

FDP Claims Training Guide for Organizations

Training Guide

This document serves as a training aid, guiding individuals with the Org Claims role through each step of the TANS Claims process.

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

TRAINING OVERVIEW

Length	30 Minutes
Description	This document is designed to be a step-by-step guide for someone with an Org Claims role in TANS as they work through the process of submitting a claim.
USDA Key Areas	
Learning Objective(s)	How to submit a claim in the TANS system.

COMMON ACRONYMS

Acronym	Description
FDP	Food Distribution Programs
TEFAP	The Emergency Food Assistance Program
CSFP	Commodity Supplemental Food Program
FMNP	Farmers' Market Nutrition Program
SFMNP	Senior Farmers' Market Nutrition 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

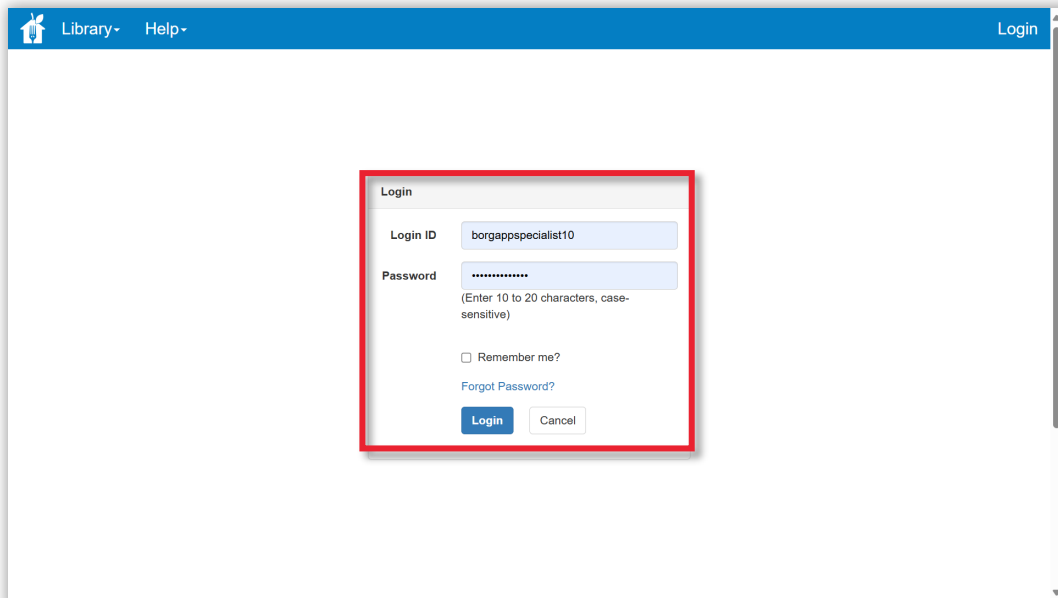
SquareMeals.org	TDA Food & Nutrition Website	News, resources, and training for all 12 Food & Nutrition programs in Texas
CFR Regulations	TEFAP: 7 CFR Parts 250 and 251 CSFP: 7 CFR Parts 247 and 250 FMNP: 7 CFR Parts 246 , 248 , and 2 CFR Part 200 SFMNP: 7 CFR Part 249	Code of Federal Regulations for FDP programs.
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 Handbooks	The Emergency Food Assistance Program Handbook Commodity Supplemental Food Program Handbook	TDA Program handbooks are available on SquareMeals.org.

Submitting an FDP Claim in TANS

PROCEDURE

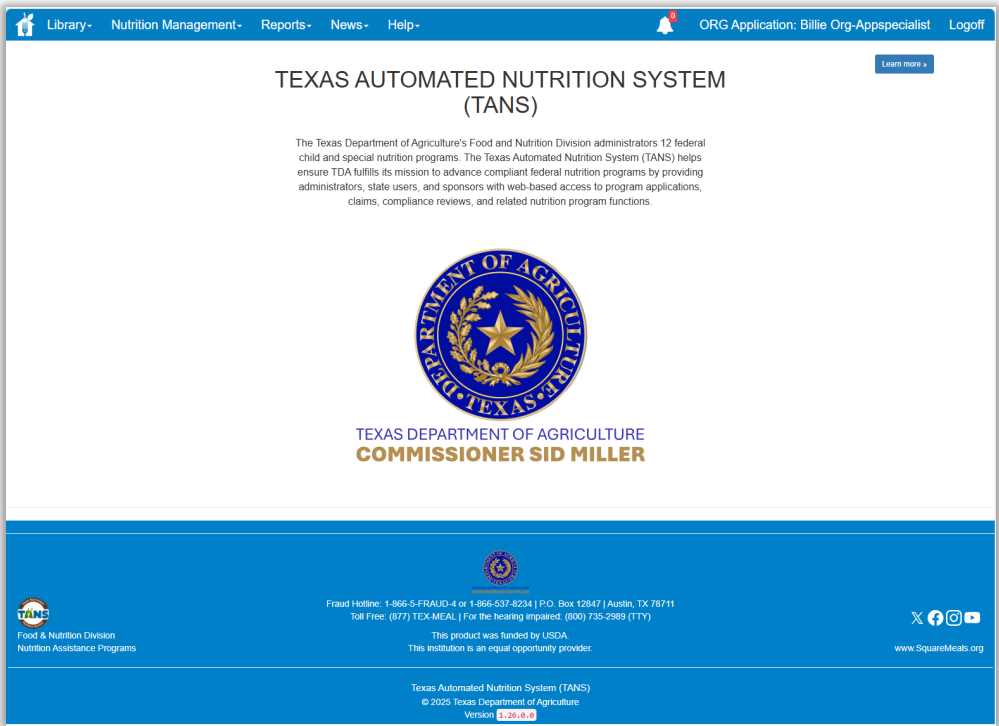
In the example scenario below, you have the TANS ORG Claims role and work for the non-profit, Abundant Baskets Community Food Bank. On behalf of your organization, you will create and submit a claim for a program, modify the claim, resubmit, and review the approved claim.

