


# TANS Training Guide for FMNP and SFMNP

## Administrative Reviews

### Training Guide

This document is a training aid designed to guide each step as the Organization Compliance person progresses through the TANS compliance process. The guide applies to the ORG User Access Manager and ORG Compliance roles.

 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

|                              |   |
|------------------------------|---|
| <b>Length</b>                | <b>30 Minutes</b>   |
| <b>Description</b>           | This document is designed to assist the Organization Compliance person step-by-step as they participate in an Administrative Review of their organization's program compliance. |
| <b>USDA Key Areas</b>        | 3000 - Administration   |
| <b>Learning Objective(s)</b> | How to participate in an Administrative Compliance Review in TANS.  |

### COMMON ACRONYMS

| <b>Acronym</b>             | <b>Description</b>   |
|----------------------------|--|
| <b>AR</b>                  | Administrative Review  |
| <b>FDP</b>                 | Food Distribution Programs   |
| <b>TEFAP</b>               | The Emergency Food Assistance Program  |
| <b>CSFP</b>                | Commodity Supplemental Food Program  |
| <b>FMNP</b>                | Farmers' Market Nutrition Program  |
| <b>SFMNP</b>               | Senior Farmers' Market Nutrition Program   |
| <b>FND/F&amp;N</b>         | Food & Nutrition Division  |
| <b>Organizations (Org)</b> | The new term replacing Contracting Entity (CE)   |
| <b>SA</b>                  | State Agency. This term applies to F&N teams within TDA that manage program eligibility, claims, and compliance. |
| <b>TDA</b>                 | Texas Department of Agriculture  |

**REFERENCES & RESOURCES**

|   |   |  |
|---|---|--|
| <a href="https://www.squaremeals.org">SquareMeals.org</a> | <b>TDA Food &amp; Nutrition Website</b>   | <b>News, resources, and training for all 12 Food &amp; Nutrition programs in Texas</b>   |
| <b>CFR Regulations</b>                                    | FMNP: 7 CFR Part <a href="#">248</a><br>SFMNP: 7 CFR Parts <a href="#">249</a>  | Code of Federal Regulations for FDP programs.  |
| <a href="https://www.theicn.org">TheICN.org</a>           | Institute of Child Nutrition Website  | The ICN is the only federally funded national center dedicated to applied research, education and training, and technical assistance for child nutrition programs. |
| <b>Policy Handbooks</b>                                   | <a href="#">Farmers’ Market Nutrition Program Handbook</a><br><a href="#">Senior Farmers’ Market Nutrition Program Handbook</a> | TDA Program handbooks are available on SquareMeals.org.  |

# Beginning an AR and Uploading Documents

## PROCEDURE

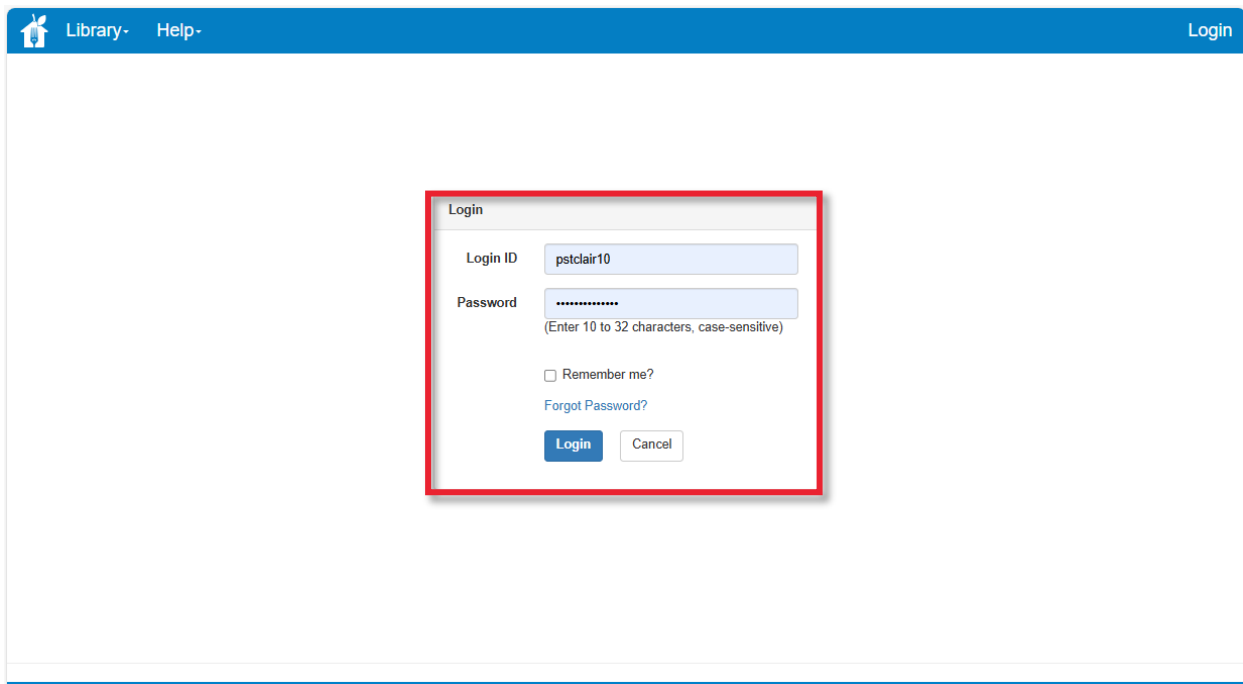
The purpose of this training guide is to guide you through the steps required to successfully participate in an Administrative Review of an organization's program.

