you are certain, click the corresponding checkboxes, enter any comments you want to communicate to the PES, and then click the <b>Submit</b> button.</p>
49.	<p>Click the <b>Acknowledge and certify...</b> checkboxes.</p> <div data-bbox="240 1356 1357 1503" style="border: 1px solid black; padding: 5px;"> <p>Acknowledge and certify your agreement to the statements below by checking the corresponding boxes:</p> <p><input checked="" type="checkbox"/> *By submitting this application, you are indicating that you understand your selection as a potential FFVP participant is based on prior year site information submitted under the National School Lunch Program. Any significant changes to site operation, including, but not limited to: grade levels served and percentage of free and reduced priced children, may affect eligibility for this program.</p> <p><input checked="" type="checkbox"/> *I certify that I have read the Permanent Agreement and agree to its terms.</p> </div>
50.	<p>Enter any comments or notes for the TDA Program Eligibility Specialist to read.</p> <p><b>Note:</b> Any comments you enter will display in the Action Log, which will be covered in more detail below.</p> <div data-bbox="240 1675 1442 1759" style="border: 1px solid black; padding: 5px;"> <p>Comments / Notes:</p> <p>Application is ready for TDA review and approval.</p> </div>
51.	<p>Click the <b>Save</b> button and then the <b>Submit</b> button at the bottom of the form.</p> <p>You must sign the application electronically by entering your TANS password.</p>



Once you have entered your password and clicked **Submit** in the **Please Confirm...** box, the application goes to TDA for review.

# After Application Submission: Next Steps

## THE APPLICATION PENDING REVIEW (SUBMITTED)

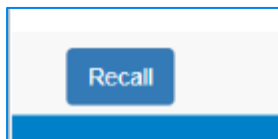
The screenshot displays a web application interface for reviewing an application. The top navigation bar includes 'Library', 'Nutrition Management', 'Reports', 'News', and 'Help'. The user is logged in as 'Bela Ambrose'. The main content area is titled 'FFVP: Moonlit Hollow College Preparatory Academies, FY: 2026, Pending Review, Version: 1.0'. The interface is divided into a left sidebar and a main form area. The sidebar contains a 'Program Information' menu with sub-items: 'Organization' (checked), 'Application', 'Documents', 'Site Management', 'Site Information', 'Site Summary', 'Organization Acceptance', 'Confirm and Accept', 'State Agency', 'SA Determination', 'Notifications', 'History', 'Version Log', and 'Document Log'. The main form area contains the following fields: EIN (78-7878787), UEI (898989898989), TIN (45454545454), Organization ID (10409), Organization Name (Moonlit Hollow College Preparat), DBA Name (Moonlit Hollow College Preparat), Type of Agency (Educational Institution), County (TRAVIS), ESC Region (1), TDA Region (1), Physical Address (3 Main Street), City (Austin), State (Texas), and Zip Code (75657-1001). At the bottom of the form, there are buttons for 'Recall', 'Prev Form', 'Save', 'Next Form', and 'Delete'. The footer indicates '© 2025 Texas Department of Agriculture (Innov) | Version 1.43.1.4'.

### **i** Information

In this section, we will cover the actions that can be taken once the application is in TDA review. The Recall feature and the Action Log will be covered in depth.

### **Recall and Edit buttons**

If the organization needs to make a change to the application after having submitted the application for TDA for review, the organization can request a recall of the application. Use the **Recall** button on the bottom left of the application to make the request. TDA will receive a notification that your organization has requested a recall and if the Application Specialist approves the recall, the application status will update to Return for Modification and the organization can update and resubmit the application.



The **Edit** button becomes active once the application is approved. Use the **Edit** button to create an amendment to the application. See **Appendix C** for more information on this feature.

## Review the Action Log

After you submit the application, the Application Dashboard displays and the application status updates to Pending Review.

Program	Year	Specialist	Status	Version
FFVP	2026	Sandy App-spec	Pending Review	1

Clicking the **Status** link opens the Action Log. The Action Log displays the comments you entered when submitting the application. Also, check the Action Log for comments entered by TDA during application determination.

