


Creating an NSLP Application in TANS

Training Guide

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 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

Length	30 Minutes
Description	This document is designed to assist the user step-by-step as they create a program application in the TANS sandbox.
Learning Objective(s)	How to create, submit, and modify a National School Lunch Program (NSLP) application in the TANS system.

COMMON ACRONYMS

NSLP	National School Lunch Program
SBP	School Breakfast Program
ASCP	Afterschool Care Program
FND/F&N	Food & Nutrition Division
Organizations (Org)	The new term replacing Contracting Entity
SA	State Agency. This term applies to F&N teams within TDA that manage program eligibility, claims, and compliance.
TDA	Texas Department of Agriculture
USDA	United States Department of Agriculture

REFERENCES & RESOURCES

SquareMeals.org	TDA Food & Nutrition Website	News, resources, and training for the 12 Food & Nutrition programs administered in Texas by TDA
CFR Regulations	eCFR :: 7 CFR Part 210 -- National School Lunch Program eCFR :: 7 CFR Part 220 -- School Breakfast Program	Code of Federal Regulations for NSLP programs.

	eCFR :: 7 CFR Part 245 -- Determining Eligibility for Free and Reduced Price Meals and Free Milk in Schools	
TheICN.org	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.
Policy Handbook	Policy and ARM for NSLP Policy and ARM for SBP	TDA Program handbooks are available on SquareMeals.org.

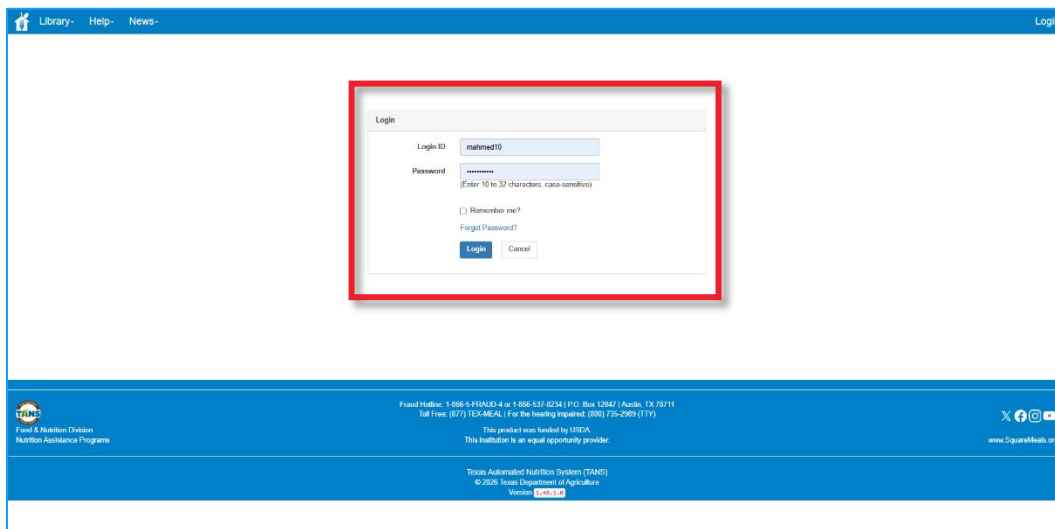
Creating an NSLP Application


PROCEDURE

In the example scenario below, you have the TANS ORG Application security role and work for an organization called NSLP User Guides Org. On behalf of your organization, you will apply to the National School Lunch Program (NSLP) for the 2026 program year to adequately serve your community's food needs.

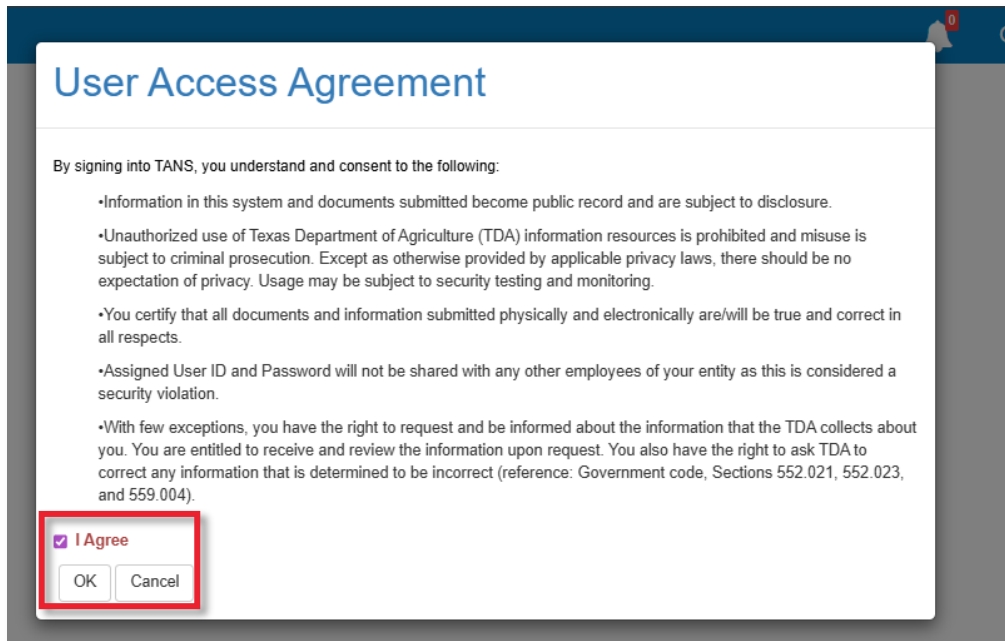
Note: The purpose of this scenario is to guide you through the steps required to successfully submit an NSLP application for a program. The NSLP Application in TANS includes the following programs: NSLP, School Breakfast Program (SBP), and Afterschool Care Program (ASCP). The Fresh Fruit and Vegetable Program (FFVP) is a separate application process. There is a user guide for this process on [SquareMeals](#).

LOGIN PAGE



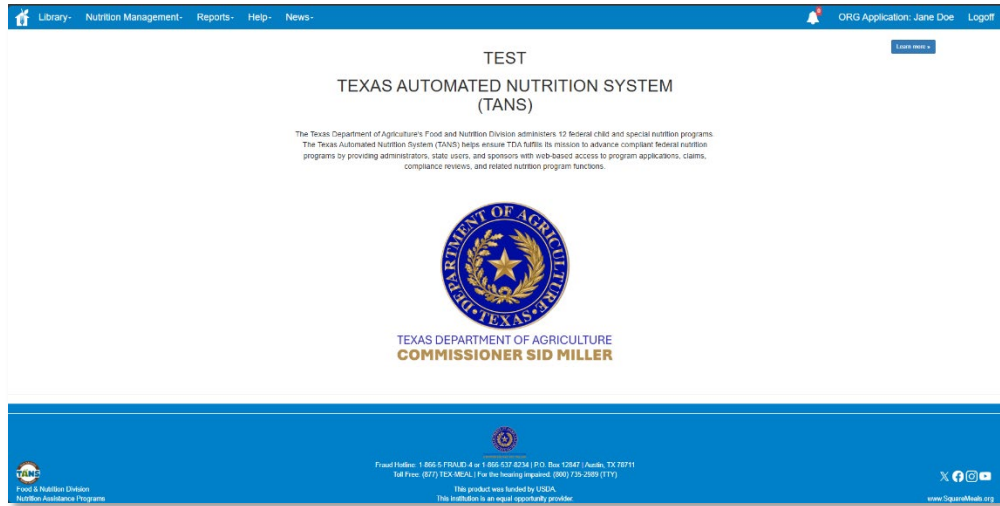
Step	Action
1.	Open the TANS training website from the link: http://trainingtans.texasagriculture.gov Note: You may want to add the webpage to your browser favorites.
2.	Enter your assigned Login ID and Password .
3.	Click the Login button. 

USER ACCESS AGREEMENT



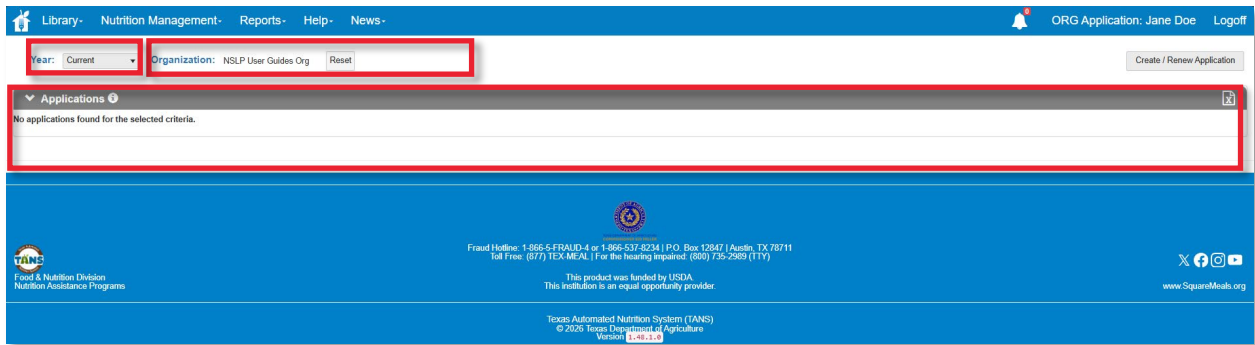
Step	Action
4.	If this is your first time logging into TANS, read the User Access Agreement carefully and when ready, select the I Agree checkbox and then click the OK button to continue.


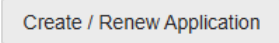
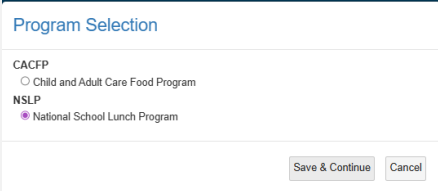
TANS HOMEPAGE



Step	Action			
5.	Begin navigating to the Application Dashboard , click the Nutrition Management menu button. <div data-bbox="240 846 443 898" style="border: 1px solid blue; padding: 2px; margin-top: 10px;"> Nutrition Management- </div>			
6.	Under the Agreements column, click the Applications menu item. <div data-bbox="240 961 800 1094" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Nutrition Management Reports- News- Help- </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 2px solid red; padding: 5px; width: 33%;"> Agreements Applications </td> <td style="padding: 5px; width: 33%;"> Enrollment & Eligibility Community Eligibility Provision (CEP) </td> <td style="padding: 5px; width: 33%;"> Payments Claims </td> </tr> </table> </div>	Agreements Applications	Enrollment & Eligibility Community Eligibility Provision (CEP)	Payments Claims
Agreements Applications	Enrollment & Eligibility Community Eligibility Provision (CEP)	Payments Claims		

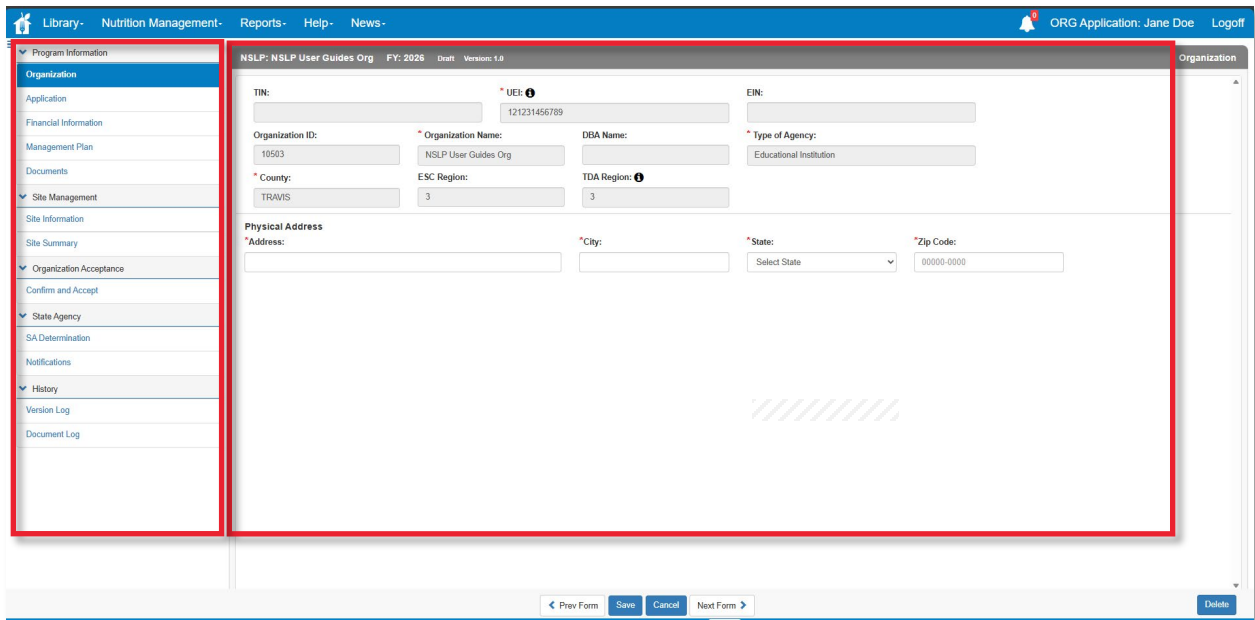
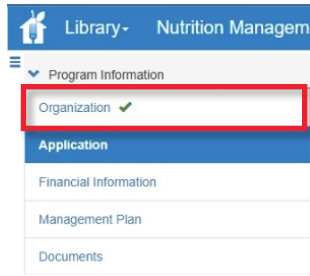
APPLICATION DASHBOARD