In this guide, you will learn how to use TANS to:


- Understand the features of the Administrative Review Dashboard.
- Participate in a review using the Administrative Review forms.

In the training scenario that follows, you are assigned the ORG Compliance role, and your organization, Abundant Baskets Community Food Bank, has been scheduled for a compliance review with TDA. During the first part of the review, you will upload documents requested by TDA's Compliance Specialist for their Administrative Review of your organization's program. As part of TDA's review, you may have one or more documents returned to your organization for modification. You will see an example of this. After the review, TDA may share its Administrative Review Report (AR Report) with you. This report contains all TDA's Findings and includes Corrective Actions your organization should take. In response to TDA's findings and observations, the organization can include a written response and upload supporting documentation.

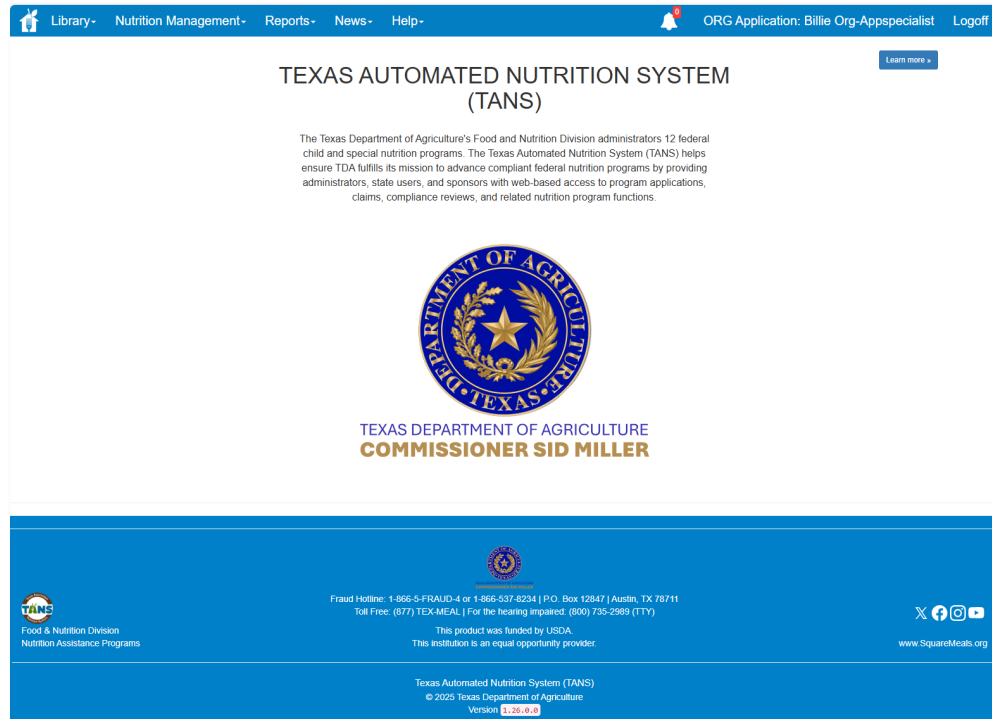
## LOGIN PAGE

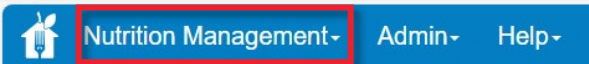
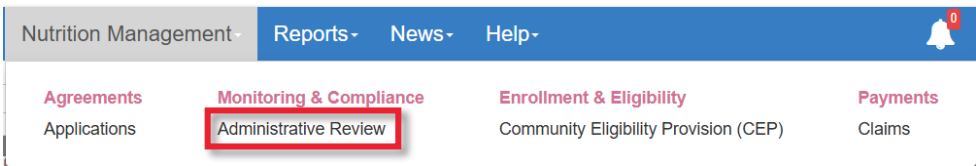


| Step | Action  |
|------|---|
| 1.   | Open the TANS page from the link: <a href="http://tans.texasagriculture.gov">http://tans.texasagriculture.gov</a><br><b>Note:</b> You may want to add the page to your browser favorites. |

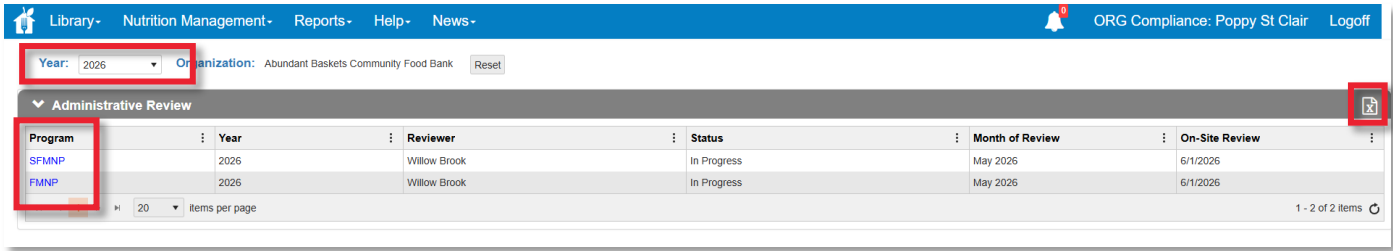
|    |  |
|----|--|
| 2. | <p>Enter your assigned <b>Login ID</b> and <b>Password</b>.</p> <p><b>Note:</b> As you type in the password, you can click the <b>Eye</b> icon to verify your password is correct.</p> |
| 3. | <p>Click the <b>Login</b> button.</p> <p></p>   |