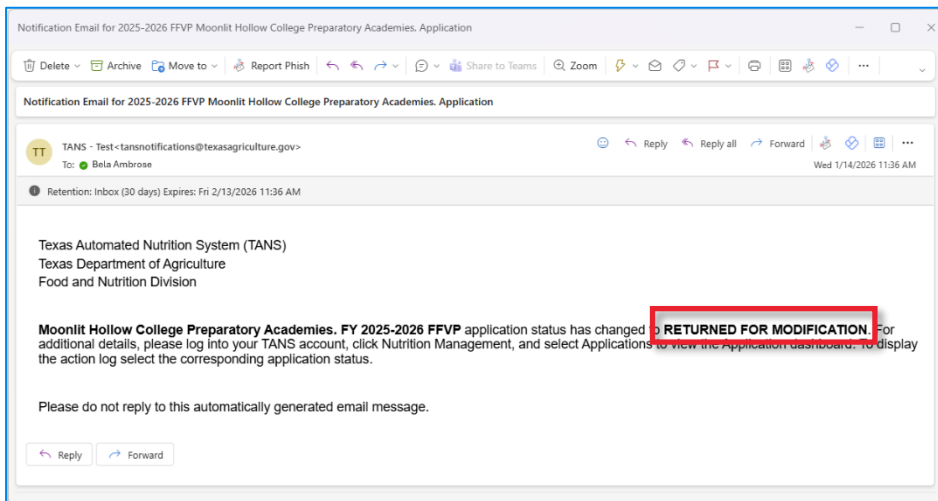
Version	Action	Comments	Modified By	Modified Date and Time
1.0	Submitted	Application is ready for TDA review and approval.	Bela Ambrose	12/30/2025 11:55 AM
1.0	Draft		Bela Ambrose	12/23/2025 12:47 PM

For a complete discussion on application statuses refer to **Appendix B**.

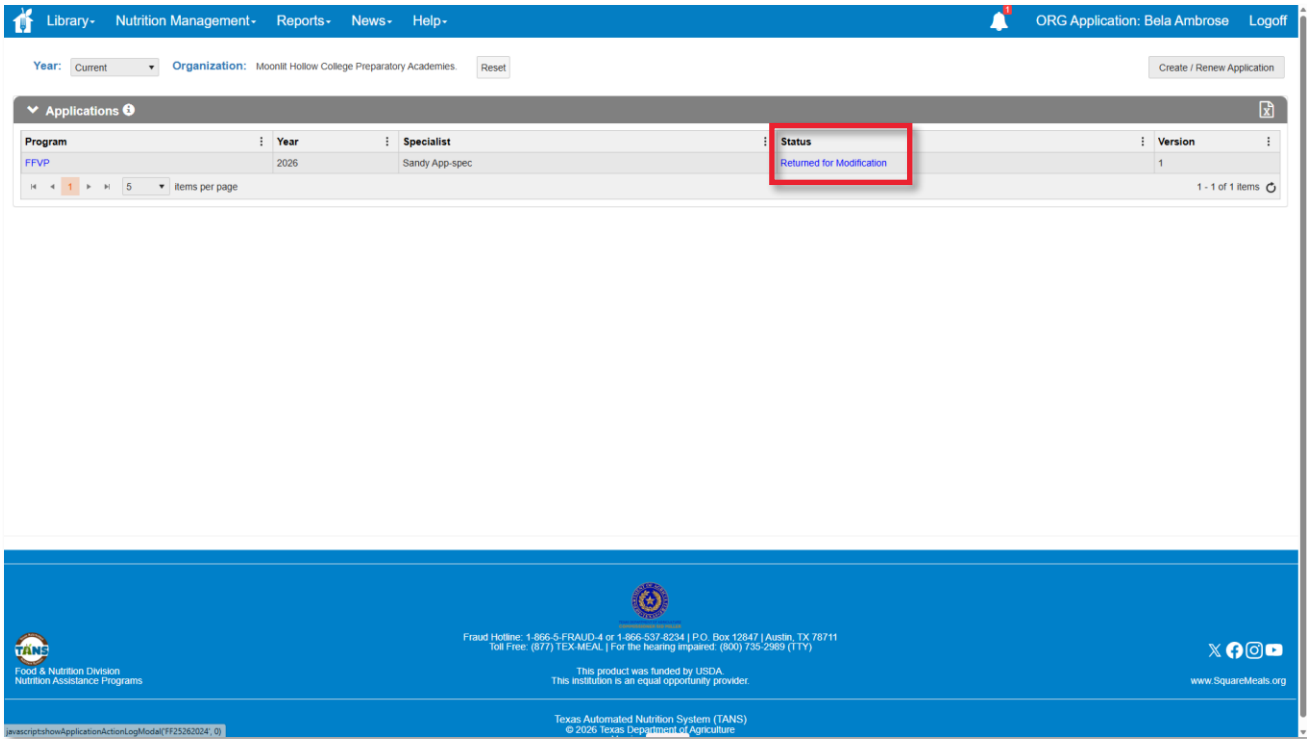
## Monitor the Organization Inbox for TDA messages