LOGIN PAGE



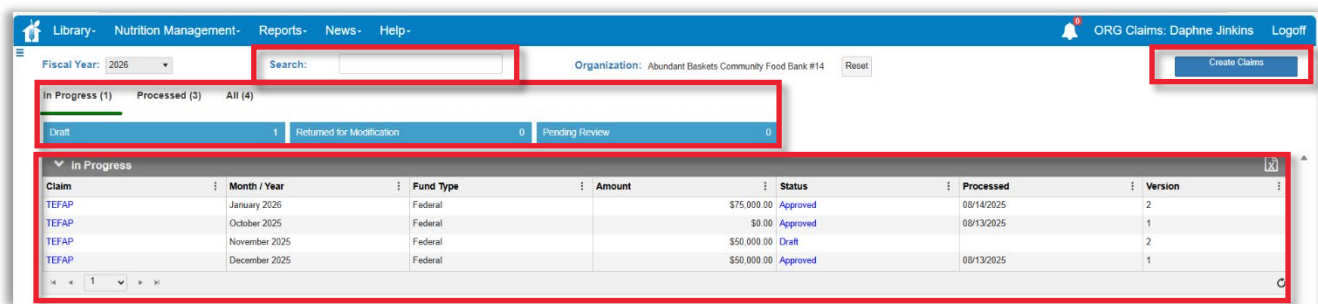
Step	Action
1.	Open the TANS page from the link: http://tans.texasagriculture.gov If you have access to the TANS training environment and want to practice there, use the following link: http://trainingtans.texasagriculture.gov Note: You may want to add the page to your browser favorites.
2.	Enter your assigned Login ID and Password. Note: As you type in the password, you can click the Eye icon in the Password field to verify your password is correct.
3.	Click the Login button. 

TANS HOMEPAGE



Step	Action
4.	Begin navigating to the Claims Dashboard , click the Nutrition Management menu button. Nutrition Management-
5.	Under the Payments column, click the Claims menu item. Nutrition Management-Reports-News-Help- AgreementsApplications Enrollment & EligibilityCommunity Eligibility Provision (CEP) PaymentsClaims

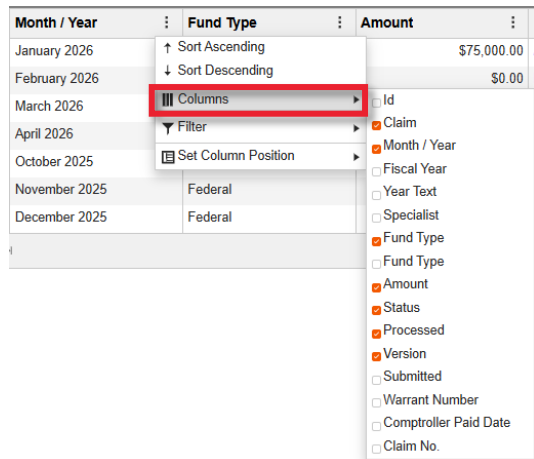
CLAIMS DASHBOARD



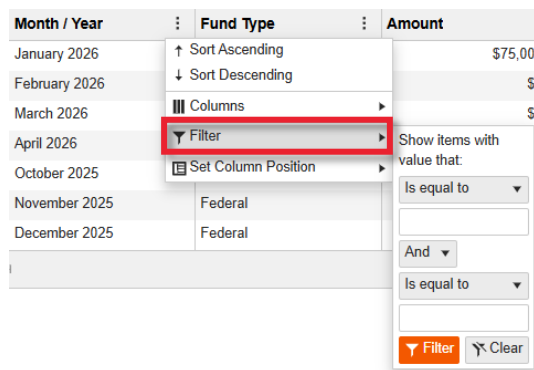
Step	Action
6.	Information From the Claims Dashboard, you can display and filter existing claims by year, program, status, etc. In the first row, use the Search field to filter the list by a word. In the second row, use the three tabs to change the display of the blue status filter buttons in the third row and to filter the Claims table. From the dashboard, you create new claims by clicking the Create Claims button.
7.	Let’s start by using the tabs to filter. Each tab represents a stage in the processing of a claim and displays the status buttons relevant to that stage: In Progress displays the Draft, Returned for Modification, and Pending Review filter. Processed displays the Approved, Paid, and Denied filter buttons. All displays all of the claims. Notice that each tab and each button indicates the number of claims relevant to the stage or status. Click the Processed (#) tab.
8.	The Claims table updates to display claims in the Approved, Paid, and Denied statuses. Click the Approved filter button. Approved 3 The table is now filtered to display only approved claims.
9.	Information If you need to filter the claims that display further or want to change the column view of the table, use the filter column setting icon (three vertical dots) available in any column. Month / Year Fund Type A ↑ Sort Ascending ↓ Sort Descending Columns Filter Set Column Position

Use the **Sort** menu items to sort the applications by a specific column. You can also click the column heading to sort.

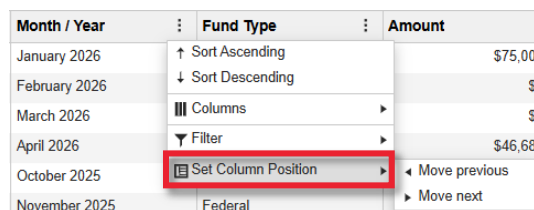
Use the **Column** tool to show or hide columns in the dashboard.



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 on the table.



Note: You can export the visible programs to Excel by clicking the Excel  icon.

10.

To view the Action Log for a claim, click its **Status** link.

ACTION LOG

▼ Action Log Id: TE2526-100429 Version: 1 📄					
Version ▼	Action ▼	Comments ▼	Updated By ▼	Updated Date and T... ▼	
1.0	Approved	Confirm Approved	Damian Johnson	08/13/2025 09:48 AM	▲
1.0	Approved	Confirm Approved	Juniper Farris	08/13/2025 09:46 AM	
1.0	Pending Final Review		Juniper Farris	08/13/2025 08:40 AM	
1.0	Pending Final Review		Juniper Farris	08/13/2025 08:40 AM	
1.0	Deleted	Deleted	Tommy Franks	08/12/2025 02:26 PM	▼
⏪ ◀ 1 ▶ ⏩ 🔄					

Step	Action
11.	The Action Log displays every status the claim has received. In this example, the claim is in Version 1 and its final status is Approved.
12.	View an existing claim. Click the link for the first approved claim in the list.