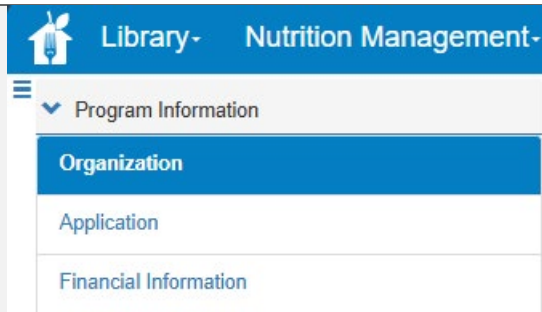
Step	Action
7.	<p>i Information</p> <p>On the Application Dashboard, your organization name displays. All applications created for your organization in TANS and their respective status display in the Applications section. The applications that are displayed by default are for the current year. If the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

ORGANIZATION FORM

You will now navigate through, complete, and save each of the forms listed on the left navigation column. After you visit and complete each form, a green check mark ✓ will appear beside the form name.



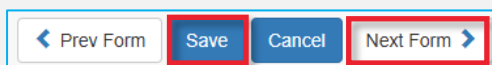
Step	Action
10.	<p>i Information</p> <p>In the grey banner, the Program, Organization name, Fiscal Year, application Status, and Version number display.</p> <ul style="list-style-type: none"> The Organization form is the first form and displays: Information populated from the Organization Profile and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



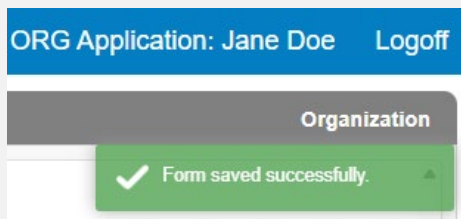
11. The fields in the **Physical Address** section are required. Enter the **Address, City, State,** and **Zip Code.**

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

Click the **Save** button and click the **Next Form** button to continue to the **Application** form.



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.



APPLICATION FORM

Step	Action
13.	<p>i Information</p> <p>The Application form contains the following section headings:</p> <ul style="list-style-type: none"> • Program Selection, Special Provision Type, Organization Type • Primary NSLP Contact • Mailing Address • Child Nutrition Director • Claim Preparer • Authorized Representative • Hearing Officer • Reviewing Officer • Eligibility Determination Designee • Program information • Food Service Management Company (FSMC) • Vended Meals • Food Distribution Program (Commodities) • Pre-award Civil Rights Questions <p>The Program Selection section lists the programs that are available to your organization.</p>
14.	<p>In this example, enter the NSLP contact information.</p>

Primary NSLP Contact

*First Name: *Last Name: *Title:

*Phone: Extension: Fax: *Email:

Note: For training purposes, you can enter fictitious information in the remaining fields on this form.

15. In the **Mailing Address** section, if the mailing address is the same as the physical address, select the checkbox to populate the remaining fields with the Site address. Otherwise, enter mailing Address details.

Mailing Address

Mailing address is same as the physical address.

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

16. ***i* Information**

Continue entering information in the remaining fields. Make sure to complete all required fields (indicated by a red asterisk *); otherwise, your entries will not pass validation, and the form will not save. Please note that, Authorized Representative must be the current Superintendent.

17. The last section on the form is the **Pre-award Civil Rights Questions** section. Complete all the questions and enter explanations where required.

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

FINANCIAL INFORMATION FORM

Step	Action
18.	<p>The Financial Information form contains the following sections:</p> <ul style="list-style-type: none"> Recurring Transaction Index (RTI) Federal Funding Acknowledgement and Certify Agreement
19.	<p>On the Recurring Transaction Index, begin by selecting whether your organization is a Texas State Agency or state-supported school and provide your classification code and RTI Code.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Recurring Transaction Index (RTI)</p> <p>*Is your organization a Texas State Agency or State Supported School? <input type="text" value="Yes"/></p> <p>Please provide your classification and RTI code:</p> <p>*Classification: <input type="text" value="State Supported School"/></p> <p>July - August: *Federal RTI <input type="text" value="123456"/> State RTI <input type="text"/></p> <p>September - June: *Federal RTI <input type="text" value="123456"/> State RTI <input type="text"/></p> </div>
20.	<p>Indicate whether your organization receives more than \$1,000,000 in federal funding per year.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Federal Funding</p> <p>*Does your organization receive \$1,000,000 or more per year in federal funding from all sources, including TDA? <input type="text" value="No"/></p> </div>
21.	<p>i Information</p> <p>When you select “Yes” in the Federal Funding section, the Name and Title of Organization’s Financial Audit Contact section displays and requires entry. The</p>

Organization Type section displays and populates information from the Organization Profile. Verify the information.

Also, the **Organization's 12-Month Fiscal Year** and the **Federal Funds** sections display.

Name and Title of Organization's Financial Audit Contact ⓘ

*First Name: *Last Name:
*Phone: Extension: Fax:
*Title: *Email:

Organization Type ⓘ

Type of Agency: Educational Institution

Organization's 12-Month Fiscal Year ⓘ

*Fiscal Year:

Federal Funds ⓘ

*Identify the federal fund source and the total amount for each source that your organization projects.

Federal Fund Source	Amount		
Total Federal Funds Amount	\$0.00		

[More Lines](#)

22. Select the organization's 12-month Fiscal Year.

Organization's 12-Month Fiscal Year ⓘ
*Fiscal Year:

23. Enter any federal funding sources and amounts your organization will expend during the fiscal year.

Click in the first row in the first column and enter the **Federal Fund Source** name. Then click in the second column within the row to enter the **Amount**.

Click the **More Lines** button to add rows for additional funding sources.

Federal Funds ⓘ

*Identify the federal fund source and the total amount for each source that your organization projects.

Federal Fund Source	Amount		
Total Federal Funds Amount	\$0.00		

[More Lines](#)

24. Carefully read and acknowledge the **Audit Certification Statement**.

Acknowledge and certify your agreement to the statements below by checking the corresponding box: ⓘ

* I understand that if my organization meets the audit requirements as specified by regulation and Texas Department of Agriculture (TDA) policy, now or in the future, I must submit an audit as a condition of continued participation in the Programs administered by TDA, and that failure to do so as required could result in adverse action, including placement in the serious deficiency process and termination of my organization contract.

25. When you have completed all entries, click the **Save** button.

[← Prev Form](#) [Save](#) [Cancel](#) [Next Form →](#)

MANAGEMENT PLAN FORM- ADMIN TAB

The Management Plan Form contains 4 tabs. You will need to navigate to and complete each tab.

Step	Action						
26.	<p>i Information</p> <p>There are four Tabs on the NSLP Management Plan form.</p> <ul style="list-style-type: none"> ● Admin ● Policies ● Monitoring ● Training <p>In the Admin Tab, enter the counting and claiming methods used for the meal types served.</p> <div data-bbox="245 1335 1065 1604" style="border: 1px solid blue; padding: 5px;"> <p>Counting & Claiming Methods</p> <p>* Indicate the meal counting method(s) used for the meal types served:</p> <table border="0"> <tr> <td><input type="checkbox"/> Breakfast</td> <td>Select</td> </tr> <tr> <td><input checked="" type="checkbox"/> Lunch</td> <td>Roster by Name ✕</td> </tr> <tr> <td><input type="checkbox"/> Supplement (Snack)</td> <td>Select</td> </tr> </table> <p>(Provide the name of the electronic system if applicable.)</p> </div>	<input type="checkbox"/> Breakfast	Select	<input checked="" type="checkbox"/> Lunch	Roster by Name ✕	<input type="checkbox"/> Supplement (Snack)	Select
<input type="checkbox"/> Breakfast	Select						
<input checked="" type="checkbox"/> Lunch	Roster by Name ✕						
<input type="checkbox"/> Supplement (Snack)	Select						
27.	<p>Indicate whether each counting and claiming method is used. Any changes in counting methods must be reported to the State Agency.</p>						

Meal Counting and Claiming Procedures
Indicate whether each counting and claiming method is used. Any changes in counting methods must be reported to State Agency.

- * Verbal identification by either the cashier or the student? Yes
- * Point of service (POS) at the end of the serving line? Yes
- * Eligibility codes prevent overt identification? Yes
- * Back-up procedures are in place? Yes
- * Field trip procedures in place to maintain food safety and proper accountability? Yes
- * POS documents available at all serving locations (i.e. Class rooms, carts, salad bars). Yes
- * Roster returned to food service manager at the end of meal service? Yes
- * Meal service data entered into system? Yes
- * Sample of roster provided for use (i.e. daily roster and/or back-up procedures)? Yes

* What is the written policy for charging children? Check all that apply.

- Students may charge reimbursable meals with no limit on the number of charges.
- Students may charge a specific number of reimbursable meals before the site discontinues meal service.
- Students may charge a specific number of non-reimbursable meals before the site discontinues meal service.
- Students may charge up to a specific dollar amount for reimbursable meals before the site discontinues meal service.
- Students may charge up to a specific dollar amount for non-reimbursable meals before the site discontinues meal service.
- Students may charge non-reimbursable meals with no limit on the number of charges.
- Other charging policy.

* When the Organization certifies or approves eligibility by application, what is the date the eligibility starts, i.e., the effective date for eligibility? Select all that apply.

- All sites and school nutrition programs must assign the effective date for eligibility, based on household applications, as the date the complete application is approved by the Reviewing Official.
- All sites and school nutrition programs must assign the effective date for eligibility, based on household applications, as the date the complete application is received by the Organization.

The Organization must have procedures in place to:

1. Refund overpayments made by students who pay full price for meals, covering the period from the date the complete application is recorded as received to the date it is approved.
2. Remove accrued debt from student accounts when the debt is incurred between the date the completed application is recorded as received and the date it is approved.
3. Submit amended claims as appropriate, in accordance with TDA procedures, including the requirement to amend a claim no later than 60 calendar days after the last day of the claim month.

* When the Organization certifies or approves eligibility based on participation in a categorical program without household application, what is the date the eligibility starts, i.e., the effective date for eligibility?

- All sites and school nutrition programs must assign the effective date for eligibility, based on participation in a categorical program without a household application, as the date the categorical program participation list is reviewed and approved by the Reviewing Official.
- All sites and school nutrition programs must assign the effective date for eligibility, based on participation in a categorical program without a household application, as the date recorded on the categorical program eligibility documentation (i.e., the date the originating agency or organization recorded as the effective date of the information).

The Organization must have procedures in place to:

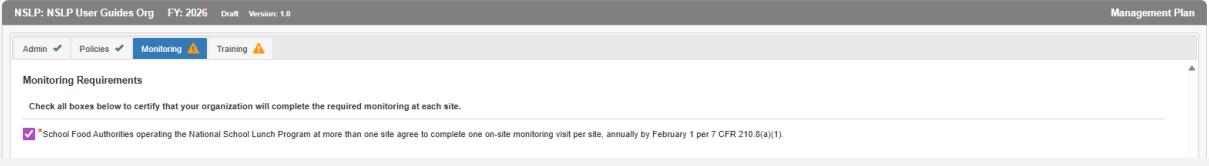
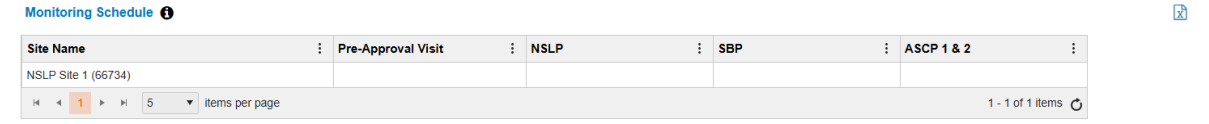
1. Refund overpayments made by students who pay full price for meals, covering the period from the date recorded as the documentation's effective date to the date the documentation is approved.
2. Remove accrued debt from student accounts when the debt is incurred between the date recorded as the documentation's effective date and the date the documentation is approved.
3. Submit amended claims as appropriate, in accordance with TDA procedures, including the requirement to amend a claim no later than 60 calendar days after the last day of the claim month.