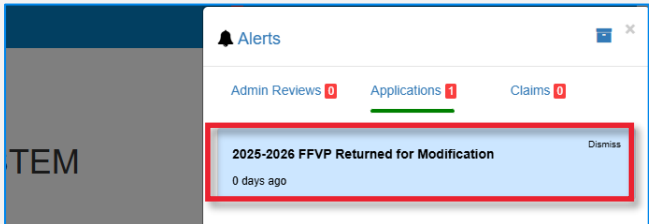
In this sample TDA message, TDA notifies the organization that the FDP application has been Returned for Modification and includes the instructions to review Action Log as in the screenshot above.

The next section covers situations when the application has been returned to the organization for modification.

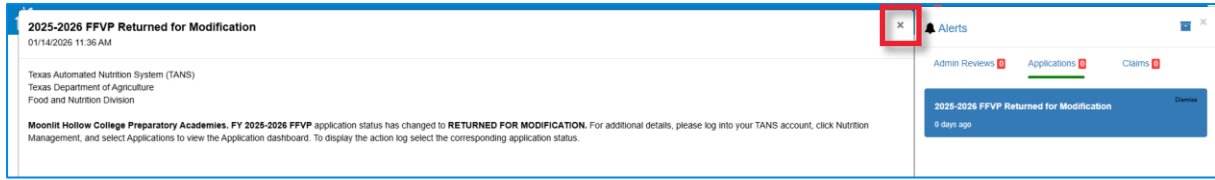


# APPLICATION RETURNED FOR MODIFICATION

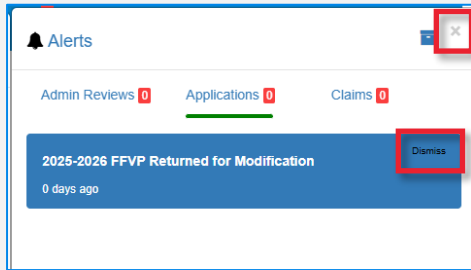


Step	Action
1.	<p>If TDA’s Application Specialist should find an error or omission in the organization’s submitted application, the Specialist will return the application for modification.</p> <p>As explained above, this action will generate an automated email message to the organization. This message is general and does not contain information specifying the issue or the required resolution.</p>
2.	<p><b>Reviewing Alerts</b></p> <p>After logging into TANS, there is a new alert notification as indicated by the number next to the <b>Alert</b>  icon. View the alert.</p> <p>Click the <b>Alert</b> icon.</p>
3.	<p>The <b>Alerts</b> pane opens and displays an applications alert. In this case, the Alert is for FFVP and indicates the <b>Return for Modification</b> status.</p> <p>To view more details, click the <b>Application alert</b> item.</p> 