▼ In Progress 📄						
Claim	Month / Year	Fund Type	Amount	Status	Processed	Version
TEFAP	January 2026	Federal	\$23,000.00	Pending Review		2
TEFAP	October 2025	Federal	\$30,000.00	Approved	09/24/2025	1
TEFAP	November 2025	Federal	\$23,700.00	Pending Review		1
TEFAP	December 2025	Federal	\$0.00	Returned for Modification		1
FMNP	January 2026	Federal	\$0.00	Approved	11/14/2025	1
SFMNP	January 2026	Federal	\$40,580.00	Pending Review		1
SFMNP	February 2026	Federal	\$0.00	Draft		1
⏪ ◀ 1 ▶ ⏩ 20 items per page 1 - 7 of 7 items						

CLAIM FORM

Library

Nutrition Management

Reports

News

Help

ORG Claims: Daphne Jenkins

Logoff

Claim

Claim

Documents

Confirm and Accept

SA Determination

History

Abundant Baskets Community Food Bank

FY: 2026

Approved

Claim

Claim Number: TE2526-100532

Version: 1.0

The Emergency Food Assistance Program (TEFAP)

October 2025

Submitted 09/24/2025

Processed 09/24/2025

Paid

Total Month Reimbursement

\$30,000.00

Version 1.0 Reimbursement

\$30,000.00

Version 1.00 Reimbursement

Claim Lifecycle

Reimbursement	Total Month Reimbursement	Version Reimbursement	Claim Deduction
TEFAP USDA	\$30,000.00	\$30,000.00	\$0.00
TEFAP Non-USDA	\$0.00	\$0.00	\$0.00

Reimbursement

Program Type	YTD Approved Amount	YTD Claim	Allocated Amount	Available Balance
TEFAP	\$52,000.00	\$112,500.00	\$350,000.00	\$320,000.00

General Information

Number of Sub Agencies	Number of Sites	Total Prepared Meals	Participants	Total Households
3	0	3000	2000	1500

Cost of Distributing USDA Foods

Storage Facilities	Equipment	Salaries	Transportation	Participating Pregnant/BreastfeedinOther	Total
\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$40,000.00

Cost of Distributing Non-USDA Foods

Storage Facilities	Equipment	Salaries	Transportation	Participating Pregnant/BreastfeedinOther	Total
\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$40,000.00

USDA Expenses

Requested Amount

\$40,000.00

Non USDA Expenses

Requested Amount

\$40,000.00

Edit

Prev Form

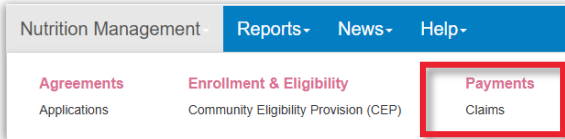
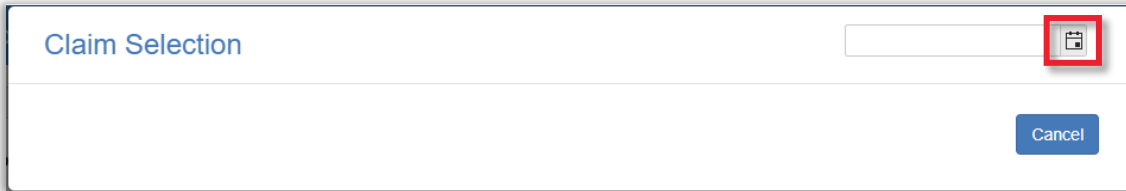
Save

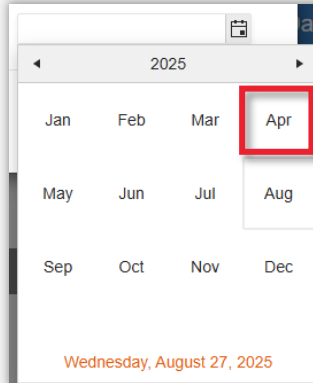
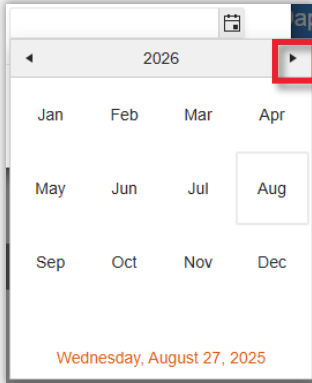
Submit

Cancel

Next Form

Step	Action
13.	Information The Claims page displays with the Claim form on the right and the Claims Navigation pane on the left. The Claims form is divided into a header and a body. The header displays on every form listed in the Claim Navigation pane and contains the claim number, program name, claim month/year, lifecycle, and total month, and version reimbursements. Each claim receives a unique Claim Number. The Claim Lifecycle shows where the claim is in the approval workflow. There are two drop-down lists. The first displays the program selected for the claim. The second displays the month. The month can be changed, if needed. In the body of the form is the Total Month Reimbursement amount, which is the amount paid to date for the month selected. The Version 1.0 Reimbursement amount is the amount paid for Version 1 of the application.

	The Version 1.0 Reimbursement section breaks out the Amount into USDA and Non-USDA amounts and then by total Month Reimbursement, Version Reimbursement, and the Claim Deduction. These amounts will remain zero until TDA has entered an approved amount. The Reimbursement section contains year-to-date amounts approved by TDA for the program and the year-to-date amount claimed by the organization. The Amount Allocated to the organization does not change throughout the year unless a new application amendment is approved and a new allocated amount is entered. The Available Balance field is the Allocated Amount minus the YTD Approved Reimbursement amount.
14.	i Information The example claim displayed is in version 1. If you determine that a change needs to be made to an approved claim, click the Edit button in the lower left to begin a new version of the claim. Claim versions will be demonstrated later in this Guide.
15.	Let's begin a new claim. Leave the Claim by navigating back to the Claims Dashboard. Click the Nutrition Management menu button. 
16.	Under the Payments column, click the Claims menu item. 
17.	On the upper right of the Claims Dashboard, click the Create Claims button. 
18.	In the Claims Selection box, click the Calendar icon. 
19.	In the Calendar that displays, click the month for the claim you are creating. Note: Only one claim can be filed by the organization per month per program. However, as needed, claims can be revised to capture expenses not claimed in the previous version of the claim. In this example, you will create a claim for April 2026. Change the year by clicking the right arrow. Then, select the month of April.



20.

Select the program for the claim, which in this example is **The Emergency Food Assistance Program**.

Click **The Emergency Food Assistance Program** checkbox.