28. When you have completed all entries, click the **Save** button and then click on the **Policies Tab**.

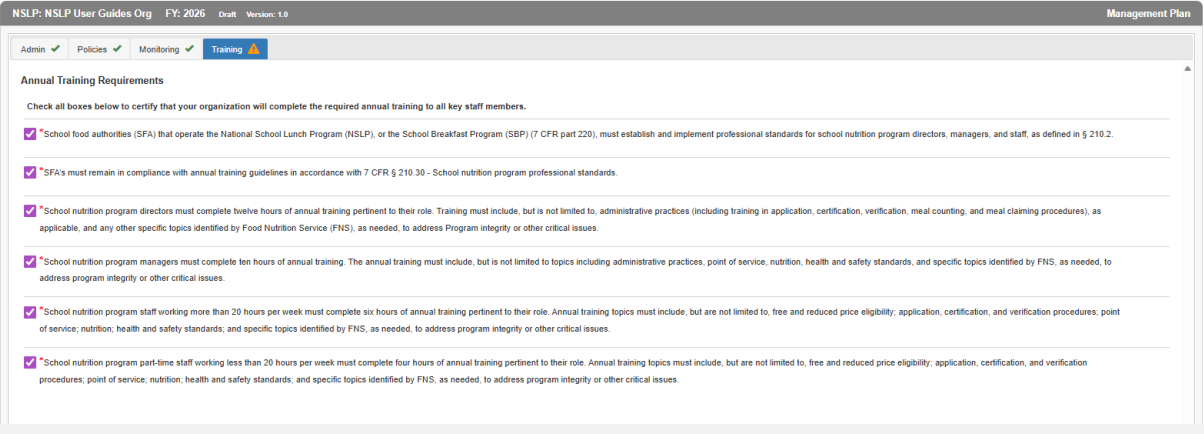

MANAGEMENT PLAN FORM- POLICIES TAB

Step	Action								
29.	<p>In the Policies Tab, review all statements and check all the boxes to certify that your SFA will ensure compliance.</p> <div data-bbox="240 310 1442 808" style="border: 1px solid #ccc; padding: 5px;"> <p>Admin <input checked="" type="checkbox"/> Policies <input checked="" type="checkbox"/> Monitoring <input type="checkbox"/> Training <input type="checkbox"/></p> <p>Local Wellness Policy Requirements Each School Food Authority (SFA) that participates in the National School Lunch Program or other federal child nutrition programs is required by federal law to establish a local school wellness policy for all schools under its jurisdiction. Local wellness policies (LWP) are an important tool for parents, SFAs and school districts in promoting student wellness, preventing and reducing childhood obesity, and providing assurance that school meal nutrition guidelines meet the minimum federal school meal standards. Check all boxes below to certify that your SFA will ensure compliance with the following:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> *The LWP meets the minimum requirements set forth in 7 CFR 210.31(c). [1] <input checked="" type="checkbox"/> *The public is made aware of the LWP and is able to provide feedback during development, implementation and review of the LWP. <input checked="" type="checkbox"/> *The LWP will be assessed at least once every three years and must measure the implementation of the local school wellness policy and implementation plan in accordance with 7 CFR 210.31(e)(2) [2] then updates will be made accordingly. <input checked="" type="checkbox"/> *The School Food Authority (SFA) will retain all records pertaining to the local wellness policy according to the National School Lunch Program (NSLP) record-keeping requirements. <input checked="" type="checkbox"/> *The LWP will include a written implementation plan with goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness. <input checked="" type="checkbox"/> *The LWP will include Smart Snacks in School nutrition standards for all foods and beverages sold at each school during the school day. <input checked="" type="checkbox"/> *The Local Wellness Policy will include policies for food and beverage marketing that meet the USDA Smart Snack in school nutrition standards. <input checked="" type="checkbox"/> *The LWP will include nutrition standards for foods and beverages, not sold to students, but available throughout the school day (e.g., classroom parties, foods given as reward, classroom snacks, etc.) <input checked="" type="checkbox"/> *The LWP will identify Wellness Policy Leadership. SFA has designated at least one or more school officials who have the authority and responsibility to ensure each school complies with the policy. <p>*Provide the assessment date for the current LWP. <input type="text" value="03/30/2026"/></p> </div>								
30.	<p>Review all statements and check all the boxes to certify that your organization will adhere to the requirements for implementing a Meal Charge Policy.</p> <div data-bbox="240 919 1442 1396" style="border: 1px solid #ccc; padding: 5px;"> <p>Meal Charge Policy Requirements All School Food Authorities (SFAs) with at least one pricing school operating the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) are required to have a written local meal charge policy to address situations where children participating at the reduced price or paid rate do not have money to cover the cost of a meal at the time of meal service. The policy must be clearly communicated to families and all school or district-level staff members responsible for policy enforcement.</p> <p><input type="checkbox"/> N/A - School Food Authority (SFA) only operates special provision sites and/ or RCCI's</p> <p>Check all the boxes below to certify that your organization will adhere to the following requirements for implementing a Meal Charge Policy. The sponsoring organization will ensure the following certifications are implemented into their customized meal charge policy.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> *The local meal charge policy has been in place since July 1, 2017 and addresses situations where students not eligible for free meals do not have the money to cover the cost of a meal at the time of service. <input checked="" type="checkbox"/> *The local meal charge policy minimizes the identification of children with insufficient funds to pay for school meals. <input checked="" type="checkbox"/> *The local meal charge policy includes procedures in place for determining if children with delinquent meal charges are eligible for free or reduced price meal benefits. <input checked="" type="checkbox"/> *The local meal charge policy does not restrict any student from receiving a reimbursable meal and allows children to receive the nutrition they need to stay focused during the school day. <input checked="" type="checkbox"/> *The local meal charge policy maintains financial integrity of the nonprofit school food service account (NSFSA). <input checked="" type="checkbox"/> *The local meal charge policy includes how households will be notified of unpaid meal charges, expected payment dates, and collection efforts. <input checked="" type="checkbox"/> *The local meal charge policy includes a system to notify families of the meal charge policy when sending the initial notification of delinquent debt. <input checked="" type="checkbox"/> *The local meal charge policy includes a policy detailing efforts to be made on collection of delinquent meal charge debt. <input checked="" type="checkbox"/> *The local meal charge policy includes a process for how all families of transfer students will receive a written copy of the meal charge policy. </div>								
31.	<p>Review all statements and check all the boxes to certify that your organization will adhere to the requirements for annual communications involving the Meal Charge Policy.</p> <div data-bbox="240 1560 1442 1774" style="border: 1px solid #ccc; padding: 5px;"> <p>Meal Charge Policy Communication Requirements Check all the boxes below to certify that your organization will adhere to the following requirements for annual communications involving the Meal Charge Policy.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 70%;"><input checked="" type="checkbox"/> *All families in pricing schools have received a written copy of the meal charge policy.</td> <td style="width: 30%;"><input type="text" value="03/30/2026"/></td> </tr> <tr> <td><input checked="" type="checkbox"/> *All school or SFA-level staff responsible for enforcing the policy (including school food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and staff involved in enforcing any other aspects of the meal charge policy) have been informed of the policy.</td> <td><input type="text" value="03/30/2026"/></td> </tr> <tr> <td><input checked="" type="checkbox"/> *All principals, assistant principals, other administrators, and staff that may assist students in need have been informed of the policy to ensure they are familiar with and supportive of the policy.</td> <td><input type="text" value="03/30/2026"/></td> </tr> <tr> <td><input checked="" type="checkbox"/> *Schools share information about the policy in other communications with families. This includes at minimum, the policy being available on the SFA website.</td> <td><input type="text" value="NA"/></td> </tr> </table> </div>	<input checked="" type="checkbox"/> *All families in pricing schools have received a written copy of the meal charge policy.	<input type="text" value="03/30/2026"/>	<input checked="" type="checkbox"/> *All school or SFA-level staff responsible for enforcing the policy (including school food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and staff involved in enforcing any other aspects of the meal charge policy) have been informed of the policy.	<input type="text" value="03/30/2026"/>	<input checked="" type="checkbox"/> *All principals, assistant principals, other administrators, and staff that may assist students in need have been informed of the policy to ensure they are familiar with and supportive of the policy.	<input type="text" value="03/30/2026"/>	<input checked="" type="checkbox"/> *Schools share information about the policy in other communications with families. This includes at minimum, the policy being available on the SFA website.	<input type="text" value="NA"/>
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<input checked="" type="checkbox"/> *Schools share information about the policy in other communications with families. This includes at minimum, the policy being available on the SFA website.	<input type="text" value="NA"/>								
32.	<p>When you have completed all entries, click the Save button and then click on the Monitoring Tab.</p>								

MANAGEMENT PLAN FORM- MONITORING TAB

Step	Action
33.	<p>In the Monitoring Tab, review all statements and check all the boxes to certify that your organization will complete the required monitoring at each site.</p> 
34.	<p>Monitoring Schedule per site will be displayed on the Monitoring tab. This table will populate from the site information entered later in the process.</p> 
35.	<p>When you have completed all entries, click the Save button and then click on the Training Tab.</p> <p> <input type="button" value="Prev Form"/> <input style="border: 2px solid red;" type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Next Form"/> </p>

MANAGEMENT PLAN FORM- TRAINING TAB

Step	Action
36.	<p>In the Training tab, review all statements and check all the boxes to certify that your organization will complete the required annual training for all key staff members.</p>  <p>The screenshot shows the 'Training' tab in the NSLP Management Plan. It lists 'Annual Training Requirements' with six checkboxes, all of which are checked. The requirements are: <ul style="list-style-type: none"> School food authorities (SFA) must establish and implement professional standards for school nutrition program directors, managers, and staff. SFA's must remain in compliance with annual training guidelines in accordance with 7 CFR § 210.30 - School nutrition program professional standards. School nutrition program directors must complete twelve hours of annual training pertinent to their role. School nutrition program managers must complete ten hours of annual training. School nutrition program staff working more than 20 hours per week must complete six hours of annual training. School nutrition program part-time staff working less than 20 hours per week must complete four hours of annual training. </p>
37.	<p>When you have completed all entries, click the Save button and then click on the Next Form.</p>  <p>The screenshot shows four navigation buttons: 'Prev Form', 'Save', 'Cancel', and 'Next Form'. The 'Save' and 'Next Form' buttons are highlighted with red boxes.</p>

DOCUMENTS FORM

Library- Nutrition Management- Reports- Help- News- ORG Application: Jane Doe Logoff

Program Information

- Organization ✓
- Application ✓
- Financial Information ✓
- Management Plan ✓
- Documents
- Site Management
- Site Information
- Site Summary
- Organization Acceptance
- Confirm and Accept
- State Agency
- SA Determination
- Notifications
- History
- Version Log
- Document Log