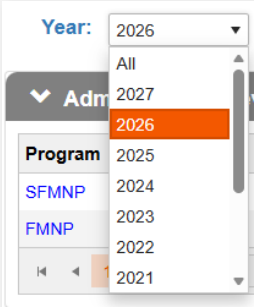

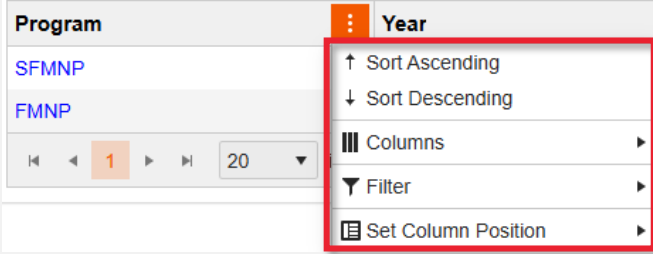
## TANS HOMEPAGE

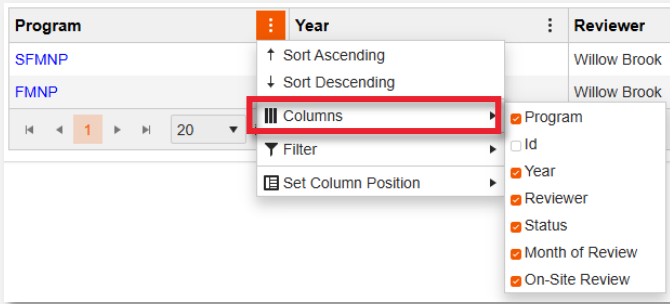


| Step | Action  |
|------|---|
| 4.   | <p>Navigate to the compliance Administrative Review Dashboard.</p> <p>Click the <b>Nutrition Management</b> menu button.</p> <p></p> |
| 5.   | <p>Click the <b>Administrative Review</b> menu item in the <b>Monitoring &amp; Compliance</b> column.</p> <p></p>                   |

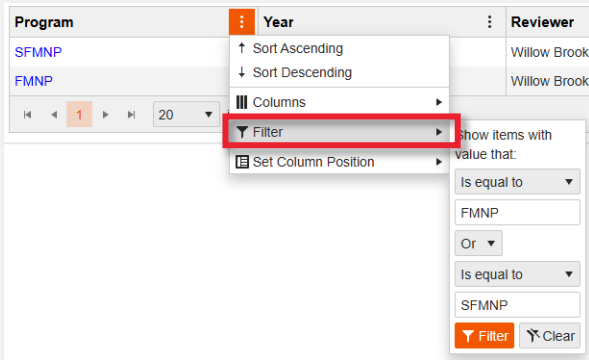
# AR DASHBOARD



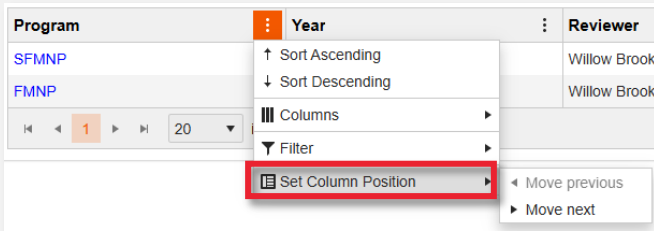
| Step | Action  |
|------|---|
| 6.   | <p><b>i Information</b></p> <p>The <b>Administrative Review (AR) Dashboard</b> displays all the organization’s programs that are currently undergoing or have undergone Administrative Review. On the far right of the dashboard, use the <b>Excel</b> icon to download the filtered list of ARs.</p> <p>If you do not see the program displayed, set the <b>Year</b> drop-down menu to “All.”</p>  <p>You can export the filtered programs to an Excel file by clicking the Excel  icon.</p> <p>Use the <b>filter column settings</b> icon (the three horizontal dots) available in each column to further filter the table contents.</p>  <p>Use the <b>Sort</b> menu items to sort the applications by a specific column. You can also click the column heading to sort.</p> <p>Use the <b>Column</b> tool to show or hide columns in the dashboard.</p> |



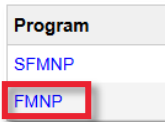
Use the **Filter** tool to filter the applications by a specific text in the column.



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



7. Click the **Program** link to open the **Administrative Review** page.  
Click the **FMNP** link.



# TIMELINE FORM

Library - Nutrition Management - Reports - Help - News - ORG Compliance: Poppy St Clair Logoff

AR Overview

- Timeline
- Notifications
- Documents

FMNP ADMINISTRATIVE REVIEW: Abundant Baskets Community Food Bank In Progress

| Program | Year of Review | AR Status   | Reviewer     |
|---------|----------------|-------------|--------------|
| FMNP    | 2026           | In Progress | Willow Brook |

**Review Schedule**

|  |           |                  |          |
|--|-----------|------------------|----------|
| Introduction to Administrative Review (AR) | 5/4/2026  | Closed           |          |
| On-Site Review                             | 6/1/2026  | Month of Review  | May 2026 |
| Entrance Conference                        | 5/18/2026 | Follow-Up Review |          |
| Exit Conference                            |           | AR Report        |          |

**Initial Due Dates**

|                                    |          |                       |  |
|------------------------------------|----------|-----------------------|--|
| Month of Desk Review Documentation | 5/4/2026 | Finance Documentation |  |
| Corrective Action Response         |          |                       |  |