Claim Selection

April 2026

Federal

Child and Adult Care Food Program

☐ Independent Center

☐ Sponsor of Centers

☐ Family Day Care Home

☐ Fresh Fruit and Vegetable Program

☐ National School Lunch Program

☐ Seamless Summer Option

☐ Special Milk Program

☐ Summer Food Service Program

Local

☐ Healthy Schools Act

☐ Healthy Tots Act

Advance Funds

Child and Adult Care Food Program

☐ Independent Center

☐ Sponsor of Centers

☐ Family Day Care Home

☐ Summer Food Service Program

Start Up / Expansion Funds

Child and Adult Care Food Program

☐ Family Day Care Home

Food Distribution Programs

☐ The Emergency Food Assistance Program

☐ Commodity Supplemental Food Program

☐ Farmers Nutrition Program

☐ Senior Farmers Nutrition Program

Special Payment

☐ PEBT (Federal)

☐ State Revenue Match (Local)

☐ Supply Chain Assistance (Federal)

☐ Other (Local)

Create Claims

Cancel

Library- Nutrition Management- Reports- News- Help-
0
ORG Claims: Daphne Jenkins
Logoff

Claim

Claim

Documents

Confirm and Accept

SA Determination

History

Abundant Baskets Community Food Bank #14

FY: 2026

Not Submitted

Claim

Claim Number: TE2526-040466

Version: 1.0

The Emergency Food Assistance Program (TEFAP)

April

2026

Not Submitted

Processed

Paid

Total Month Reimbursement

\$0.00

Version 1.0 Reimbursement

\$0.00

Version 1.00 Reimbursement

Reimbursement	Total Month Reimbursement	Version Reimbursement	Claim Deduction
TEFAP USDA	\$0.00	\$0.00	\$0.00
TEFAP Non-USDA	\$0.00	\$0.00	\$0.00

Reimbursement

Program Type	YTD Approved Amount	YTD Claim	Allocated Amount	Available Balance
TEFAP	\$0.00	\$0.00	\$0.00	\$0.00

General Information

Number of Sub Agencies	Number of Sites	Total Prepared Meals	Participants
0	0	0	0

Cost of Distributing USDA Foods

Storage Facilities	Equipment	Salaries	Transportation	Participating Pregnant/BreastfeedinOther	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00

Cost of Distributing Non-USDA Foods

Storage Facilities	Equipment	Salaries	Transportation	Participating Pregnant/BreastfeedinOther	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00

Total USDA Expenses

\$0.00

Total Non USDA Expenses

\$0.00

Approved Amount

\$0.00

Approved Amount

\$0.00

Prev Form

Save

Submit

Cancel

Next Form

Delete

© 2025 Texas Department of Agriculture (more ...) Version 1.35.8

Step	Action
21.	Information On the Claims form, fill out the General Information, Cost of Distributing USDA Foods, and Cost of Distributing Non-USDA Foods sections. TANS automatically calculates each of the Total fields. If there are expenses that don't fit the categories of Storage Facilities, Equipment, Salaries, or Transportation, be sure to add these into the last Participating Pregnant/Breastfeeding/Other column. All other fields on this form are disabled for the organizations. When the TDA Claims Specialist reviews and approves the claim, they will enter the reimbursement amounts into the Approved Amounts fields at the bottom of the form.

	Note: Approved Amounts for the Cost of Distributing Non-USDA Foods will be zero throughout the year. However, it is important for organizations to enter Non-USDA expenses on each of their monthly claims. At the end of the program year, if TDA has any remaining TEFAP funds, TDA will apportion these funds to the organizations to assist in reimbursing Non-USDA expenses claimed throughout the year.																																
22.	Enter the number of subdistributing agencies contracted to the organization participating in the program. Enter the amount into the Number of Sub Agencies field.																																
23.	Enter the number of sites that participate in the program into the Number of Sites field.																																
24.	Enter the number of meals provided to program participants for the month of the claim into the Total Prepared Meals field.																																
25.	Enter the number of individuals in the program that were fed during the month into the Participants field. General Information <table border="1"> <thead> <tr> <th>Number of Sub Agencies</th> <th>Number of Sites</th> <th>Total Prepared Meals</th> <th>Participants</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>23587</td> <td>11058</td> </tr> </tbody> </table>	Number of Sub Agencies	Number of Sites	Total Prepared Meals	Participants	1	2	23587	11058																								
Number of Sub Agencies	Number of Sites	Total Prepared Meals	Participants																														
1	2	23587	11058																														
26.	Enter all USDA and Non-USDA expenses into the column categories. Once you have completed these fields, save the form. Cost of Distributing USDA Foods <table border="1"> <thead> <tr> <th>Storage Facilities</th> <th>Equipment</th> <th>Salaries</th> <th>Transportation</th> <th>Participating Pregnant/BreastfeedinOther</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>0.00</td> </tr> </tbody> </table> Cost of Distributing Non-USDA Foods <table border="1"> <thead> <tr> <th>Storage Facilities</th> <th>Equipment</th> <th>Salaries</th> <th>Transportation</th> <th>Participating Pregnant/BreastfeedinOther</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>0.00</td> </tr> </tbody> </table> <table border="1"> <tr> <td>Total USDA Expenses</td> <td>\$0.00</td> </tr> <tr> <td>Approved Amount</td> <td>\$0.00</td> </tr> </table> <table border="1"> <tr> <td>Total Non USDA Expenses</td> <td>\$0.00</td> </tr> <tr> <td>Approved Amount</td> <td>\$0.00</td> </tr> </table> Prev Form Save Submit Cancel Next Form Delete Click the Save button.	Storage Facilities	Equipment	Salaries	Transportation	Participating Pregnant/BreastfeedinOther	Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	Storage Facilities	Equipment	Salaries	Transportation	Participating Pregnant/BreastfeedinOther	Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	Total USDA Expenses	\$0.00	Approved Amount	\$0.00	Total Non USDA Expenses	\$0.00	Approved Amount	\$0.00
Storage Facilities	Equipment	Salaries	Transportation	Participating Pregnant/BreastfeedinOther	Total																												
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Approved Amount	\$0.00																																
Total Non USDA Expenses	\$0.00																																
Approved Amount	\$0.00																																
27.	Once the form is saved, TANS calculates the Total USDA Expenses and Total Non-USDA Expenses fields. <table border="1"> <tr> <td>Total USDA Expenses</td> <td>\$56,466.00</td> <td>Total Non USDA Expenses</td> <td>\$24,590.00</td> </tr> <tr> <td>Approved Amount</td> <td>\$0.00</td> <td>Approved Amount</td> <td>\$0.00</td> </tr> </table>	Total USDA Expenses	\$56,466.00	Total Non USDA Expenses	\$24,590.00	Approved Amount	\$0.00	Approved Amount	\$0.00																								
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Approved Amount	\$0.00	Approved Amount	\$0.00																														

28. When you are ready, navigate to the **Documents** form.
- Click the **Next Form** button or the **Documents** menu item.