4. The alert displays the same information as was received in the email.  
Close the alert.

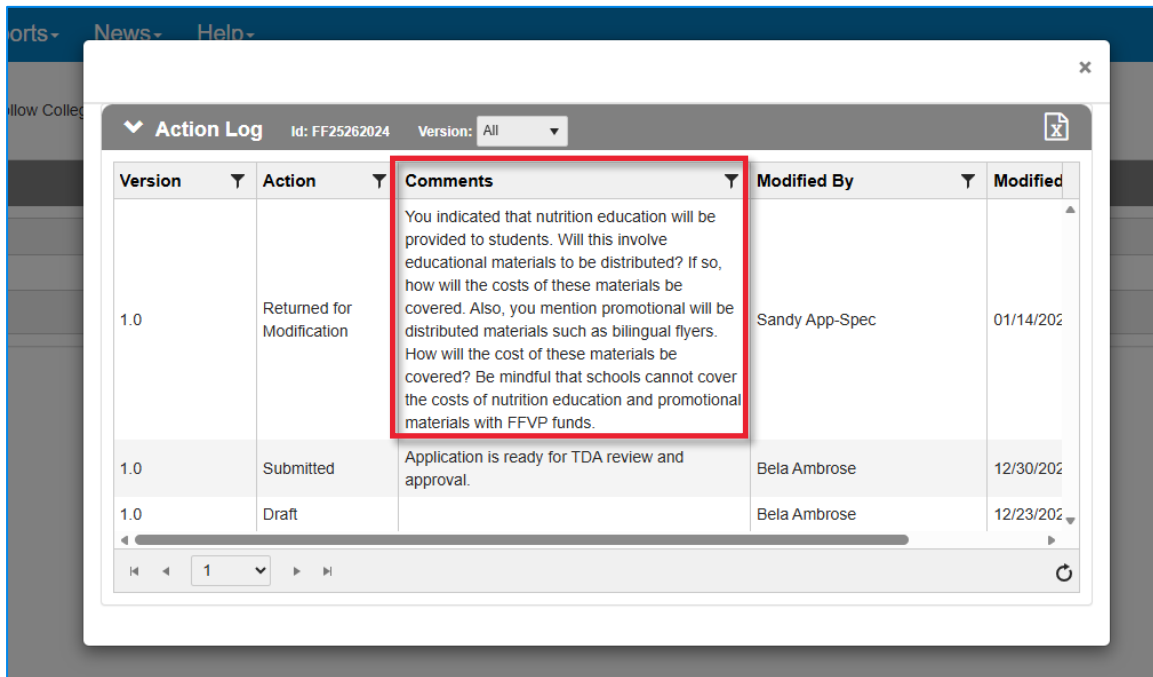


5. If the Alert is no longer needed, you can delete it by clicking the **Dismiss** link.



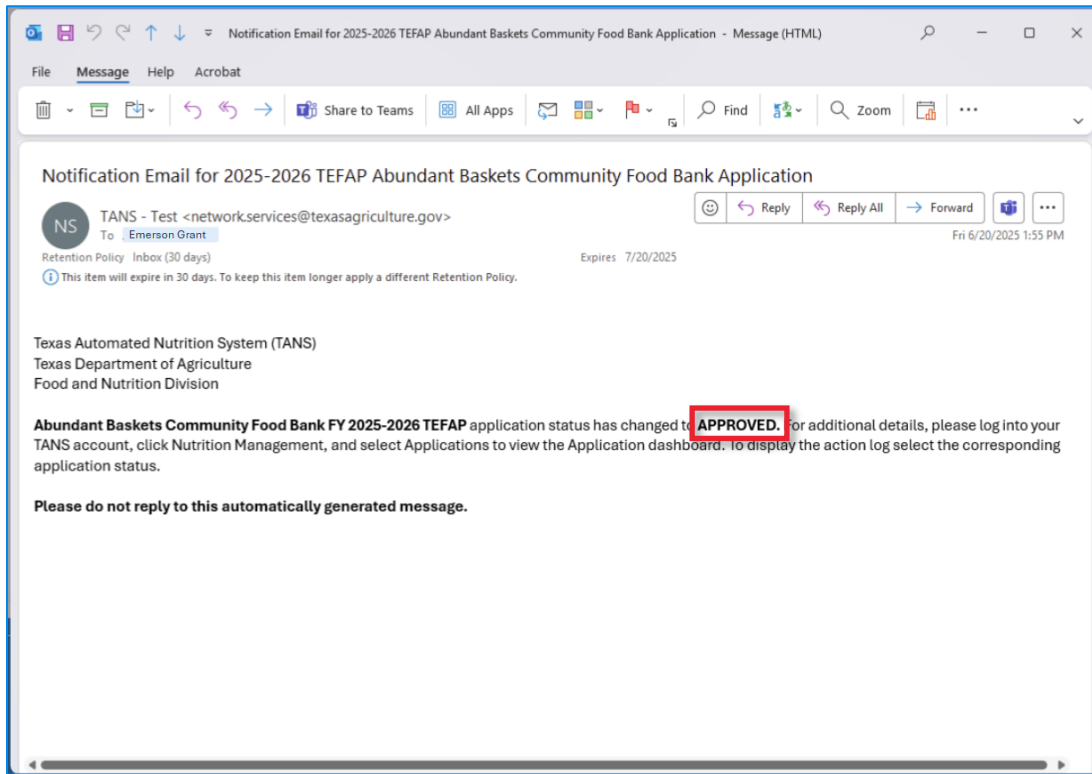
Close the **Alerts** pane by clicking the **Close (x)** icon.