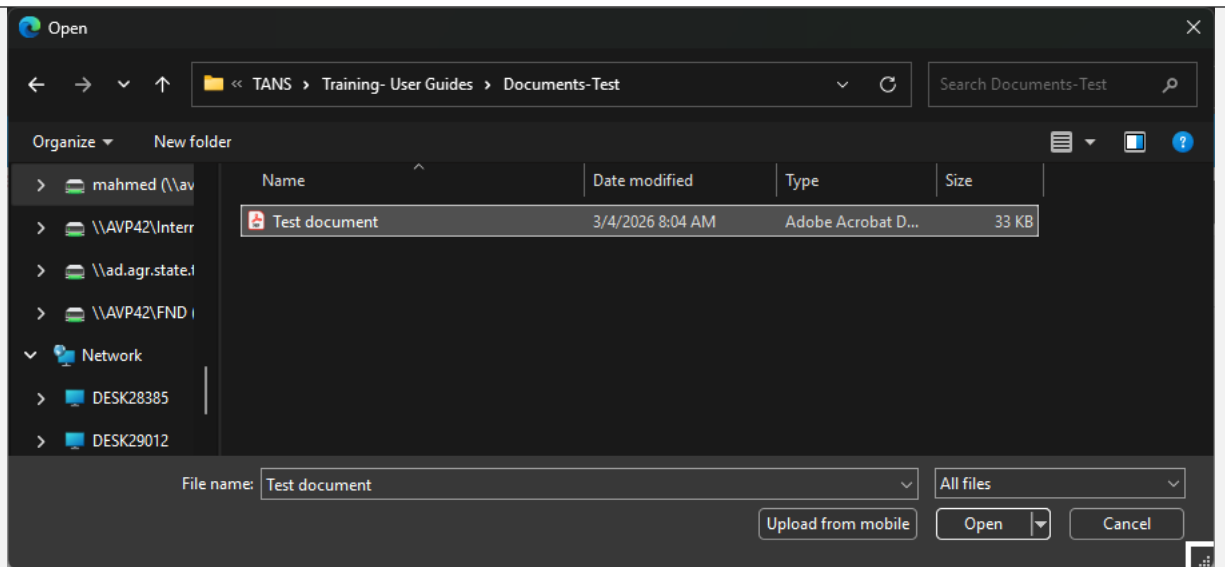
NSLP: NSLP User Guides Org FY: 2026 Draft Version: 1.0 Documents

Title	Specialist Comments	Verification	Document
Organization Documents			
1. Direct Deposit Authorization (74-176)	<input type="text"/>		
2. Application for Texas Identification Number(AP - 152)	<input type="text"/>		
3. Food and Nutrition Division(FND) Permanent Agreement	<input type="text"/>		
4. FND Permanent Agreement Organization Specific Amendment	<input type="text"/>		
5. Permanent Agreement Amendment for Name Change	<input type="text"/>		
6. Payee Change Request	<input type="text"/>		
7. Hazard Analysis Critical Control Points(HACCP) Checklist(FND - 104)	<input type="text"/>		
8. Certificate of Authority for User Access Manager(FND - 135)	<input type="text"/>		
9. Misc.	<input type="text"/>		


Notes


← Prev Form
Save
Cancel
Next Form →
Delete

Step	Action
38.	<p> Information</p> <p>Use the Documents form to upload all the relevant and supplemental documents that the organization maintains.</p> <p>Important: You can only directly upload Excel, PDF, or ZIP files into the system. IF you need to upload a Word document, you will have to ZIP the file first before uploading. Do not attempt to upload any other file types. The maximum file size is 50 MB.</p> <p>Another method the organization can use to upload documents is to merge them into a single PDF file. There are several free tools you can use to join/merge multiple PDF files, such as the Adobe – Merge PDF tool.</p>
39.	Click the Attach icon to begin uploading each required document.
40.	In the Open dialog box that displays, select the file and click the Open button to complete the attachment.

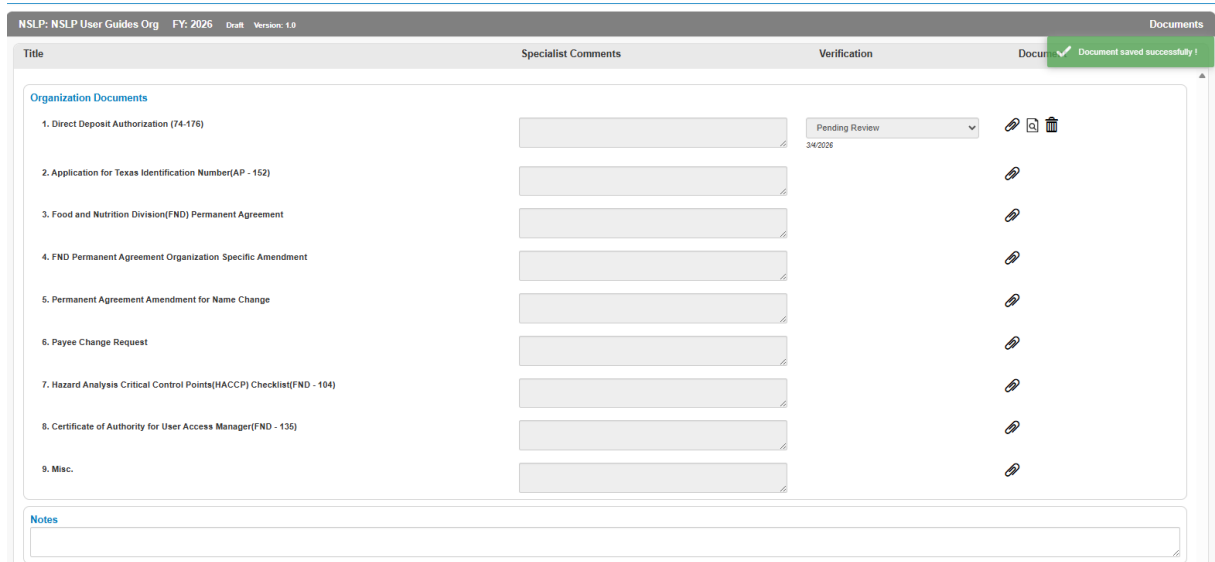


41. After uploading, the document is pending TDA review as indicated in the **Verification** column.

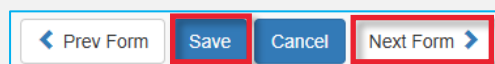
The **Attach file**  icon can be used to replace an existing document.

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

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



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



SITE INFORMATION FORM

Step	Action
43.	<p>i Information</p> <p>For organizations that have created an application in TANS before, previously entered sites will display. If an organization was in TX-UNPS, all active sites in TX-UNPS will be migrated to TANS.</p> <p>Organizations can use the Add Site link to enter sites not available from the Site drop-down list.</p> <div data-bbox="237 1213 448 1289" style="border: 1px solid blue; padding: 5px; display: inline-block;"> <p>+ Add Site</p> </div>
44.	<p>For the sites displayed in the Sites drop-down list, you can navigate between sites in the form by either selecting from the list or using the Previous Site or Next Site links.</p> <p>In the Site drop-down list, the gold triangle with an exclamation point indicates the Site application has not been completed and saved.</p> <div data-bbox="237 1497 1312 1583" style="border: 1px solid gray; padding: 5px;"> <p> ← Previous Site NSLP Site 1 (66734) ⚠ Next Site → </p> </div>
45.	<p>The Site Information form contains six tabs (General, Meal Service, Enrollment, Management Plan, Document and Site Determination).</p> <div data-bbox="237 1696 1222 1759" style="border: 1px solid gray; padding: 5px;"> <p> General ⚠ Meal Service ⚠ Enrollment ⚠ Management Plan ⚠ Document ⚠ Site Determination </p> </div>

SITE INFORMATION FORM- GENERAL TAB

NSLP: NSLP User Guides Org FY: 2026 Returned for Modification Version: 2.0 Site Information

[Previous Site](#) | NSLP Site 2 (66759) ⚠ | [Next Site](#) + Add Site

General Meal Service Enrollment Management Plan Document Site Determination

***Is this site applying to participate in the NSLP?** Yes No
 Site Status: Pending
Op Status: Active
Group No:

***Operating Status:** Active Inactive

Monitoring Schedule

Pre-visit: ⌵
 NSLP: ⌵
 SBP: ⌵
 ASCP 1 & 2: ⌵

Program Participation

National School Lunch Program (NSLP)
 School Breakfast Program (SBP)
 Afterschool Care Program (ASCP)

TEA School Number:
 TXUNPS Site ID:

***Site Type:** i
 Standard
 Community Eligibility Provision (CEP)
 Provision 2 (P2)

***Grade Group Information:** i
 Elementary School Middle School High School Other

[Prev Form](#) [Save](#) [Cancel](#) [Next Form](#) Delete

Step	Action
46.	On the General tab, there are required fields that indicate Site Type, Grade Group Information, Site Address, contact, Hours of Operation, NSLP Operating Days.
47.	On this form, you must indicate if this site is applying to participate in the NSLP. You should also select “Yes” if the site is operating just SBP or ASCP. <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> *Is this site applying to participate in the NSLP? <input checked="" type="radio"/> Yes <input type="radio"/> No </div>
48.	The Operating Status shows as active. 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. <div style="border: 1px solid #0070C0; padding: 10px; margin-top: 10px;"> * Operating Status: <input checked="" type="radio"/> Active <input type="radio"/> Inactive </div>
49.	Enter the Monitoring Schedule: <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Monitoring Schedule</p> <p> Pre-visit: <input type="text" value="mm/dd/yyyy"/> ⌵ NSLP: <input type="text" value="mm/dd/yyyy"/> ⌵ SBP: <input type="text" value="mm/dd/yyyy"/> ⌵ ASCP 1 & 2: <input type="text" value="mm/dd/yyyy"/> ⌵ </p> <p>Program Participation</p> <p> <input checked="" type="checkbox"/> National School Lunch Program (NSLP) <input type="checkbox"/> School Breakfast Program (SBP) <input type="checkbox"/> Afterschool Care Program (ASCP) </p> <p> TEA School Number: <input type="text"/> TXUNPS Site ID: <input type="text"/> </p> </div>

50. Select the Site Type.

*** Site Type:** ⓘ

Standard

Community Eligibility Provision (CEP)

Provision 2 (P2)

51. In the **Grade Group Information** section, indicate the level of the school.
After selecting a school checkbox, the typical grades for the school level are automatically selected. You can select/deselect grades that applies to your site.

*** Grade Group Information:** ⓘ

Elementary School Middle School High School Other

Select Grades at this site: (Check all that apply)

<input type="checkbox"/> Early Education	<input type="checkbox"/> 1st grade	<input type="checkbox"/> 5th grade	<input type="checkbox"/> 9th grade
<input type="checkbox"/> Head Start	<input type="checkbox"/> 2nd grade	<input checked="" type="checkbox"/> 6th grade	<input type="checkbox"/> 10th grade
<input type="checkbox"/> Pre-Kindergarten	<input type="checkbox"/> 3rd grade	<input checked="" type="checkbox"/> 7th grade	<input type="checkbox"/> 11th grade
<input type="checkbox"/> Kindergarten	<input type="checkbox"/> 4th grade	<input checked="" type="checkbox"/> 8th grade	<input type="checkbox"/> 12th grade

52. Enter the Site Physical Address.

Site Physical Address

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

*** Phone:** **Ext:** **Fax:**

53. Enter the Site Contact.

Site Contact ⓘ

Primary Owner Director / Manager

*** First Name:** *** Last Name:** *** Title:**

*** Phone:** **Extension:** **Fax:** *** Email:**

[Add Additional Contact](#)

54. Enter the Hours of Operation and Dates of Program Operation. The **Start** and **End** dates of program operation should be the same as the program period for which you are applying.

*** Hours of Operation:** *** Dates of Program Operation:** Year Round

*** Start:** *** End:** *** Start:** *** End:**

55. Select the Operating Days of the week and enter the number of Days of Food Service.

National School Lunch Program (NSLP)

*Operating Days:

Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
 Sunday

Days of Food Service: **Required**

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
0	0	10	22	20	15	22	20	22	21	22	12

*Closed on all Federal and State Holidays:

Yes

List Dates for Holidays and Vacations:

56. Save your changes and continue to the **Meal Service** tab.

SITE INFORMATION FORM- MEAL SERVICE TAB

NSLP: NSLP User Guides Org FY: 2026 Draft Version: 1.0 Site Information

[← Previous Site](#)
NSLP Site 1 (66734) ⚠
[Next Site >](#)
[+ Add Site](#)

General ✓
Meal Service ⚠
Enrollment ⚠
Management Plan ⚠
Document ⚠
Site Determination

Site Status: Pending
Op Status: Active
Site Type: Standard

USDA Program Participation ⓘ

*Select all USDA Programs this site participates in:

ASCP
 CACFP
 FFVP
 NSLP
 SFSP
 SBP
 SMP
 SSO

If this site participated in a different USDA program under another sponsor, within the last 12 months, provide:

Name of sponsor:

Dates of Sponsorship: ⓘ Start: End:

Meal Service Schedule

Reimbursements will only be issued for meals approved by the State Agency. Select the "meal type" to indicate which meal reimbursements will be requested. Complete all corresponding information regarding times served and meal preparation method.