DOCUMENTS FORM

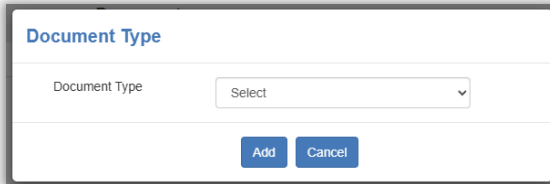
The screenshot shows the 'Documents' form for 'Abundant Baskets Community Food Bank #14 FY: 2026 Not Submitted'. The form is divided into several sections. The top section displays the 'Claim Number: TE2526-040466' and 'Version: 1.0'. Below this, there are three radio buttons for the claim status: 'Not Submitted' (selected), 'Processed', and 'Paid'. The 'Documents' section is highlighted with a red box and contains a table with the following data:

Document Type	Amount
Total Month Reimbursement	\$0.00
Version 1.0 Reimbursement	\$0.00

Below the table, there is a section titled 'Documents' with an 'Add New' button. The text below the button states: 'No documents are required at this time.' At the bottom of the form, there are navigation buttons: 'Prev Form', 'Save', 'Submit', 'Cancel', 'Next Form', and 'Delete'.

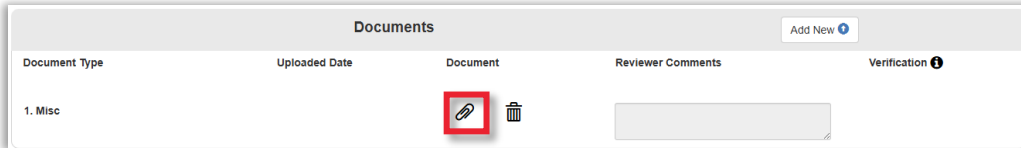
Step	Action
29.	i Information The Documents form contains a section where you can upload as many files as needed to support your organization's claim. The acceptable file formats are as follows: • PDF • Excel • Zip Important: Only include Word, Excel, or PDF files in zip files. Do not attempt to upload any other file types. The maximum file size allowed is 50 MB.
30.	Click the Add New button to create a new row for the upload. 

31. In the **Document Type** drop-down list, select the applicable type and click the **Add** button.



The screenshot shows a dialog box titled "Document Type". It contains a label "Document Type" followed by a dropdown menu with the word "Select" and a downward arrow. Below the dropdown are two buttons: "Add" and "Cancel".

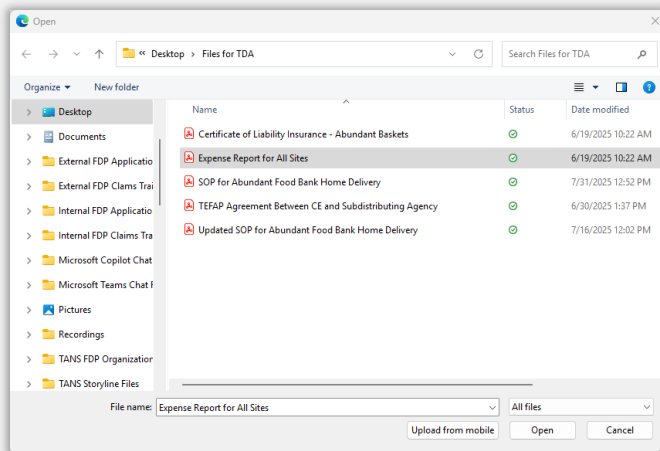
32. The **Documents** section refreshes to display a new row where you can upload a document.



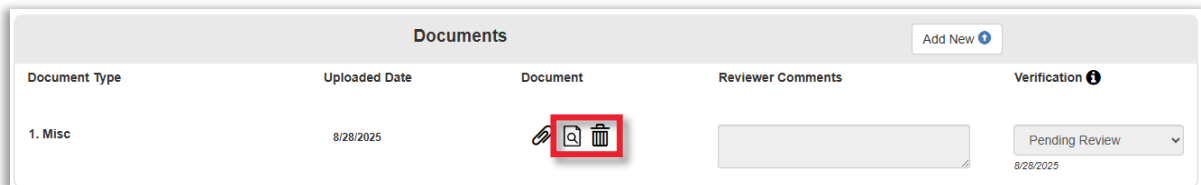
The screenshot shows a table titled "Documents" with columns: "Document Type", "Uploaded Date", "Document", "Reviewer Comments", and "Verification". There is an "Add New" button in the top right. The first row has "1. Misc" in the "Document Type" column. In the "Document" column, there is a red square icon with a white paperclip (Attach File) and a trash can icon (Delete File). The "Reviewer Comments" and "Verification" columns are empty.

Click the **Attach File** icon to begin the upload.

33. Double-click the file to upload in the **Open** dialog box..



34. After the file is uploaded, you can view it by clicking the **View File**  icon. If the incorrect document was uploaded, use the **Delete File**  icon to remove it. TDA's Claims Specialist uses the **Reviewer Comments** and **Verification** fields to validate the file. If the file is determined to be Invalid, then the Specialist will leave comments for the Organization to act on once the Claim is returned for modification.



The screenshot shows the "Documents" table with the same columns as before. The first row now has "1. Misc" in the "Document Type" column, "8/28/2025" in the "Uploaded Date" column, and a red square icon with a white paperclip (Attach File), a magnifying glass (View File), and a trash can (Delete File) in the "Document" column. The "Reviewer Comments" column is empty. The "Verification" column shows a dropdown menu with "Pending Review" selected and the date "8/28/2025" below it.

Click the **Add New** button to add as many rows as needed for your documents.

When you have completed this form, click the **Next Form** button or click the **Confirm and Accept** menu item.

CONFIRM AND ACCEPT

Abundant Baskets Community Food Bank #14 FY: 2026 Not Submitted Confirm and Accept

Claim Number: TE2526-040466 Version: 1.0

The Emergency Food Assistance Program (TEFAP)

April 2026

Total Month Reimbursement	\$0.00
Version 1.0 Reimbursement	\$0.00

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

☐ *I certify that this claim is true and correct, that records are available to support the information reported and that it is in accordance with the terms for the existing agreement. I recognize that I will be fully responsible for any excess amounts which may result from erroneous or neglectful reporting herein. I am aware that deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

☐ *I certify that all receipts, invoices, and other evidence of purchase must be retained and available for future audits for a period of five years after the date of the final submission of the final claim for the fiscal year to which they pertain, or longer if related to an audit or investigation in progress.