**Status**

|                               |             |                            |  |
|-------------------------------|-------------|----------------------------|--|
| On Site Review                |             | Fiscal Review              |  |
| Off Site Review / Desk Review | In Progress | Corrective Action Response |  |

**Fiscal Action Information**

Fiscal Action Status

**Comments**

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| Step | Action   |
|------|--|
| 8.   | <p><b>i Information</b></p> <p>The review first opens to the read-only <b>Timeline</b> form. Note that the AR Overview menu folder contains two forms: <b>Timeline</b> and <b>Notifications</b>. In this form, the Compliance Specialist has initiated the review by setting the <b>AR Status</b> to “In Progress.”</p> <p>The <b>Review Schedule</b> and <b>Initial Due Dates</b> sections contain milestone dates that the Specialist has entered to ensure the review remains on track toward completion.</p> <p>Use the <b>Status</b> section to track the progress of the review. The <b>On Site Review</b>, <b>Off Site Review / Desk Review</b>, and <b>Fiscal Review</b> fields can have the following statuses:</p> <ul style="list-style-type: none"> <li>• Not Started</li> <li>• In Progress</li> <li>• Completed</li> </ul> <p>However, the <b>Corrective Action Response</b> drop-down list has statuses specific to the outcome of the review. These Responses can be:</p> <ul style="list-style-type: none"> <li>• Review not started</li> <li>• Review in Progress</li> <li>• 1<sup>st</sup> CAD sent to organization</li> <li>• 2<sup>nd</sup> CAD sent to organization</li> <li>• 1<sup>st</sup> CAD under review</li> <li>• 2<sup>nd</sup> CAD under review</li> </ul> |

- Review Closed
- AR not approved

The **Fiscal Action Status** section is not used in FDP Administrative Review.

**Fiscal Action Information** ⓘ

Fiscal Action Status

Review any comments or notes entered by the Compliance Specialist in the field provided at the bottom of the form.

Comments

9. When you have finished reviewing the form, continue by clicking the **Next Form** button or **Notifications** menu item.

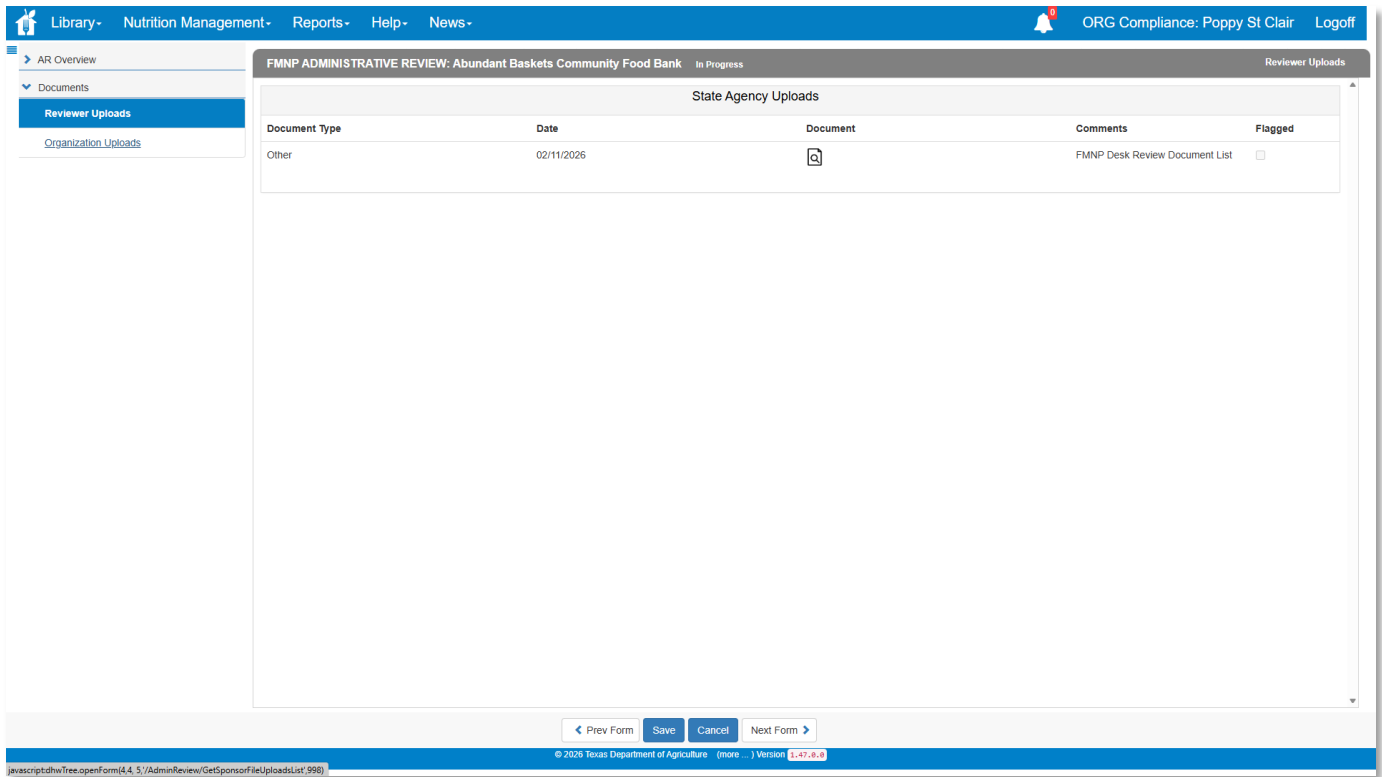
[← Prev Form](#) [Next Form →](#)