*Meal Type: *Service Times Offer vs. *Type of Meal Prep:

Start: End: Serve:

<input type="checkbox"/> Breakfast	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Lunch	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/> Supplement (Snack)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

[Add Additional Shift](#)

[← Prev Form](#)
[Save](#)
[Cancel](#)
[Next Form >](#)
[Delete](#)

Step	Action
57.	<p>ⓘ Information</p> <p>The Meal Service tab contains the USDA program participation information, meal service schedule and meal service procedure.</p>
58.	<p>Select all USDA programs this site participates in.</p> <div style="background-color: #0070C0; color: white; padding: 5px; margin-bottom: 10px;"> Site Status: Pending Op Status: Active Site Type: Standard </div> <p>USDA Program Participation ⓘ</p> <p>*Select all USDA Programs this site participates in:</p> <p> <input type="checkbox"/> ASCP <input type="checkbox"/> CACFP <input type="checkbox"/> FFVP <input checked="" type="checkbox"/> NSLP <input type="checkbox"/> SFSP <input type="checkbox"/> SBP <input type="checkbox"/> SMP <input type="checkbox"/> SSO </p> <p>If this site participated in a different USDA program under another sponsor, within the last 12 months, provide:</p> <p>Name of sponsor: <input type="text"/></p> <p>Dates of Sponsorship: ⓘ Start: <input type="text"/> <input type="text"/> End: <input type="text"/> <input type="text"/></p>
59.	<p>In Meal Service Schedule, complete Service Times, Offer vs. Serve, and the type of Meal Prep for each Meal Type served:</p>

Meal Service Schedule
 Reimbursements will only be issued for meals approved by the State Agency. Select the "meal type" to indicate which meal reimbursements will be requested. Complete all corresponding information regarding times served and meal preparation method.

*Meal Type:	*Service Times		Offer vs. Serve:	*Type of Meal Prep:
	Start:	End:		
<input type="checkbox"/> Breakfast	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Select
<input checked="" type="checkbox"/> Lunch	11:00 AM	02:00 PM	<input type="checkbox"/>	Self Prep - Receives Meals (Central Kitchen)
<input type="checkbox"/> Supplement (Snack)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Select

[Add Additional Shift](#)

60. Select Meal Service Procedure:

Meal Service Procedure

*Does this site serve meals using the family style method? Yes No N/A

*Will a nontraditional breakfast service be offered? Yes No

- Breakfast on the Bus Breakfast in the Classroom Vending Machine
- Second Chance Breakfast (additional serving time after the regular breakfast service in cafeteria)
- Grab and Go Breakfast (kiosks/carts located in courtyard, gym or elsewhere on school property)
- None of the Above

*Which grades is the offer vs serve method used? N/A

- K 1 2 3 4 5 6 7 8 9 10 11 12 Non-graded

61. Save your changes and continue to the Enrollment tab.

SITE INFORMATION FORM- ENROLLMENT TAB

NSLP: NSLP User Guides Org FY: 2026 Draft Version: 1.0 Site Information

[Previous Site](#)
NSLP Site 1 (66734) ⚠
[Next Site](#)
[+ Add Site](#)

General ✓
Meal Service ✓
Enrollment ⚠
Management Plan ⚠
Document ⚠
Site Determination

Site Status: Pending
Op Status: Active
Site Type: Standard

Enrollment Information * As of:

* 2024 - 2025 - October Total Student Enrollment

* 2024 - 2025 - October Number of children approved for free and reduced meals

Civil Rights Information

* Estimate by ethnic and racial categories the number of recipients that will participate in the program at this site. Recipients of multiple racial categories may be categorized in more than one racial group. If the program consists of several camp sessions, specify the projected number of children by site and date of session.
 NOTE: If renewing, please review the previous year's information and update site information and racial/ethnic data based on information collected during the previous year.

Race	Eligible Population (%)	Ethnicity	Eligible Population (%)
American Indian or Alaskan Native	<input type="text" value="0"/>	Hispanic	<input type="text" value="0"/>
Asian	<input type="text" value="0"/>	Non-Hispanic	<input type="text" value="0"/>
Black or African American	<input type="text" value="0"/>	Total	<input type="text" value="0.00"/>
Native Hawaiian or Other Pacific Islander	<input type="text" value="0"/>		
White	<input type="text" value="0"/>		
Two or More Races	<input type="text" value="0"/>		
Unknown	<input type="text" value="0"/>		

◀ Prev Form
Save
Cancel
Next Form ▶
Delete

Step	Action																																				
62.	<p>i Information</p> <p>The Enrollment tab contains Enrollment information and Civil Rights information.</p>																																				
63.	<p>Enter the Enrollment information:</p> <hr/> <p>Enrollment Information * As of: <input type="text" value="03/04/2026"/></p> <p>* 2024 - 2025 - October Total Student Enrollment <input type="text" value="200"/></p> <p>* 2024 - 2025 - October Number of children approved for free and reduced meals <input type="text" value="150"/></p>																																				
64.	<p>Enter estimates for the number of program recipients for this site for each Race and Ethnicity category. Describe how this projection was made:</p> <p>Civil Rights Information</p> <p>* Estimate by ethnic and racial categories the number of recipients that will participate in the program at this site. Recipients of multiple racial categories may be categorized in more than one racial group. If the program consists of several camp sessions, specify the projected number of children by site and date of session. NOTE: If renewing, please review the previous year's information and update site information and racial/ethnic data based on information collected during the previous year.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Race</th> <th style="width: 30%;">Eligible Population (%)</th> <th style="width: 30%;">Ethnicity</th> <th style="width: 10%;">Eligible Population (%)</th> </tr> </thead> <tbody> <tr> <td>American Indian or Alaskan Native</td> <td><input type="text" value="15"/></td> <td>Hispanic</td> <td><input type="text" value="50"/></td> </tr> <tr> <td>Asian</td> <td><input type="text" value="15"/></td> <td>Non-Hispanic</td> <td><input type="text" value="50"/></td> </tr> <tr> <td>Black or African American</td> <td><input type="text" value="15"/></td> <td>Total</td> <td><input type="text" value="100.00"/></td> </tr> <tr> <td>Native Hawaiian or Other Pacific Islander</td> <td><input type="text" value="15"/></td> <td></td> <td></td> </tr> <tr> <td>White</td> <td><input type="text" value="15"/></td> <td></td> <td></td> </tr> <tr> <td>Two or More Races</td> <td><input type="text" value="15"/></td> <td></td> <td></td> </tr> <tr> <td>Unknown</td> <td><input type="text" value="10"/></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td><input type="text" value="100.00"/></td> <td></td> <td></td> </tr> </tbody> </table> <p>* Describe how this projection was made (i.e., Census' American Community Survey, National Center for Education Statistics Common Core of Data, or actual data collected at enrollment in the previous program year (if renewing)).</p> <p><input type="text" value="Census' American Community Survey"/></p>	Race	Eligible Population (%)	Ethnicity	Eligible Population (%)	American Indian or Alaskan Native	<input type="text" value="15"/>	Hispanic	<input type="text" value="50"/>	Asian	<input type="text" value="15"/>	Non-Hispanic	<input type="text" value="50"/>	Black or African American	<input type="text" value="15"/>	Total	<input type="text" value="100.00"/>	Native Hawaiian or Other Pacific Islander	<input type="text" value="15"/>			White	<input type="text" value="15"/>			Two or More Races	<input type="text" value="15"/>			Unknown	<input type="text" value="10"/>			Total	<input type="text" value="100.00"/>		
Race	Eligible Population (%)	Ethnicity	Eligible Population (%)																																		
American Indian or Alaskan Native	<input type="text" value="15"/>	Hispanic	<input type="text" value="50"/>																																		
Asian	<input type="text" value="15"/>	Non-Hispanic	<input type="text" value="50"/>																																		
Black or African American	<input type="text" value="15"/>	Total	<input type="text" value="100.00"/>																																		
Native Hawaiian or Other Pacific Islander	<input type="text" value="15"/>																																				
White	<input type="text" value="15"/>																																				
Two or More Races	<input type="text" value="15"/>																																				
Unknown	<input type="text" value="10"/>																																				
Total	<input type="text" value="100.00"/>																																				

	i Information The total Eligible Population % should be 100.00
65.	Save your changes and continue to the Management Plan tab.

SITE INFORMATION FORM- MANAGEMENT PLAN TAB

NSLP: NSLP User Guides Org FY: 2026 Draft Version: 1.0 Site Information

[← Previous Site](#)
NSLP Site 1 (66734) ⚠
[Next Site >](#)
[+ Add Site](#)

General ✓
Meal Service ✓
Enrollment ✓
Management Plan ⚠
Document ⚠
Site Determination

Site Status: Pending
Op Status: Active
Site Type: Standard

Meal Pricing

	Pricing Option ⓘ	Paid Price	Reduced Price	Adult Price
School Breakfast Program (SBP)	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
National School Lunch Program (NSLP)	<input type="text" value="Standard Counting & Claiming"/>	<input type="text" value="2.00"/>	<input type="text" value=".30"/>	<input type="text" value="5.00"/>
After School Care Program (ASCP)	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: The maximum charge for a reduced-price meal is \$0.30 for breakfast, \$0.40 for lunch, and \$0.15 for snacks.

[← Prev Form](#)
Save
Cancel
Next Form >
Delete

Step	Action
66.	In the Management Plan Tab, select the Meal Pricing option and enter the meal price. The meals displayed are based off the program participation selections made on the general tab.
67.	Save your changes and continue to the Document tab.



SITE INFORMATION FORM- DOCUMENT TAB

NSLP: NSLP User Guides Org FY: 2026 Draft Version: 1.0 Site Information

[← Previous Site](#)
NSLP Site 1 (66734) ⚠
Next Site >
+ Add Site

General ✓
Meal Service ✓
Enrollment ✓
Management Plan ✓
Document ⚠
Site Determination

Site Status: Pending
Op Status: Active
Site Type: Standard

Title	Specialist Comments	Verification	Document
Site Documents			
1. Pre-approval Visit Review Form	<input type="text"/>		
2. Misc.	<input type="text"/>		

Notes

[← Prev Form](#)
Save
Cancel
Next Form >
Delete

Step	Action
68.	In the Document Tab, add Pre-approval Visit Review Form or any other supplemental documents.
69.	Save your changes and continue to the Site Determination tab.

SITE INFORMATION FORM- SITE DETERMINATION TAB

NSLP: NSLP User Guides Org FY: 2026 Draft Version: 1.0 Site Information

[← Previous Site](#)
NSLP Site 1 (66734) ✓
[Next Site >](#)
[+ Add Site](#)

General ✓
Meal Service ✓
Enrollment ✓
Management Plan ✓
Document ✓
Site Determination

Site State Agency Determination

Assigned Specialist:
 *Status: Pending
 *Effective Date: mm/dd/yyyy
 Comments:
 New/Renew:

Site State Agency Questions

- *1. Is this school considered area eligible? Select
- *2. Is this school approved for severe need breakfast? N/A
- *3. Was the schools license or alternate approval submitted and current? Select
- *4. Is this a new site? Select
- *5. Is this site approved for the special provision alternative / option submitted? N/A
- *6. School Year Special Provision participation began: N/A
- *7. Date when Special Provision expires: mm/dd/yyyy
- *8. Is the site requesting an extension for the special provision? N/A

Effective Dates History

Operating Status	Eligible to Claim	Effective Date	Version Updated	Eligible to Claim	Effective Date	Version Updated
Active	Yes	03/04/2026	1.00			

[← Prev Form](#)
Save
Cancel
[Next Form >](#)
[Delete](#)

Step	Action
70.	The TDA Application Specialist uses the Site Determination tab to mark the site information as Approved or Denied. If the Status is Denied, the Specialist will enter a reason and/or corrective action for the organization to take.
71.	Continue to the remaining sites and enter site information for each site that plans to operate NSLP, SBP, and/or ASCP during the program year. Click the Next Site link. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p style="text-align: center;"> ← Previous Site NSLP Site 1 (66734) ✓ Next Site > </p> </div>
72.	Make sure you save after adding each site to the application. Once you have added the final site, click the Save button and then click Next Form . <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p style="text-align: center;"> ← Prev Form Save Cancel Next Form > </p> </div> <p>Note: After a successful save, a green checkmark displays next to the Site name in the Site drop-down list.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p style="text-align: center;"> ← Previous Site NSLP Site 1 (66734) ✓ Next Site > </p> </div>

SITE SUMMARY FORM

Library Nutrition Management Reports Help News

NSLP: NSLP User Guides Org FY: 2026 Draft Version: 1.0

ORG Application: Jane Doe Logoff

- Program Information
- Organization ✓
- Application ✓
- Financial Information ✓
- Management Plan ✓
- Documents ✓
- Site Management
- Site Information ✓
- Site Summary ✓**
- Organization Acceptance
- Confirm and Accept
- State Agency
- SA Determination
- Notifications
- History
- Version Log
- Document Log

Site List

Total: 1 Eligible: 0 Active: 1 Inactive: 0 Ineligible: 0 Tentative: 0 Terminated: 0

Site Name	Status	Applying	Op Status	Site Type	Group No
NSLP Site 1 (66734)	Pending	Yes	Active	Standard	N/A

1 - 1 of 1 Items

The following sections represent a summary count of the number of sites that are pending, tentative, and/or eligible in each of the following categories.