6. To learn the details about the specific issue or the required resolution, review the Action Log.  
Click the **Returned for Modification** link from the Application Dashboard to open the Action Log.

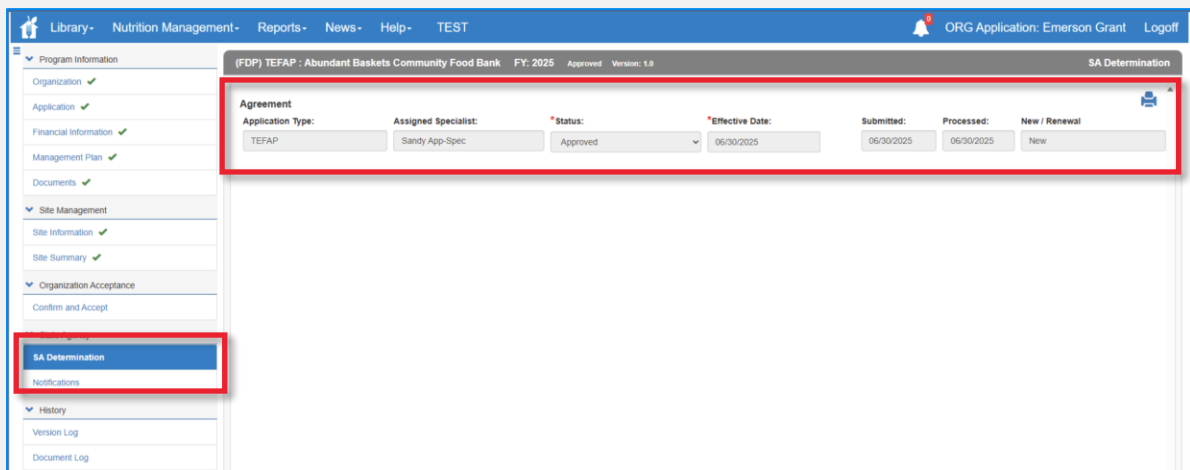


7. Follow the instructions and once you have corrected the application, update your comments on the **Confirm and Accept** form, and then re-submit the application for approval.

## REVIEW THE APPROVED APPLICATION



8. When the State Agency (SA) makes a final determination on the organization's application, in addition to the email notification the applicant receives (screenshot above), the final determination is recorded in the application in the **SA Determination** form.



9. The Specialist will have attached the **Notice of Determination (NOD) – Approved** to the **Notifications** form.
- Note:** Other final determination statuses such as incomplete, denied, etc. will also have their corresponding notifications uploaded to this form.

FFVP: Moonlit Hollow College Preparatory Academies. FY: 2026 Approved Version: 5.0

Notification Type	Version Id	Date	Document	Comments
Notice of Determination (NGD) - Approved	5.0	3/5/2026		Notice of Determination - Approved