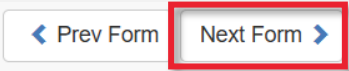
# NOTIFICATION FORM

| Notification Type      | Date       | Document | Comments  |
|------------------------|------------|----------|---|
| AR Announcement Letter | 02/12/2026 |          | AR Announcement Letter <input type="checkbox"/> |

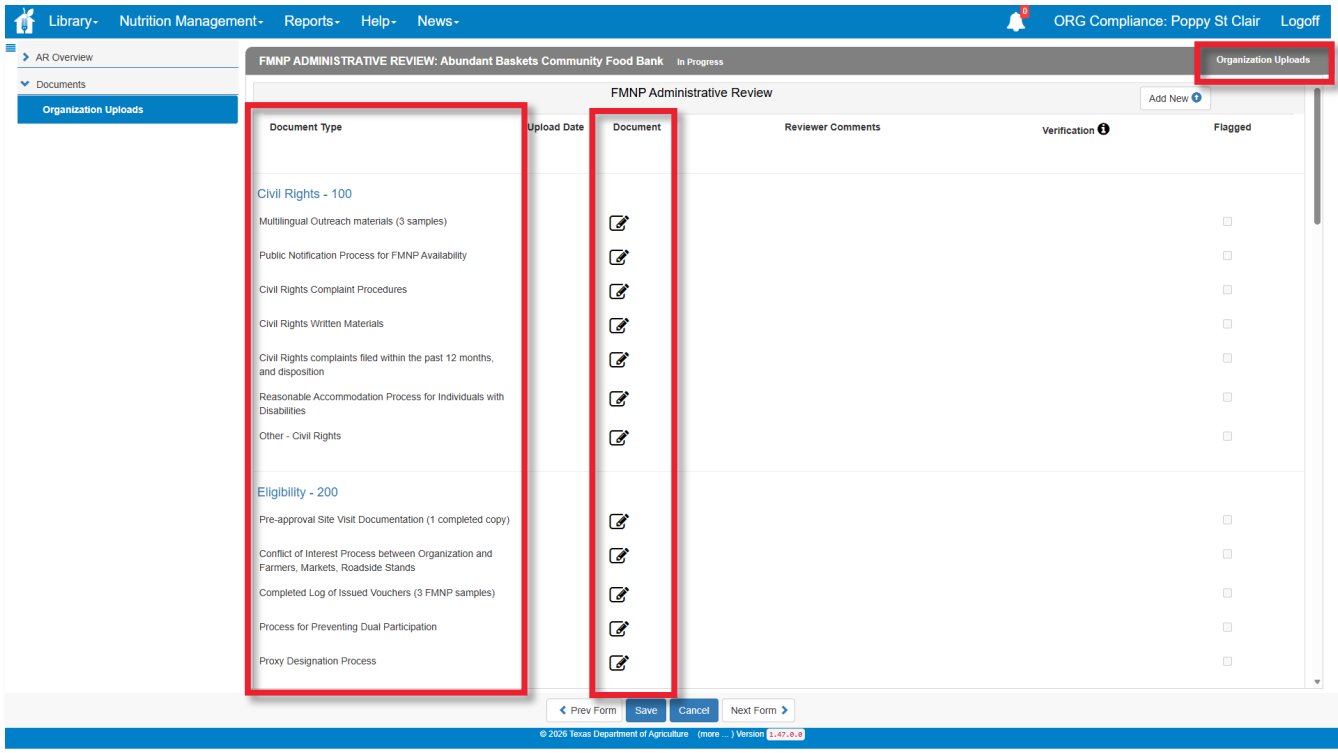
| Step | Action   |
|------|--|
| 10.  | <p><b>i Information</b></p> <p>The second form in the <b>AR Review</b> folder is the <b>Notifications</b> form, which is also read-only. This form contains notifications uploaded by TDA, which provide more detailed communication to the organization about the status of the Administrative Review.</p> <p>Be sure to read all documents available on this form.</p> <p>Click the <b>View File</b>  button to open the file.</p> |
| 11.  | <p>When you have finished reviewing the form, continue by expanding the <b>Documents</b> menu folder and clicking the <b>Reviewer Uploads</b> menu item or <b>Next Form</b> button.</p> <p></p>  |

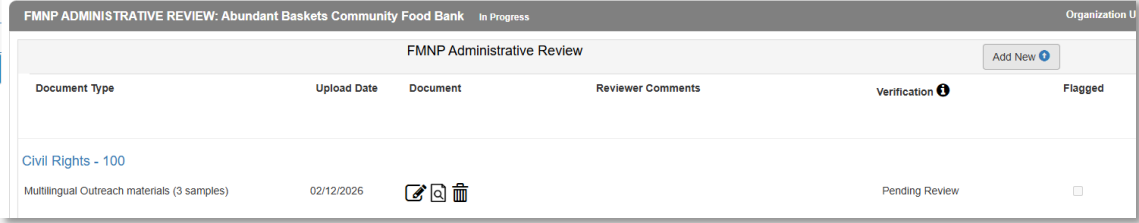

# REVIEWER UPLOADS FORM



| Step | Action  |
|------|---|
| 12.  | <p>Expand the <b>Documents</b> menu folder to display the <b>Reviewer Uploads</b> and <b>Organization Uploads</b> menu items.</p> <p>Click the <b>Documents</b> menu folder and then click the <b>Reviewer Uploads</b> menu item.</p>   |
| 13.  | <p><b>Information</b></p> <p>It is at the TDA Specialist’s discretion to share the <b>Reviewer Uploads</b> form with the organizations. If the Specialist makes this form available to you, be sure to read the available documents.</p> <p>Click the <b>View File</b>  button to open the file.</p> |
| 14.  | <p>When you have finished reviewing the form, continue by clicking the <b>Organization Uploads</b> menu item or <b>Next Form</b> button.</p> <div style="text-align: center;">  </div>   |