Service Days

Monday: 1 Tuesday: 1 Wednesday: 1 Thursday: 1 Friday: 1 Saturday: 0 Sunday: 0

Site Type(s)	Special Provision Groups	School Type
Number of Sites Operating the following: Standard: 1 Community Eligibility Provision (CEP): 0 Provision 2 (P2): 0 Seamless Summer Option (SSO): 0	Number of Sites Operating the following:	Number of Sites Operating: Elementary School: 0 Middle School: 1 High School: 0 Other: 0

Meal Service	Enrollment	USDA Program Participation
Number of Sites Serving the following meal type(s): Breakfast: 0 Breakfast (Severe Need): 0 Lunch: 1 Supplement (Snack): 0	Combined enrollment totals for all sites per meal type: Breakfast: 0 Breakfast (Severe Need): 0 Lunch: 200 Supplement (Snack): 0	Number of Sites Operating the following: ASCP: 0 SFSP: 0 CACFP: 0 SBP: 0 FFVP: 0 SMP: 0 NSLP: 1 SSO: 0

Additional Information

Number of Sites Operating the following:

Prev Form Save Cancel Next Form Delete

Step	Action
73.	<p>i Information</p> <p>The Site Summary form displays data summarized from all NSLP site information forms. It will display the number of Eligible sites, and sites that the organization declined NSLP, SBP and ASCP participation.</p>
74.	<p>If you made any changes during your review of the Site Summary form, be sure to click the Save button and then click Next Form to continue to the Confirm and Accept form.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Prev Form Save Cancel Next Form </div>

CONFIRM AND ACCEPT FORM

Library- Nutrition Management- Reports- Help- News-
ORG Application: Jane Doe Logoff

NSLP: NSLP User Guides Org FY: 2026 Draft Version: 1.0
Confirm and Accept

Acknowledge and certify your agreement to the statement below by checking the corresponding box:

Certification :

* I hereby certify that neither the Organization nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the Texas Department of Agriculture any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The Texas Department of Agriculture may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Organization, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the Texas Department of Agriculture. In accordance with Federal law and U.S. Department of Agriculture policy, this Organization does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

Comments / Notes:

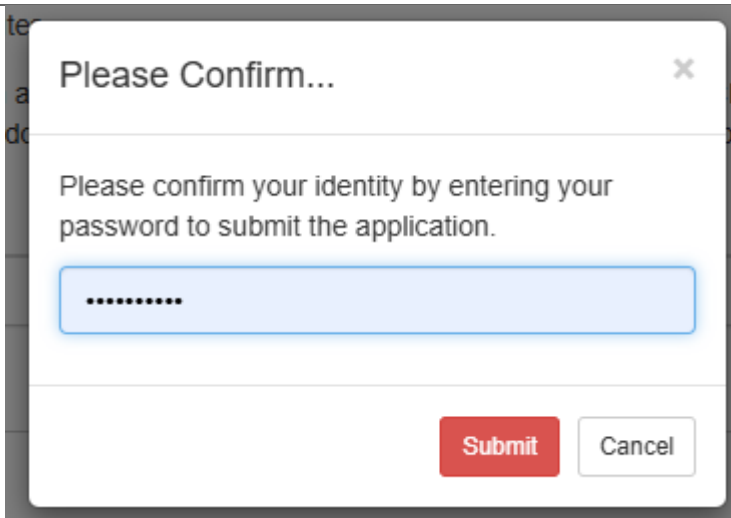
Signature:

I agree that by submitting this application, I am electronically signing and confirming the information included is accurate.

*First Name: *Last Name: *Title:

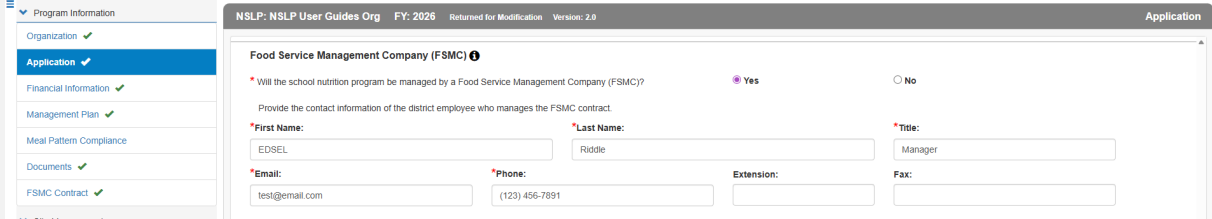
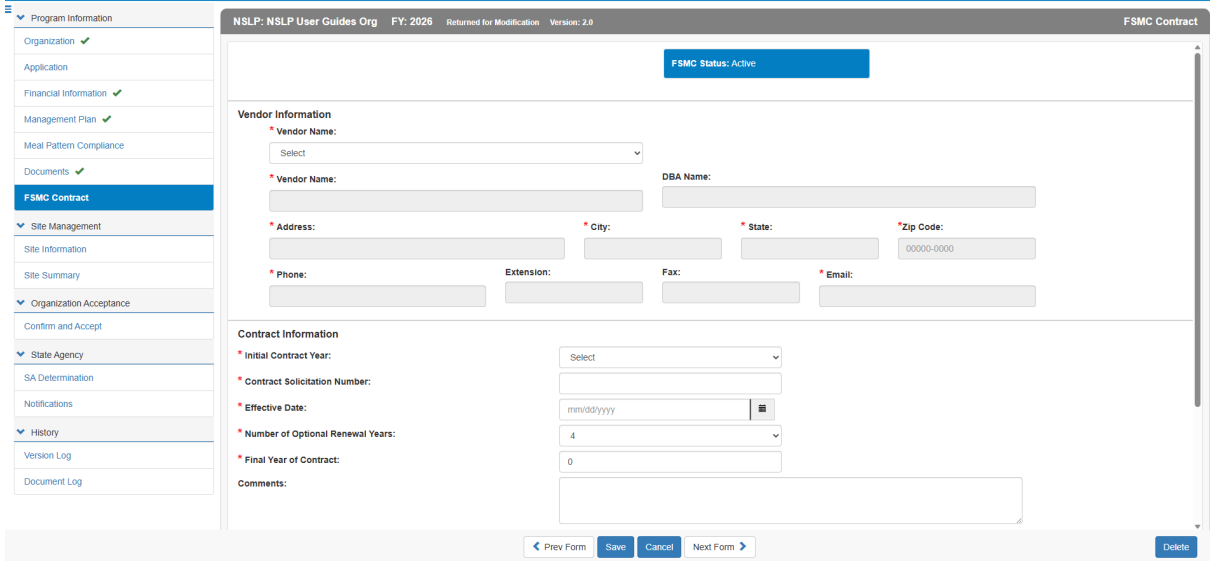
◀ Prev Form
Submit
Cancel
Next Form ▶
Delete

Step	Action
75.	<p>i Information</p> <p>The Confirm and Accept form is the last form needed to submit the application for TDA review.</p> <p>Be sure to read the Acknowledge and certify... 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 checkbox, enter any comments you want to communicate to the State Agency (SA), and then click the Submit button.</p>
76.	Click the Acknowledge and certify... checkbox.
77.	Enter any comments or notes for the TDA Program Eligibility Specialist to read.
78.	<p>Click the Submit 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.

FOOD SERVICE MANAGEMENT COMPANY (FSMC)

Step	Action
1.	<p>If Food Service Management Company (FSMC) is applicable to your organization, FSMC must be selected “Yes” under the Application Form. Enter the required Organization Contact information.</p> 
2.	<p>Once, you select “Yes”, The FSMC Contract Form will be added to the navigation panel.</p> 
3.	<p>i Information</p>

The **FSMC Contract form** contains the following sections:

- Vendor information
- Contract Information
- Early Termination Information

4. Enter Vendor Information. Vendor Name can be selected from the drop-down. The rest of the information will be populated based on the selected vendor.

Vendor Information

* Vendor Name:

* Vendor Name: DBA Name:

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

* Phone: Extension: Fax: * Email:

5. Enter the Contract Information.

Contract Information

* Initial Contract Year:

* Contract Solicitation Number:

* Effective Date:

* Number of Optional Renewal Years:

* Final Year of Contract:

Comments:

6. **i Information**

You cannot enter any information in the Early Termination Information section during the application phase. This section will remain read-only until the application is approved.

Early Termination information

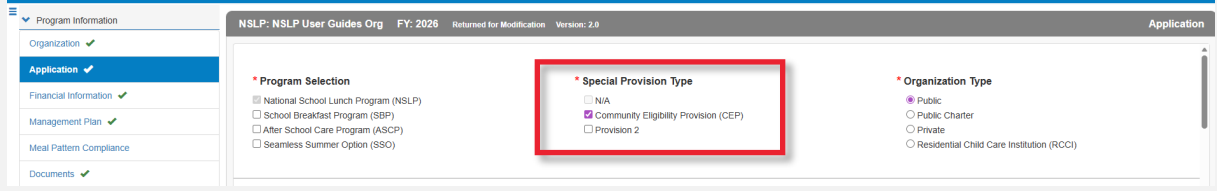
To Terminate this Food Service Management Company contract, please complete the following questions:

* Early Termination? Yes No

* Early Termination Date:

* Early Termination Comments:

COMMUNITY ELIGIBILITY PROVISION (CEP)

STEP	ACTION
1.	<p>If you have a school that qualifies for CEP, the eligibility data is imported into TANS. You will have to select CEP from the Application form under Special Provision Type.</p>  <p>The screenshot shows the 'Application' form with a sidebar on the left containing 'Program Information', 'Organization', 'Application', 'Financial Information', 'Management Plan', 'Meal Pattern Compliance', and 'Documents'. The main content area is titled 'NSLP: NSLP User Guides Org FY: 2025 Returned for Modification Version: 2.0'. It has three sections: 'Program Selection' with options for National School Lunch Program (NSLP), School Breakfast Program (SBP), After School Care Program (ASCP), and Seamless Summer Option (SSO); 'Special Provision Type' with options for N/A, Community Eligibility Provision (CEP) (which is selected and highlighted with a red box), and Provision 2; and 'Organization Type' with options for Public, Public Charter, Private, and Residential Child Care Institution (RCCI).</p>

2. On the Site Information form, on the General tab, ensure that the CEP radio button is selected for Site Type. The enrollment and eligibility information will auto-populate based on the data.

The screenshot shows the 'Site Information' form for 'NSLP: NSLP User Guides Org FY: 2026'. The 'General' tab is active. Under 'Site Type', the 'Community Eligibility Provision (CEP)' radio button is selected. Below this, the 'Community Eligibility Provision Enrollment' section contains three input fields: 'Number of Identified Students' (400), 'Number of Students Enrolled' (500), and 'Identified Student Percentage' (90.00).

3. Once you complete all of your CEP Site Information, you should select CEP Schedule to review all of your CEP sites.

The screenshot shows the 'CEP Schedule' page for 'NSLP: ESC_01 FY: 2026'. It displays a table with the following data:

Group Name	Number Of Sites	Cycle Year	Data Year	Number of Identified Students	Enrollment	ISP	% Free	% Paid
Unassigned	1			685	804			
1	1	2025-2026	2024-2025	239	399	59.90	95.84	4.16

Below the table, there is a legend: 'Group Number can be "Unassigned", "Individual" or Positive Number.' Another table shows details for 'ESC One School - Middle' and 'blank' groups.

4. On the CEP Schedule, you can organize your sites into groups. Select the Group Number drop-down for each site and assign the groups. The grouping options include: Unassigned, Individual and Groups numbers 1 through 20.

The screenshot shows the 'CEP Schedule' page with a dropdown menu open for the 'Group Number' column. The dropdown options are 'Unassigned', 'Individual', and 'Unassigned'. The table below shows the data for the 'ESC One School - Middle' and 'blank' groups.