☐ *I certify, to the best of my knowledge, that this claim is true and correct in all respects; that records are available to support this claim, that it is in accordance with the terms of The Emergency Food Assistance Program and/or Commodity Supplemental Food Program Agreement and that payment has not been received. I unconditionally guarantee and agree to pay TDA all debt arising out of the above-named Organization participation in the TEFAP and/or CSFP, including, without limitation, sums due TDA arising out of audit or review deficiencies, disallowance of costs, fraud, payments in excess of the proper claim amount(s), and/or overpayments. I also understand that I may be prosecuted under applicable state and federal laws for deliberately misrepresenting or withholding information.

Comments / Notes:

Signature:

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

*First Name: Daphne *Last Name: Jenkins *Title: Director

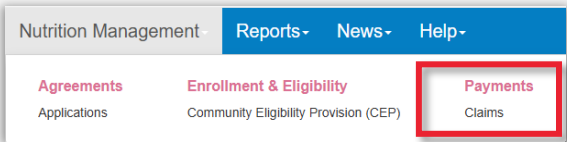
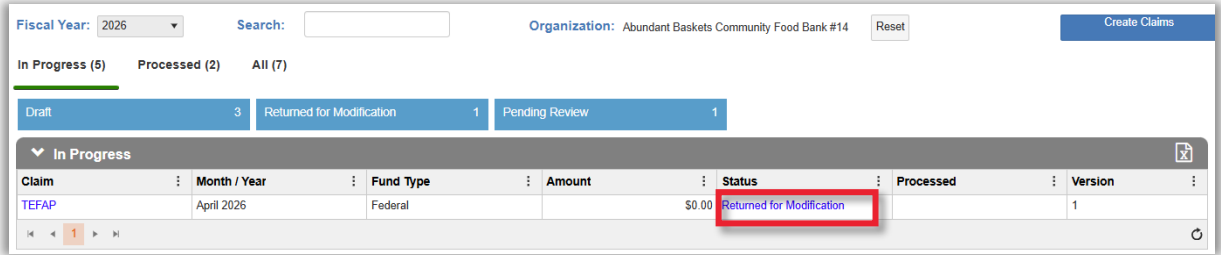
[Prev Form](#) [Save](#) [Submit](#) [Cancel](#) [Next Form](#) [Delete](#)

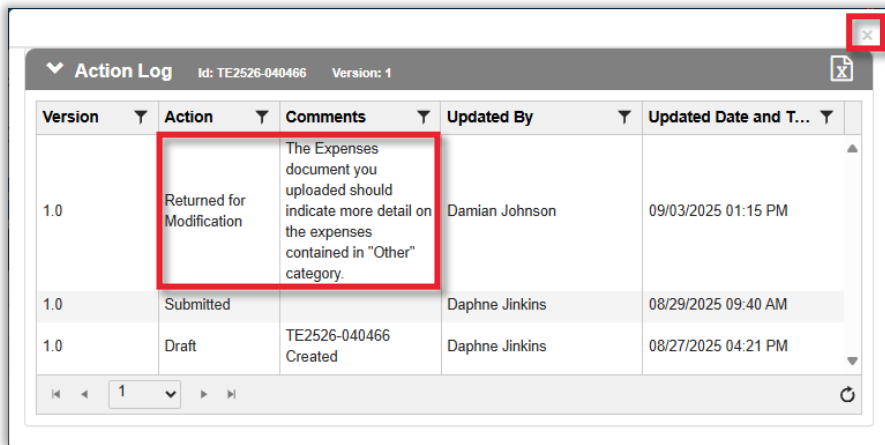
© 2025 Texas Department of Agriculture (more...) Version 1.39.0

Step	Action
35.	On the Confirm and Accept page, there are three statements you must acknowledge and certify by selecting the checkboxes. Enter any pertinent information for the Claim Specialist to review with your claim in the Comments / Notes field. Click the Submit button and electronically sign the claim by entering your password.
36.	i Information While TDA is reviewing the claim and before they have made a determination, you may recall the claim if you need to make an update. Use the Recall button in the bottom left of each form to request a recall of the application. The Claims Specialist must accept a recall request. Once accepted, the claim status changes to Returned for Modification, and you will be able to update the claim and resubmit it. Recall

RETURN FOR MODIFICATION AND RESUBMISSION

[Placeholder for Image of Email Notification]

Step	Action
37.	In this scenario, you don't request a recall. Instead, the TDA Claim Specialist has reviewed the claim and returned it for modification. You log into TANS and navigate to the Action Log to view the Specialist's comments to learn what update you will need to make to the claim.
38.	Begin navigating to the Claims Dashboard , click the Nutrition Management menu button. 
39.	Under the Payments column, click the Claims menu item. 
40.	By default, the In Progress tab is selected along with the corresponding status filter buttons. Filter the Claims list for claims that have been returned for modification. Click the Returned for Modification filter button. 
41.	View the Action Log. Click the Returned for Modification link. 
42.	The claims specialist entered an explanation for the returned claim in the Comments. When you have finished reading the comments, close the Action Log.

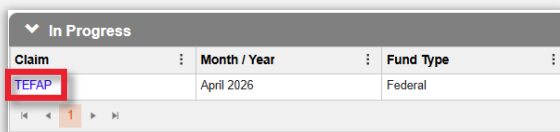


Action Log Id: TE2526-040466 Version: 1

Version	Action	Comments	Updated By	Updated Date and T...
1.0	Returned for Modification	The Expenses document you uploaded should indicate more detail on the expenses contained in "Other" category.	Damian Johnson	09/03/2025 01:15 PM
1.0	Submitted		Daphne Jenkins	08/29/2025 09:40 AM
1.0	Draft	TE2526-040466 Created	Daphne Jenkins	08/27/2025 04:21 PM

Click the **Close (x)** icon.

- 43.** Open the claim by clicking the link in the **Claim** column.
In this example, click the **TEFAP** link.