# ORGANIZATION UPLOADS FORM



| Step | Action  |
|------|---|
| 15.  | <p><b>i Information</b></p> <p>As part of Planning, TDA Specialists select the <b>Organizational Uploads</b> documents indicating which documents TDA requires from the organization.</p> <p>Only one file can be uploaded to a row. If you need to attach multiple files, compress them into one zip file. Only include Excel, Word, and PDF files in zip files. No other file types are permitted. Do not exceed 50 megabytes for any single upload. Each section has an “Other” row. For example, the <b>Civil Rights – 100</b> section has the <b>Other – Civil Rights</b> row. Use these rows to attach an additional file related to the section.</p> <p>As indicated above, the <b>Organizational Uploads</b> form is divided into sections based on the category of document type. Note the following columns: Document Type, Upload Date, Document, Review Comments, Verification, flagged.</p>  |
| 16.  | <p>In each row, use the <b>Attach File</b>  icon in the <b>Document</b> column to upload the corresponding <b>Document Type</b>.</p>   |

You may use the **Add New** button to upload documents, but you must be careful to select the correct Document Type. The **Document Type** drop-down list is alphabetically sorted and not in the order of the list on the **Organization Uploads** form. Use the Desk Review List file provided to you by the USDA Foods Team as an aid in uploading the correct documents.

Document Upload

Document Type: 1 Completed Site Monitor with noncomp

Posted Document: Choose File | No file chosen

Save Close

Document Upload

Document Type: 1 Completed Site Monitor with noncomp

Posted Document: Choose File | No file chosen

Annual IRS Revocation Review (Eligible)

Annual IRS Revocation Review (Eligible)

Civil Right Training Attendance Records (e.g. Sign-in sheets, certificates)(Civil Rights)

Civil Rights Complaint Process(Civil Rights)

Civil Rights complaints filed within the past 12 months, and disposition(Civil Rights)

Civil Rights Training Materials (e.g. PowerPoint, handouts, etc.)(Civil Rights)

Civil Rights Written Materials(Civil Rights)

Depreciation schedule(Procurement)

Income Guidelines Distribution(Eligibility)

Intake and eligibility Procedures(Eligibility)

List of Goods(s) or Service(s) Procured in the past 12 months(Procurement)

Multilingual Outreach materials (3 samples)(Civil Rights)

Organization's Monitor Schedule for sites and subcontracting agencies(Compliance Monitoring)

Organization's Monitoring Tool for subcontracting agencies(Compliance Monitoring)

Organization's Procurement Policy(Procurement)

Pre-approval Site Visit Documentation (1 completed copy)(Eligibility)

Procurement Methods (Formal, Informal)(Procurement)

Proxy designation process(Eligibility)

Public Notification Process for TEFAP Availability(Civil Rights)

Reasonable Accommodation Process for individuals with Disabilities(Civil Rights)

Document Upload

Document Type: Annual IRS Revocation Review (Eligible)

Posted Document: Choose File | Annual IRS ...n Review.zip

Save Close

Once you have completed all Organization Uploads, you have completed the first part of the review.

Next, the Compliance Specialist will review your uploaded documents and complete the rest of their review of the organization, SDAs, and sites.

17.

When TDA reviews the documents, they will indicate the **Verification** status of the document. These statuses can be:

- Pending Review
- Under Review
- Accepted
- Invalid
- Returned for Modification

If in the future, you see that TDA has used the **Flagged** checkboxes to flag your uploaded document, they have done so for follow-up.



If the Specialist finds that an uploaded file represents a finding, they may choose to flag it for the AR Report form so that the organization can review these.

# Responding to a Request for Corrective Action (CAD)

The screenshot shows a web application interface for an Administrative Review (AR) report. The top navigation bar includes 'Library', 'Nutrition Management', 'Reports', 'Help', and 'News'. The user is logged in as 'ORG Compliance: Poppy St Clair'. The main content area is titled 'FMNP ADMINISTRATIVE REVIEW: Abundant Baskets Community Food Bank' and is in 'In Progress' status. The 'AR Report' section is active, showing a 'Distribution Date' field and two checkboxes for certification. The first checkbox is for certifying responsibility for reading the report and providing responses. The second checkbox is for understanding that responses must include a description of the corrective action plan. Below these are fields for 'First Name', 'Last Name', 'Title', and 'Date'. At the bottom, there are buttons for 'Prev Form', 'Save', 'Cancel', and 'Next Form'. The footer indicates '© 2026 Texas Department of Agriculture (more) Version 1.047.1.0'.