Site Name	Group Number	Cycle Year	Data Year	Number Of Identified Students	Enrollment	ISP	% Free	% Paid
ESC One School - Middle	Unassigned	2025-2026	2024-2025	685	804	85.19	100.00	0.00
blank	Unassigned	2025-2026	2024-2025	239	399	59.89	96.00	4.00

After Application Submission: Next Steps

RECALL AND EDIT BUTTONS

If the organization needs to make changes to the application after submitting it for TDA review, it 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. If the SA approves the recall, the application status will update to **Return for Modification** and the organization can update and resubmit the application.

Recall

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 update to **Pending Review**.

Program	Year	Specialist	Status	Version
NSLP	2026	Amy Anderson	Pending Review	1

Click on the **Status** link to the **Action Log**. The **Action Log** displays the comments you entered when submitting the application.

Version	Action	Comments	Modified By	Modified Date and Time
1.0	Submitted		Jane Doe	03/04/2026 09:43 AM
1.0	Draft		Jane Doe	03/02/2026 09:42 AM

The **Action Log** also shows comments entered by TDA.

Action Log					
Id: NL25262176		Version: All			
Version	Action	Comments	Modified By	Modified Date and Time	
1.0	Returned for Modification	PY2026 Contract Packet has been reviewed and returned to the CE for correction. Attach supplemental documents	Manoshi Ahmed	03/04/2026 09:56 AM	
1.0	Submitted		Jane Doe	03/04/2026 09:43 AM	
1.0	Draft		Jane Doe	03/02/2026 09:42 AM	

MONITOR INBOX FOR TDA MESSAGES

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

Notification Email for 2025-2026 NSLP NSLP User Guides Org Application Summarize

TANS - Test <tansnotifications@texasagriculture.gov>
 To: Manoshi Ahmed; Manoshi Ahmed; Manoshi Ahmed
 Wed 3/4/2026 9:56 AM

Retention: Inbox (30 days) Expires: Fri 4/3/2026 10:56 AM

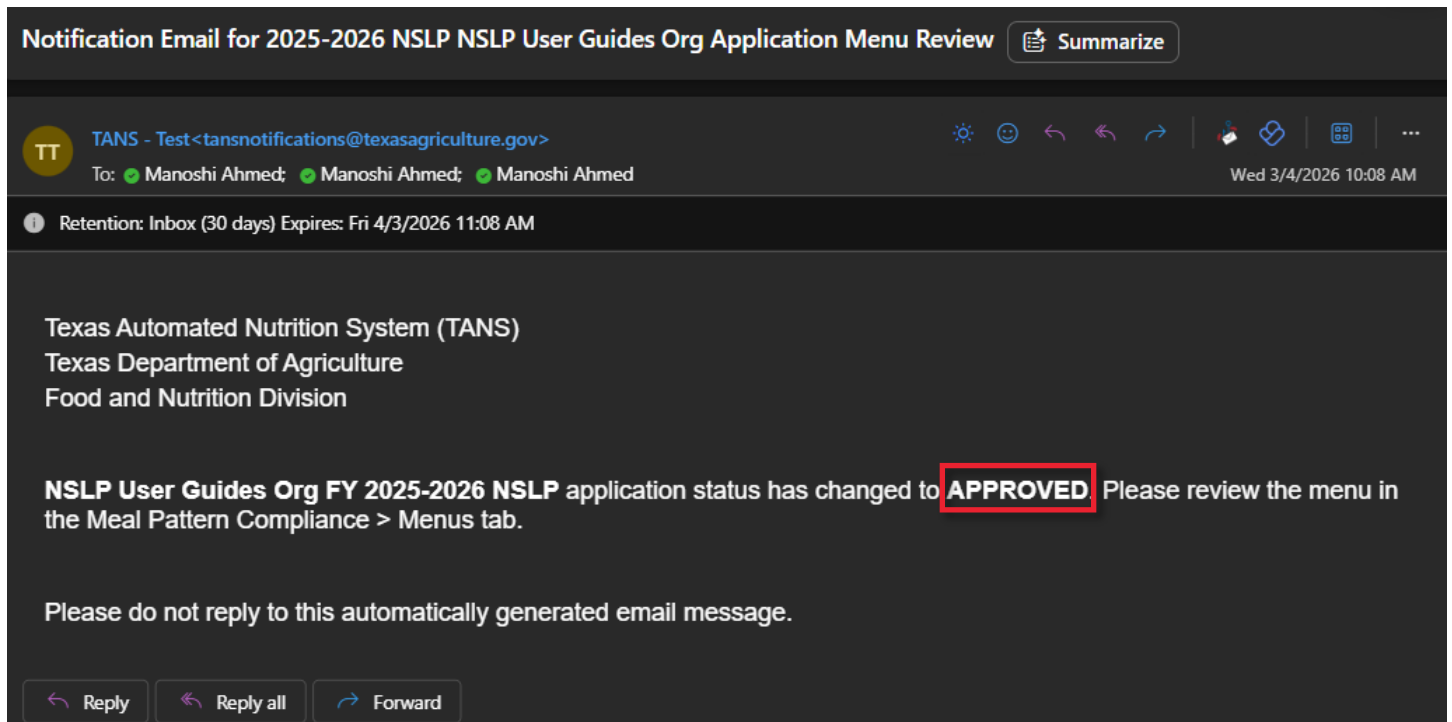
Texas Automated Nutrition System (TANS)
 Texas Department of Agriculture
 Food and Nutrition Division

NSLP User Guides Org FY 2025-2026 NSLP application status has changed to **RETURNED FOR MODIFICATION**. For additional details, please log into your TANS account, click Nutrition Management, and select Applications to view the Application dashboard. To display the action log select the corresponding application status.

Please do not reply to this automatically generated email message.

Reply Reply all Forward

When TDA makes a final determination regarding the status of the application, the organization receives a notification.



The screenshot shows an email interface with a dark theme. At the top, the subject line reads "Notification Email for 2025-2026 NSLP NSLP User Guides Org Application Menu Review" followed by a "Summarize" button. The sender is identified as "TANS - Test" with the email address "tansnotifications@texasagriculture.gov". The recipients are listed as "Manoshi Ahmed". The email content states: "Texas Automated Nutrition System (TANS) Texas Department of Agriculture Food and Nutrition Division NSLP User Guides Org FY 2025-2026 NSLP application status has changed to **APPROVED** Please review the menu in the Meal Pattern Compliance > Menus tab." The word "APPROVED" is highlighted with a red box. Below the main text, it says "Please do not reply to this automatically generated email message." At the bottom, there are buttons for "Reply", "Reply all", and "Forward".

REVIEW THE NOTIFICATION FORM

If you receive a notification from TDA that requires action on your part, such as **Return for Modification**, TDA will provide more detailed instructions on the **Notification** form.

Open your application from the **Application Dashboard** and navigate to the **Notifications** form by using the **Navigation** pane.

The comment available in the Action Log will also display in the **Comments** column on the **Notifications** form. However, when TDA requires action from the organization, they will attach a document with more detailed information or instructions.

Program Information

- Organization ✓
- Application ✓
- Financial Information ✓
- Management Plan ✓
- Meal Pattern Compliance
- Documents ✓
- Site Management
 - Site Information ✓
 - Site Summary ✓
- Organization Acceptance
 - Confirm and Accept
- State Agency
 - SA Determination
 - Notifications
 - History
 - Version Log
 - Document Log

NSLP: NSLP User Guides Org FY: 2026 Pending Review Version: 2.0 Notifications

Notification Type	Version Id	Date	Document	Comments
Email	2.0	3/4/2026		Email sent to notify the Organization about the application status change to Submitted
Email	1.0	3/4/2026		Email sent to notify the Organization about the application status change to Approved
Email	1.0	3/4/2026		Email sent to notify the Organization about the application status change to Submitted
Email	1.0	3/4/2026		Email sent to notify the Organization about the application status change to Returned for Modification
Email	1.0	3/4/2026		Email sent to notify the Organization about the application status change to Submitted
Email	1.0	3/4/2026		Email sent to notify the Organization about the application status change to Submitted

If there are documents to review, you will find them in the **Document** column.

Open the document by clicking the **View File** icon. The document will open in a separate browser window. Follow any instructions provided by TDA, update your comments on the **Confirm and Accept** form, and then re-submit the application for approval.

REVIEW THE SA DETERMINATION FORM

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

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

- Program Information
 - Organization ✓
 - Application ✓
 - Financial Information ✓
 - Management Plan ✓
 - Meal Pattern Compliance
 - Documents ✓
 - Site Management
 - Site Information ✓
 - Site Summary ✓
 - Organization Acceptance
 - Confirm and Accept
 - State Agency
 - SA Determination**
 - Notifications
 - History
 - Version Log
 - Document Log

Agreement ⚠

Agreement

Application Type: NSLP Assigned Specialist: Amy Anderson - aanderson10 Status: Approved Effective Date: 01/01/2026 Submitted: 03/04/2026 Processed: 03/04/2026 New/Renewal: Renew

State Agency Determination

* 1. Is this SFA entitled to receive the two cent differential reimbursement? Effective Date: 01/01/2026

Two Cent Differential Lunch auto determination
Contracting entities serving at least 60 percent free and reduced-price lunches under NSLP for 2 years prior to the school year will receive a 2-cent supplemental lunch reimbursement. The percentage to qualify for two cent differential Lunch cannot be rounded up.

Total Free Lunches	Total Reduced Price Lunches	Total Lunches	Free & Reduced %	Qualify for extra \$.02 reimbursement rate
0	0	0	0.00	No

* 2. Is this SFA entitled to receive the certified performance-based menu reimbursement? Effective Date: 01/01/2026

* 3. Has the State Agency identified this organization as an eligible Recipient Agency (RA) of the Food Distribution Program (FDP) and provided an estimated entitlement award amount? Yes

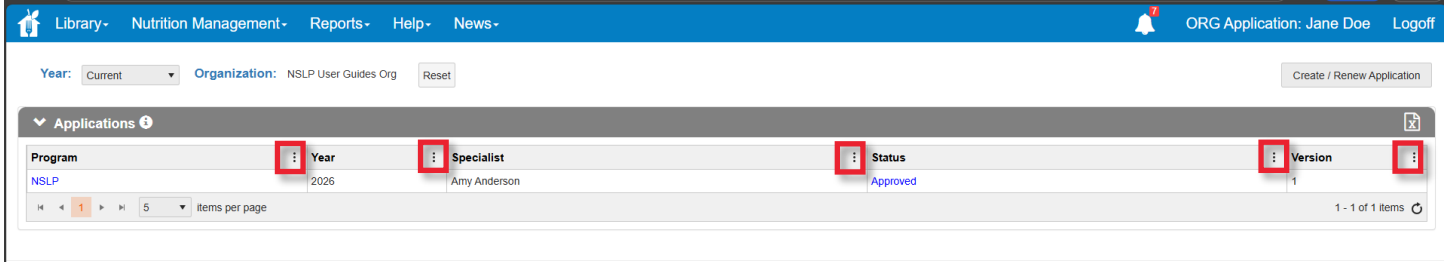
* 4. Has the State Agency reviewed and confirmed that all special provision option information is accurate? Yes

Recall Prev Form Save Cancel Next Form

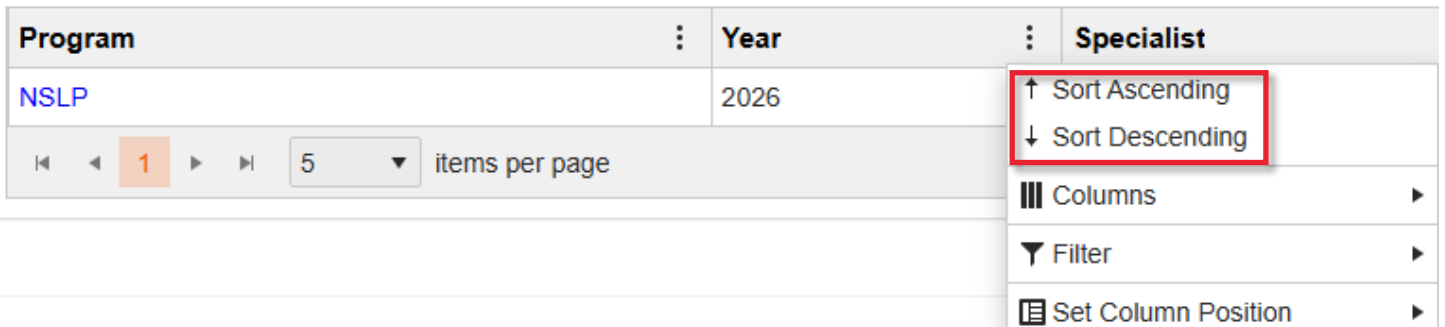
Appendix A: The Application Dashboard and Versions