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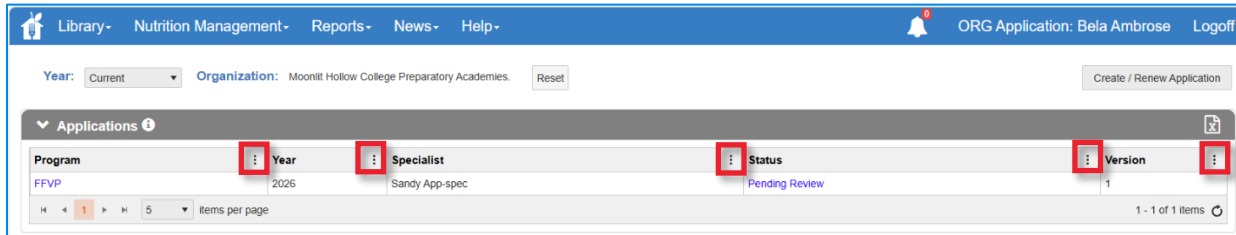
**Note:** The **Version Log** form is useful when there are multiple versions of the applications. The Previous version can be viewed from this form. The **Document Log** contains a list of all documents uploaded by the organization including those that have been replaced.

**10.** Once approved and the program year begins, the organization can begin filing claims through the TANS claims process.

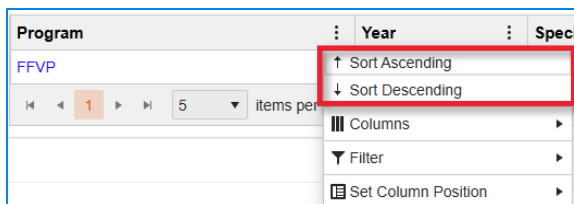
# Appendix A: The Application Dashboard and Versions

When the organization has one or more applications listed on the dashboard, several features are available that help the organization access and track their applications.

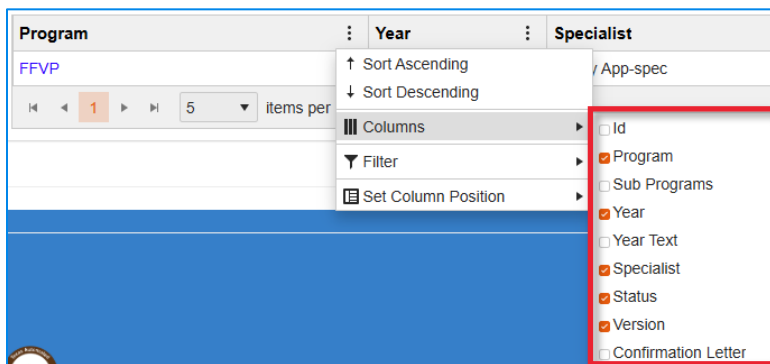
Each column in the table has a filter column settings icon (the three horizontal dots). The following is a closer look at the filtering tools available in the **Application Dashboard**.



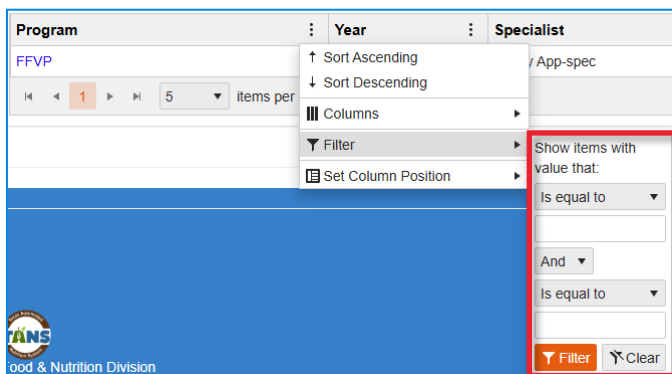
Use the **Sort** menu items to sort the applications by a specific column.



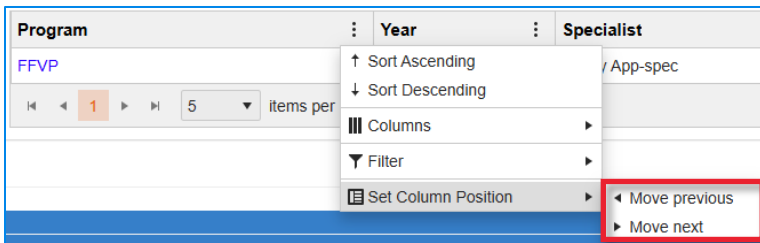
Use the **Column** tool to show or hide columns in the dashboard.