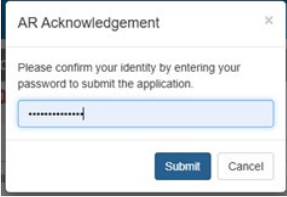
| Step | Action   |
|------|--|
| 1.   | <p><b>i Information</b></p> <p>The AR Report form is visible to the organization when the TDA Specialist has chosen to share it. When the AR Report is shared, it may be because the Specialist is sharing findings that require a Corrective Action Document (CAD) from the organization.</p> <p>There are four tabs on the report. Only the <b>Acknowledgement Certification</b> and <b>Findings</b> tabs are used for FDP programs. In this example, there are five findings as indicated by the number “5” in the red dot in the <b>Findings</b> tab.</p> <p>The <b>Acknowledgement Certification</b> tab is for the organization to select the checkboxes affirming:</p> <ul style="list-style-type: none"> <li>• Their responsibilities with respect to the AR Report,</li> <li>• Their response must contain a description of the corrective action plan with respect to the findings and suggested for each observation.</li> </ul> <p>Before you can review the findings, TANS requires that you confirm the acknowledgements on the first tab. Carefully read the questions and if you agree, select the corresponding checkbox. Upon selecting the second checkbox, you will be required to enter your electronic signature, which is your TANS password.</p> |

# AR REPORT FORM

The screenshot shows the top navigation bar with 'Library', 'Nutrition Management', 'Reports', 'Help', and 'News'. The user is logged in as 'ORG Compliance: Poppy St Clair'. The main content area is titled 'FMNP ADMINISTRATIVE REVIEW: Abundant Baskets Community Food Bank' and is in 'In Progress' status. There are three tabs: 'Acknowledgement Certification', 'Findings' (with a red notification icon), 'Observations' (with a red notification icon), and 'Technical Assistance' (with a red notification icon). Below the tabs, there are two checkboxes for acknowledgment:
 

- I certify that I am responsible for reading the AR report in full and providing the requested responses indicated below provided by the State Agency.
- I understand responses must include a description of the corrective action plan for the findings, including implementation time frames and supporting. Although not regulatory in nature, a written response to the suggestions for each of the observations is requested.

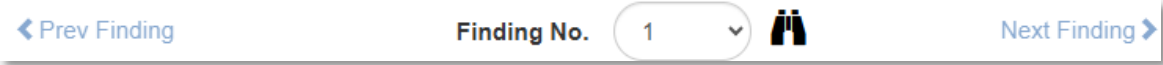
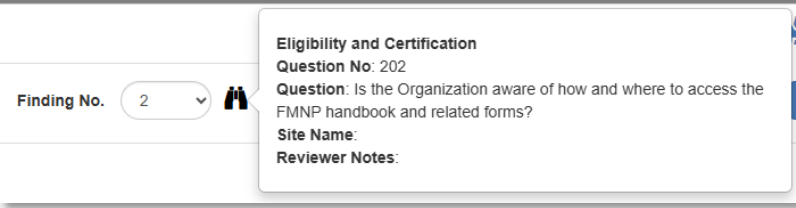
 At the bottom, there are input fields for 'First Name', 'Last Name', 'Title', and 'Date'.

| Step | Action  |
|------|---|
| 2.   | Select the checkboxes and enter your password.<br> |
| 3.   | View the items identified as findings.<br>Click the <b>Findings</b> tab.  |

This screenshot shows the 'Findings' tab selected. The 'Finding No.' is 1. The finding details are as follows:
 

- SA Attachment:**
  - Type: Civil Rights
  - Name: 107. Does the Organization have a documented and effective process for receiving, processing, and resolving civil rights complaint
  - Regulatory Citation: The Organization must have a documented and effective process for receiving, processing, and resolving civil rights complaints.
  - Background (Description): The civil rights complaint process provided does not document the entire process in detail, nor does it specify clearly the various, relevant outcomes of the process. Please provide a complete and detailed document of the organization's civil rights complaint process.
  - Technical Assistance Provided:
  - Required Corrective Action:
    - Corrective Action 1: Please provide a documented effective process for receiving, processing, and resolving civil rights complaints, which has been approved by the organization for implementation.
    - Response:
- Status:** In Progress
- Fiscal Action:** --Select--
- Due Date:** 7/3/2026
- Documentation:** Not Submitted

 At the bottom, there are navigation buttons: 'Prev Form', 'Save', 'Cancel', and 'Next Form'. The footer indicates '© 2026 Texas Department of Agriculture (more ...) Version 1.01.1.0'.

| Step | Action   |
|------|--|
| 4.   | <p><b>i Information</b></p> <p>This tab documents each finding selected by the TDA Specialist as part of the AR Report.</p> <p>Use the <b>Finding No.</b> drop-down list or the <b>Previous Finding</b> and <b>Next Finding</b> links to navigate through all findings.</p>  <p>To keep track of which finding you are presently reviewing, hover over the <b>Binoculars</b> icon to display details about the finding.</p>  <p><b>Note:</b> The findings represented in these screenshots are fictitious and should be regarded as training data only. Be aware that not all findings identified by TDA must be related to organization uploads. Findings can also be identified from the on-site reviews.</p> <p>The TDA Specialist can upload a document that is relevant to the finding. Click the <b>SA Attachment</b> icon to view the file.</p> <p>Review the <b>Type</b> and <b>Name</b> fields to understand the reason for the finding.</p> <p>Review the <b>Regulatory Citation</b> field to reference the regulation that applies to the findings.</p> <p>Review the <b>Background (Description)</b> of the findings and any <b>Technical Assistance Provided</b>.</p> <p>Review the <b>Corrective Action</b> rows. In this example, the Specialist requires a single corrective action.</p> <p>The <b>Required Corrective Action</b> section where the Specialist enters the corrective action required by TDA from the organization into the <b>Correction Action 1</b> field. The <b>Response</b> field is where the organization will enter their response to the corrective action.</p> <p>In the <b>Status</b> sub-section, review the required <b>Due Date</b> for the organization to respond by.</p> <p>After the AR Report is shared, the organization should enter a response and upload any documents supporting the corrective action into the <b>Documentation</b> area on the right</p> |

of the CAD. Once the organization has completed and submitted their responses to the AR Report, the **Status** will change from “Not Submitted” to “Submitted.”