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

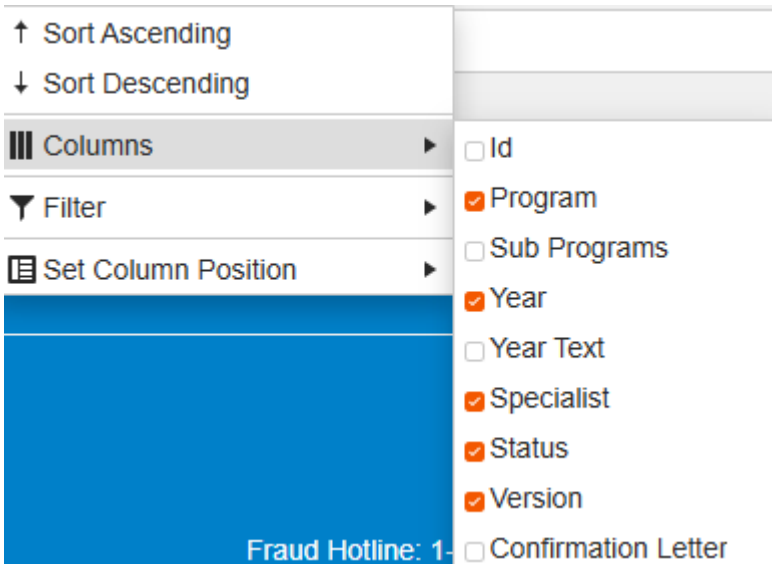
Each column in the table has a filter column settings icon (the three vertical dots). The following is a closer look at the filtering tools available in the **Application Dashboard**.



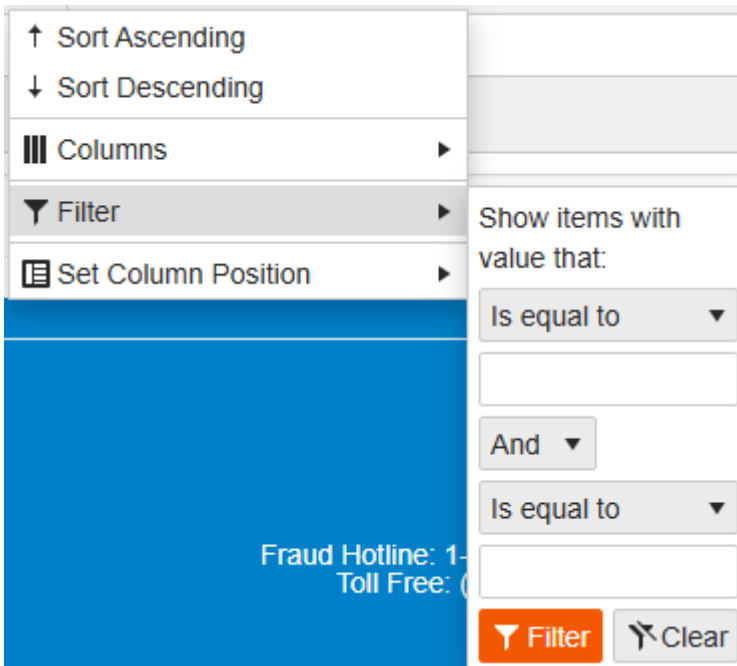
Use the **Sort** menu items to sort the applications by a specific column.



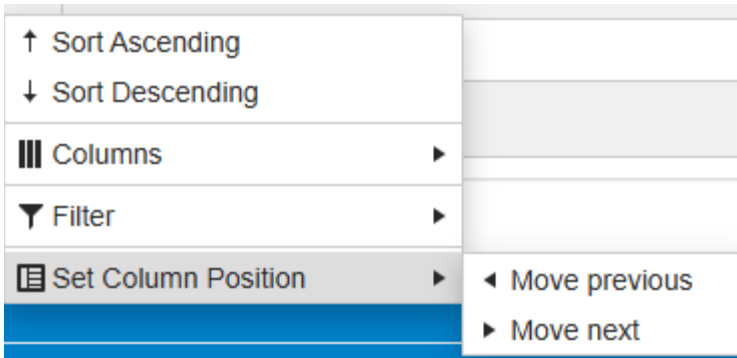
Use the **Column** tool to show or hide columns in the dashboard.



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 status of the application, which in this example is **Approved**. Refer to Appendix B for a complete discussion on the status displayed in the dashboard.

Program	Year	Specialist	Status	Version
NSLP	2026	Amy Anderson	Approved	1

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.

✕

▼ Action Log Id: NL25262176 Version: All ▼

Version ▼	Action ▼	Comments ▼	Modified By ▼	Modified Date and Time ▼
1.0	Approved		Manoshi Ahmed	03/04/2026 10:08 AM
1.0	Submitted		Jane Doe	03/04/2026 10:07 AM
1.0	Returned for Modification	update the TIN under the org profile	Manoshi Ahmed	03/04/2026 10:06 AM
1.0	Submitted	attached supplemental docs	Jane Doe	03/04/2026 10:01 AM
1.0	Returned for Modification	PY2026 Contract Packet has been reviewed and returned to the CE for correction. Attach supplemental documents	Manoshi Ahmed	03/04/2026 09:56 AM

⏪ ⏩ 1 ⏪ ⏩ 🔄

The initial version for an application is always 1.0, including when TDA approves or denies it. When the organization starts an amendment to 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 is also displayed on the **Application Dashboard**.

▼ Applications ⓘ

Program	Year	Specialist	Status	Version
NSLP	2026	Amy Anderson	Approved	1

⏪ ⏩ 1 ⏪ ⏩ 5 Items per page 1 - 1 of 1 items

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.

Applications ⓘ

Program



NSLP

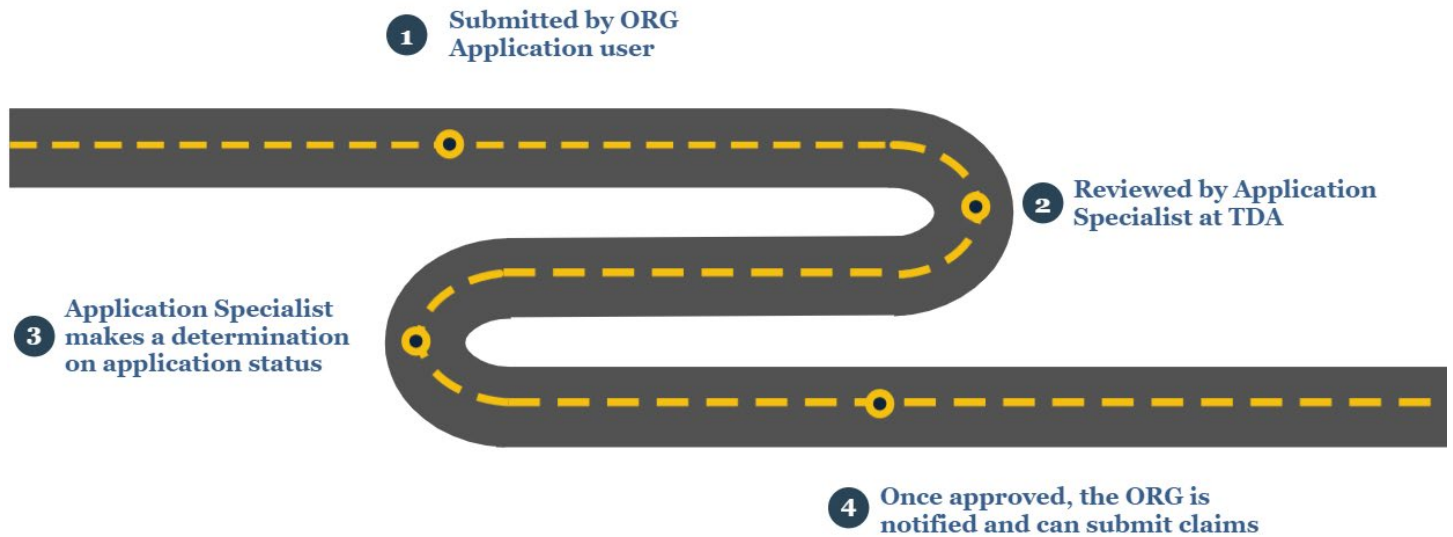
Navigation controls including arrows, page number 1, and a dropdown menu showing 5 items per page.

Appendix B: Application Workflow and Statuses

THE APPLICATION PROCESS

A graphic of a winding road with yellow markings illustrates a four-step application process. The path starts at 'Submitted by Org Application User,' leads to 'Reviewed by Application Specialist at TDA,' continues to 'Application Specialist makes a determination,' and ends at a final goal: 'Once Approved, the ORG is notified and can submit claims.'

The Application Process

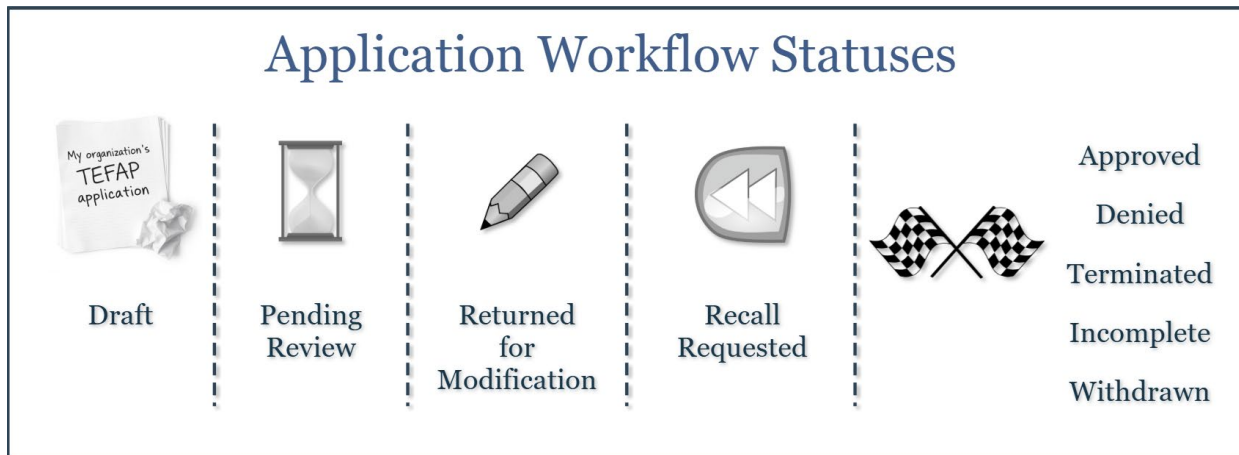


After the organization submits the application, the assigned TDA Application Specialist reviews the application.

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 Draft status until submission to TDA.

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

There are five final statuses that can display once a State Agency (SA) makes a determination. These are **Approved**, **Denied**, **Terminated**, **Incomplete**, and **Withdrawn**.

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

	Status	Description
Review Workflow	Draft	The application or amendment has been initiated by the organization.
	Pending Review	The application has been submitted for State Agency (SA) review.
	Returned for Modification	The application was returned to the organization by the PES for edits.
	Recall Requested	The organization has requested to recall the application for editing.
Final Determination	Approved	Based on USDA FNS requirements & SA review, SA determines application submission is eligible.
	Denied	Based on USDA FNS requirements & SA review, SA determines application submission is ineligible.
	Terminated	Based on USDA FNS requirements & SA review, SA determines the agreement between the SA and Organization is terminated.
	Incomplete	Applicant fails to provide information requested by SA based on application review or abandoned by the organization prior to determination.
	Withdrawn	The status displays as Withdrawn after the organization requests the SA to withdraw the application submission prior to making a determination.

Appendix C: Application Amendments

An application amendment is required when the organization needs to update the application, such as in updating contact information or modifying, adding, or removing sites. Amending an application sends the application back through the TDA approval process.

To begin the amendment, click the **Edit** 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 the next major version (ex: 1 to 2). 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 application version appears on both the Application Dashboard and the Action Log. The Action Log shows every version and status the application receives, while the Application Dashboard displays only the most current version.