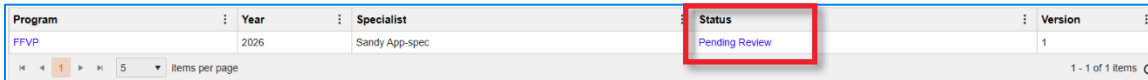
Use the **Filter** tool to filter the applications by a specific text in the column.



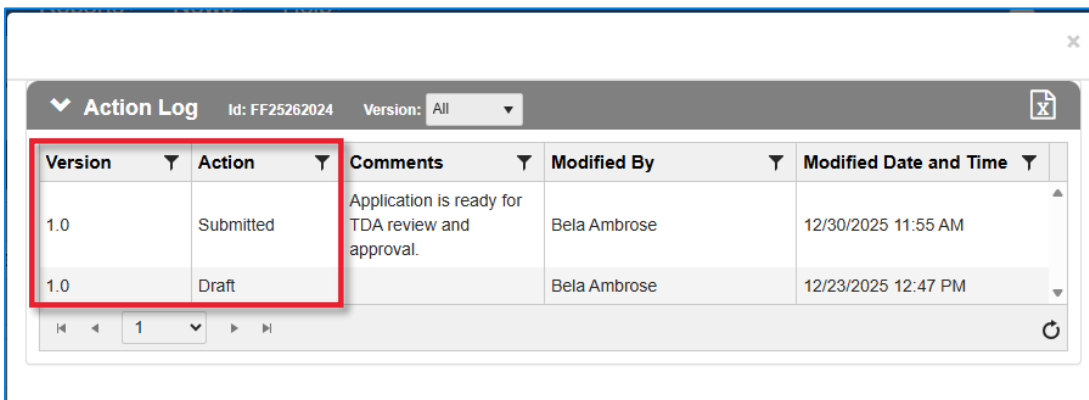
Use the **Set Column Position** to move columns right or left in the table.



The **Status** column displays the current status of the application, which in this example is **Pending Review**. Refer to Appendix B for a complete discussion on the status displayed in the dashboard.



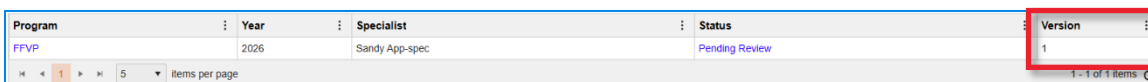
The **Status** of the application functions as a link that opens the **Action Log** for the application. The **Action Log** lists each version and each status the application receives.



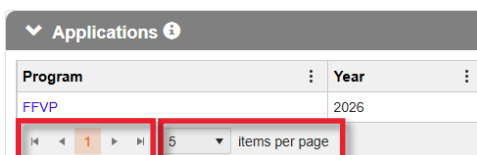
The initial version for an application is always 1.0, including when TDA approves or denies it. When the organization starts an amendment for an approved application, the version increments to the next major version (e.g., 2.0). When an application status is **Withdrawn** or **Incomplete** because it has not reached completion of version 1.0, the version is set to 0.1.

In the **Action Log**, to display only one version of the application and its statuses, use the **Version** drop-down list.

The current version also displays on the **Application Dashboard**.