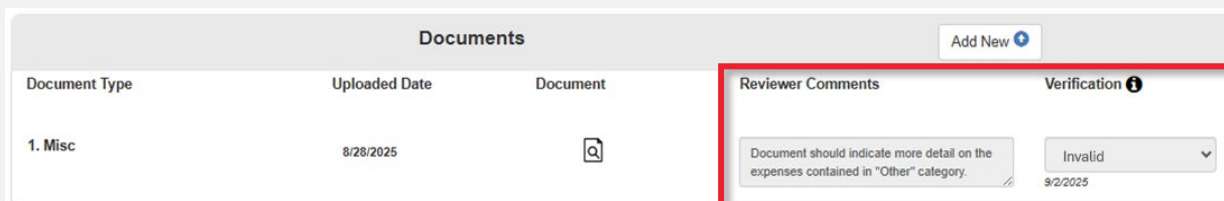


In Progress

Claim	Month / Year	Fund Type
TEFAP	April 2026	Federal

- 44.** Navigate to the **Documents** form.
Click the **Documents** menu item.

- 45.** The Claim Specialist also added a comment to the document, indicating that it is **Invalid**.



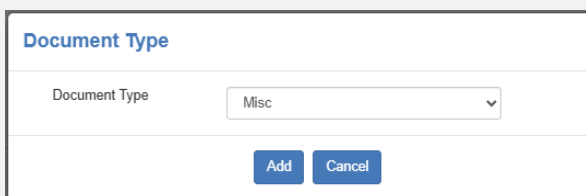
Documents Add New

Document Type	Uploaded Date	Document	Reviewer Comments	Verification
1. Misc	8/29/2025		Document should indicate more detail on the expenses contained in "Other" category.	Invalid 9/2/2025

- 46.** While you cannot replace or remove the existing document, you can add a revised document for the Specialist's review.
Click the **Add New** button.



- 47.** Select the Document Type as **Misc**.



Document Type

Document Type: Misc

Add **Cancel**

Click the **Add** button.

- 48.** In the new document row, click the **Attach File** icon and add the updated file.

	2. Misc  
49.	Continue to the Confirm and Accept form to resubmit the claim. Click the Next Form button, or the Confirm and Accept menu item.
50.	Click the Submit button and electronically sign the claim by entering your password. Enter any comments you want the Specialist to read. Please confirm... Are you sure you want to submit the claim? Please confirm your identity by entering your password to submit the application. ***** Comments: We have updated the expenses as instructed. Yes No

APPROVED CLAIM

Fiscal Year:	2026	Search:		Organization:	Abundant Baskets Community Food Bank #14	Reset
In Progress (4)	Processed (3)	All (7)				
Approved	3	Paid	0	Denied	0	
In Progress						
Claim	Month / Year	Fund Type	Amount	Status	Processed	
TEFAP	April 2026	Federal	\$46,000.00	Approved	09/04/2025	
TEFAP	January 2026	Federal	\$75,000.00	Approved	08/14/2025	
TEFAP	October 2025	Federal	\$0.00	Approved	08/13/2025	
1 20 Items per page						

Step	Action
51.	After logging in and navigating to the Claims Dashboard, filter for approved claims by clicking the Processed filter tab and the Approved filter button. The Amount column displays the amount approved for payment for this claim.
52.	Review the claim by clicking the Claim link. In this example, click the TEFAP link for April 2026.

Claim

Claim

Documents

Confirm and Accept

SA Determination

History

Abundant Baskets Community Food Bank #14

FY: 2026

Approved

Claim

Claim Number: TE2526-040466

Version: 1.0

The Emergency Food Assistance Program (TEFAP)

▼

April

▼

2026

Submitted 09/03/2025

Processed 09/04/2025

Paid

Total Month Reimbursement

\$46,000.00

Version 1.0 Reimbursement

\$46,000.00

Version 1.00 Reimbursement

Reimbursement	Total Month Reimbursement	Version Reimbursement	Claim Deduction
TEFAP USDA	\$46,000.00	\$46,000.00	\$46,000.00
TEFAP Non-USDA	\$0.00	\$0.00	\$0.00

Reimbursement

Program Type	YTD Approved Amount	YTD Claim	Allocated Amount	Available Balance
TEFAP	\$221,000.00	\$531,056.00	\$0.00	\$0.00

General Information

Number of Sub Agencies	Number of Sites	Total Prepared Meals	Participants	Total Households
1	2	25000	13000	5000

Cost of Distributing USDA Foods

Storage Facilities	Equipment	Salaries	Transportation	Participating Pregnant/BreastfeedinOther	Total
\$9,700.00	\$4,000.00	\$32,782.00	\$8,004.00	\$1,980.00	\$64,666.00

Cost of Distributing Non-USDA Foods

Storage Facilities	Equipment	Salaries	Transportation	Participating Pregnant/BreastfeedinOther	Total
\$3,500.00	\$1,802.00	\$15,000.00	\$2,800.00	\$1,488.00	\$24,590.00

USDA Expenses

Requested Amount	\$56,466.00
------------------	-------------

Non USDA Expenses

Requested Amount	\$24,590.00
------------------	-------------

Edit

Prev Form

Save

Submit

Cancel

Next Form

Step Action

53. Information

On the **Claims** form, the **Total Month Reimbursement** and the **Version 1.0 Reimbursement** fields display the approved amount. When revisions are made and approved for the claim, the **Total Month Reimbursement** will be updated to reflect the adjusted amount. However, each version of the claim will always display the reimbursement amount approved for that version. We will see an example of this later.

Now that TDA has approved an amount, which in this example is \$46,000, the **Version 1.00 Reimbursement** section is also populated with this amount.

The **Reimbursement** section has updated to reflect the **YTD Approved Amount** and the **YTD Claim** totals, which includes this claim amount.

Notice the new **Edit** button. Use this button to initiate a new version of the claim. Claim versions will be covered in the next section.