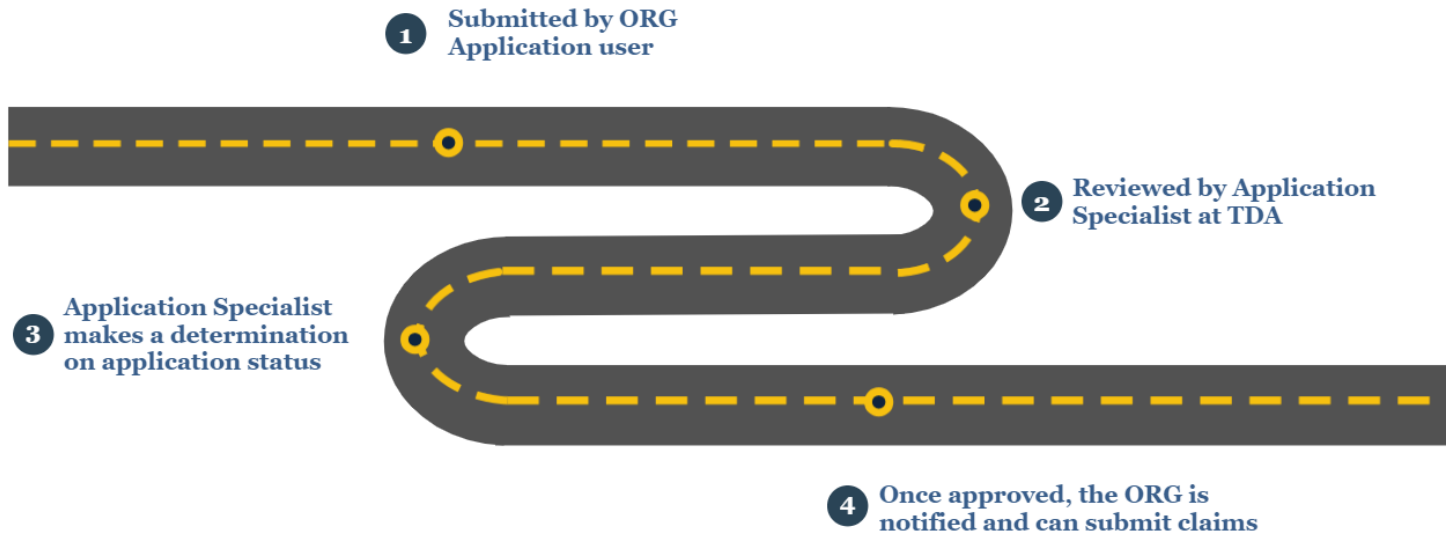
By default, the **Application Dashboard** displays only five applications per page. You can increase this number by using the “items per page” drop-down. You can also use the **First**, **Previous**, **Next**, and **Last** icons to navigate the pages.



# Appendix B: Application Workflow and Statuses

## THE APPLICATION PROCESS

### The Application Process



After the organization submits the application, the assigned TDA Application Specialist reviews the application.

The Application Specialist reviews the application to ensure all pertinent information is received and is compliant with TDA and USDA policies. If a correction is needed or additional information is required, the Specialist will return the application for modification. If the Application Specialist denies or terminates the application, the organization cannot submit any claims to the program for the year applied.

When TDA makes a determination on the application, the ORG Application user receives an email notification. If the application is approved, the organization can begin creating and submitting claims after the start of the program year.

## APPLICATION STATUSES



After you start the application, it remains in the **Draft** status until submission to TDA.

As your application moves through the approval process, there are four review workflow statuses that display in the dashboard. These statuses are **Draft**, **Pending Review**, **Returned for Modification**, and **Recall Requested**.


There are three final statuses the State Agency (SA) can assign an FFVP application once they make a determination. These are **Approved (Accepted)**, **Incomplete**, and **Withdrawn**.

Refer to the table below for an explanation of each status.

	Status	Description
Review Workflow	<b>Draft</b>	The application or amendment has been initiated by the organization.
	<b>Pending Review</b>	The application has been submitted for State Agency (SA) review.
	<b>Returned for Modification</b>	The application was returned to the organization by the PES for edits.
	<b>Recall Requested</b>	The organization has requested to recall the application for editing.
Final Determination	<b>Approved</b>	Based on USDA, FNS requirements, & SA review, SA determines application submission is eligible.
	<b>Denied</b>	Based on USDA, FNS requirements, & SA review, SA determines application submission is ineligible.
	<b>Incomplete</b>	Applicant fails to provide information requested by SA based on application review or abandoned by the organization prior to determination.

# Appendix C: Application Amendments

An application amendment is required when the organization needs to update the application, such as update contact information or to modify, add, or remove sites. Amending an application sends the application back through the TDA approval process.

To begin the amendment, click the **Edit**  button in the lower left. This button becomes active upon application approval. When you have updated the application and saved, the status of the application returns to **Draft**. The application will remain in the **Draft** status until submitted and becomes **Pending Review**. Also, the application version iterates to “2.0” And once approved and if it is within the program year, the organization can file program claims based on the new amendment.

Version	:
2	

The version of application displays on the **Application Dashboard** and in **Action Log**. The **Action Log** lists each version and each status the application receives while the Application Dashboard only lists the most current version.

This completes the **Creating an FFVP Application in TANS** training guide.