UPDATING AN EXISTING CLAIM (CLAIM VERSIONS)

Claim

Claim

Documents

Confirm and Accept

SA Determination

History

Abundant Baskets Community Food Bank #14

FY: 2026

Approved

Claim

Claim Number: TE2526-040466

Version: 1.0

The Emergency Food Assistance Program (TEFAP)

April 2026

Submitted 09/03/2025

Processed 09/04/2025

Paid

Total Month Reimbursement

\$46,000.00

Version 1.0 Reimbursement

\$46,000.00

Version 1.00 Reimbursement

Reimbursement	Total Month Reimbursement	Version Reimbursement	Claim Deduction
TEFAP USDA	\$46,000.00	\$46,000.00	\$46,000.00
TEFAP Non-USDA	\$0.00	\$0.00	\$0.00

Reimbursement

Program Type	YTD Approved Amount	YTD Claim	Allocated Amount	Available Balance
TEFAP	\$221,000.00	\$531,056.00	\$0.00	\$0.00

General Information

Number of Sub Agencies	Number of Sites	Total Prepared Meals	Participants	Total Households
1	2	25000	13000	5000

Cost of Distributing USDA Foods

Storage Facilities	Equipment	Salaries	Transportation	Participating Pregnant/BreastfeedinOther	Total
\$9,700.00	\$4,000.00	\$32,782.00	\$8,004.00	\$1,980.00	\$64,666.00

Cost of Distributing Non-USDA Foods

Storage Facilities	Equipment	Salaries	Transportation	Participating Pregnant/BreastfeedinOther	Total
\$3,500.00	\$1,802.00	\$15,000.00	\$2,800.00	\$1,488.00	\$24,590.00

USDA Expenses

Requested Amount	\$56,466.00
------------------	-------------

Non USDA Expenses

Requested Amount	\$24,590.00
------------------	-------------

Edit

Prev Form

Save

Submit

Cancel

Next Form

Step	Action
54.	Let’s consider a scenario where there was a delay in receiving receipts for expenses paid in the month of April, which you want TDA to consider for reimbursement. In circumstances where you need to update the amount of a claim, you create a new version of the receipt. Create a new version of the April 2026 claim. From any form in the claim, click the Edit button in the lower left of the form. Edit
55.	Confirm the message. Click the Yes button.

Are you sure you want to edit your Approved claim?

Yes

Cancel

56.

Once you have begun the new version, the **Edit** button is hidden.

Begin making your changes to the claim. In this example, update the **Participating Pregnant/Breastfeeding/Other** field in the **Cost of Distributing USDA Foods** section.

Cost of Distributing USDA Foods

Storage Facilities	Equipment	Salaries	Transportation	Participating Pregnant/Breastfeeding/Other	Total
\$9,700.00	\$4,000.00	\$32,782.00	\$8,004.00	\$2,854.00	\$57,340.00

57.

Save your changes.

Click the **Save** button.

Save

58.

Next, add a document that includes details related to the updated costs.

Click the **Next Form** button or the **Documents** menu item.

Next Form >

59.

In the **Documents** Form, use the **Add New** button to add a new document row.

Click the **Add New** button.

Add New +

60.

Use the **Attach File** icon in the new row to browse for and upload the document file.

When the file is attached, the **Verification** field will display **Pending Review** and is ready for TDA to review and approve.

3. Misc

9/5/2025

Pending Review

9/5/2025

61.

Next, submit the Version 2 claim.

Click the **Next Form** button or the **Confirm and Accept** menu item.

Next Form >

62.

Acknowledge the three statements you must acknowledge and certify by selecting the checkboxes. Enter any pertinent information for the Claim Specialist to review with your claim in the **Comments / Notes** field.

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

- ☒ I certify that this claim is true and correct, that records are available to support the information reported and that it is in accordance with the terms for the existing agreement. I recognize that I will be fully responsible for any excess amounts which may result from erroneous or neglectful reporting herein. I am aware that deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.
- ☒ I certify that all receipts, invoices, and other evidence of purchase must be retained and available for future audits for a period of five years after the date of the final submission of the final claim for the fiscal year to which they pertain, or longer if related to an audit or investigation in progress.
- ☒ I certify, to the best of my knowledge, that this claim is true and correct in all respects; that records are available to support this claim, that it is in accordance with the terms of The Emergency Food Assistance Program and/or Commodity Supplemental Food Program Agreement and that payment has not been received. I unconditionally guarantee and agree to pay TDA all debt arising out of the above-named Organization participation in the TEFAP and/or CSFP including, without limitation, sums due TDA arising out of audit or review deficiencies, disallowance of costs, fraud, payments in excess of the proper claim amount(s), and/or overpayments. I also understand that I may be prosecuted under applicable state and federal laws for deliberately misrepresenting or withholding information.

Comments / Notes:

We have updated the amount for the Participating Pregnant/ Breastfeeding/ Other field in the Cost of Distributing USDA Foods section and uploaded a document of the newly added costs.

Click the **Submit** button and electronically sign the claim by entering your password.

The claim status is now **Submitted** and is available to the Specialist for review.

63.

After the Specialist reviews the claim and approves the new version, you will see the updated amounts and that this claim is now in Version 2.0.

Abundant Baskets Community Food Bank #14 FY: 2026 Not Submitted

Claim Number: TE2526-040466 Version: 2.0

The Emergency Food Assistance Program (TEFAP)

April 2026

Submitted 09/03/2025 Processed 09/04/2025

Total Month Reimbursement \$57,340.00

Version 2.0 Reimbursement \$874.00

Reimbursement	Total Month Reimbursement	Version Reimbursement	Claim Deduction
TEFAP USA	\$57,340.00	\$874.00	\$0.00
TEFAP Non-USA	\$0.00	\$0.00	\$0.00

Program Type	YTD Approved Amount	YTD Claim	Allocated Amount	Available Balance
TEFAP	\$221,000.00	\$531,056.00	\$0.00	\$0.00

General Information

Number of Sub Agencies	Number of Sites	Total Prepared Meals	Participants	Total Households
1	2	25000	13000	5000

Cost of Distributing USDA Foods

Storage Facilities	Equipment	Salaries	Transportation	Participating Pregnant/Breastfeeding/Other	Total
\$9,700.00	\$4,000.00	\$32,782.00	\$8,004.00	\$2,854.00	\$57,340.00

Cost of Distributing Non-USA Foods

Storage Facilities	Equipment	Salaries	Transportation	Participating Pregnant/Breastfeeding/Other	Total
\$3,500.00	\$1,602.00	\$15,000.00	\$2,800.00	\$1,488.00	24590.00

USDA Expenses

Requested Amount
\$57,340.00

Non USDA Expenses

Requested Amount
\$24,590.00

Prev Form Save Submit Cancel Next Form Delete

64.

This concludes the FDP Claims Training Guide for Organizations.

In this guide, you learned how to create and submit a claim for a program, modify the claim, resubmit, and review the approved claim. You also learned how to edit a claim that has already been approved.

65.

For the latest version of this document and more information about TDA's Claims process in TANS, navigate to [TANS Resources and Training](#).

	(https://squaremeals.org/FandN-Resources/Systems-Hub/TANS/TANS-Resourcesand-Training)
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