**Note:** TANS allows only Excel, PDF, and ZIP files to be uploaded. If you need to upload multiple documents including Word files, ZIP the files first and then upload. Please ensure the file does not exceed 50 megabytes.

If an attachment is made by the organization, the **Verification** drop-down will display after saving. The drop-down will display **Pending Review** until TDA reviews and updates the status.

Corrective Actions in the **Submitted** status are ready for the Specialist to review. Once the Specialist reviews your responses they can enter their response to the organization’s corrective action into the **SA Response** field.

**5.** Enter your response into the **Response** field. If needed, click the **Attach File** icon and select a file to support your response.

**Note:** The Specialist may require more than one corrective action for a finding. For example, if three separate actions are required, the Specialist will add Corrective Action 1, Corrective Action 2, and Corrective Action 3 sections.

Required Corrective Action:

Corrective Action 1:  
Revise and attach training documentation to include the location of each training session.

Response:  
We have attached here the revised training documentation which includes the list of training sessions and their respective locations.

SA Response:

Status: Not Submitted  
Due Date: 3/30/2026

Documentation:  
Attach File

Submit

1 of 5

Prev Form Save Cancel Next Form

**6.** Click the **Save** button.

**Important:** Make sure to save your entry. TANS does not automatically save responses.

**7.** After you have saved the finding information, submit the response for TDA review.

**Special Note:** Once the response is submitted to TDA, you cannot make any changes to the CAD or attachment. You must contact TDA to request to have the CAD returned for changes. Therefore, only submit when you are certain you no longer need to make changes or add an attachment.

Click the **Submit** button and then confirm the message.

AR Report

Are you sure you want to submit the response?

Yes No

# AR REPORT FORM

The screenshot shows the 'AR Report' form for 'Abundant Baskets Community Food Bank'. The 'Status' dropdown menu is highlighted in red and shows the following options: 'Closed', 'Approved', 'Submitted', 'Denied', and 'N/A'. The 'Fiscal Action' dropdown is also visible, showing '--Select--'.

| Step | Action  |
|------|---|
| 1.   | <p data-bbox="240 993 451 1035"><b>i Information</b></p> <p data-bbox="240 1056 1425 1171">After your response to the finding has been submitted, there can be multiple outcomes from the TDA Specialist’s review. Below are the statuses that can be assigned by the Specialist.</p> <p data-bbox="240 1192 930 1224">Each finding itself can have the following statuses:</p> <ul data-bbox="289 1245 1287 1455" style="list-style-type: none"> <li>• <b>Approved</b> – TDA has accepted the submission.</li> <li>• <b>Denied</b> – The submission has not been accepted by TDA and requires resubmission.</li> <li>• <b>Submitted</b> – The Organization has entered a response and supporting documentation for review by TDA.</li> </ul> <p data-bbox="240 1476 1385 1549">For findings that have documentation attached by the organization, the <b>Verification</b> status available are:</p> <ul data-bbox="289 1570 1445 1738" style="list-style-type: none"> <li>• <b>Verified</b> – The SA has reviewed and accepted the documentation provided.</li> <li>• <b>Invalid</b> – The documentation is not valid and will need to be resubmitted.</li> <li>• <b>N/A</b> – The document provided is not applicable. Supporting documentation is not required.</li> </ul> <p data-bbox="240 1770 1442 1885">If the Specialist finds that the document you have uploaded is <b>Invalid</b>, they will keep the finding in the <b>Submitted</b> status so that the organization will have an opportunity to upload an updated document.</p> |

In the **Finding** form, you can see the Specialist has closed the finding in the **Status** field. In the **Required Corrective Action 1** section, the Specialist is satisfied with the organization's response and has set the Status to **Approved**.

Required Corrective Action:

Corrective Action 1:  
Revise and attach training documentation to include the location of each training session.

Response:  
We have attached here the revised training documentation which includes the list of training sessions and their respective locations.

SA Response:  
Uploaded document is compliant.

Status: **Approved**

Due Date: 3/30/2026

Documentation:  
Verification: **Verified**

Also, the Specialist has reviewed the attached file supporting the response and determined that the document is relevant and correct by selecting **Verified** in the **Verification** field.

2. To view all statuses and their responses for the finding, view the **Action Log** for the finding.

Click the **Approved** link, which is the current **Status** in the **Required Corrective Action 1** section to open the **Action Log**.

Status: **Approved**

Due Date: 7/3/2026

Documentation:

3. The **Action Log** displays as a pop-up window and lists all statuses that have been assigned to the finding. The list contains the responses of both the SA and the organization, the **Due Date**, who changed the status, and the date and time stamp.

| Status    | Response  | Due Date   | Docum...       | Document | Modified By    | Modified Date and Time |
|-----------|---|------------|----------------|----------|----------------|------------------------|
| Approved  | Thank you. This document satisfies the complaint process requirements.  | 07/03/2026 | Verified       |          | Willow Brook   | 02/19/2026 12:25 PM    |
| Submitted | We have revised our Civil Right Complaint Process Documentation to be very detailed and to indicate the various outcomes. | 07/03/2026 | Pending Review |          | Poppy St Clair | 02/19/2026 11:29 AM    |

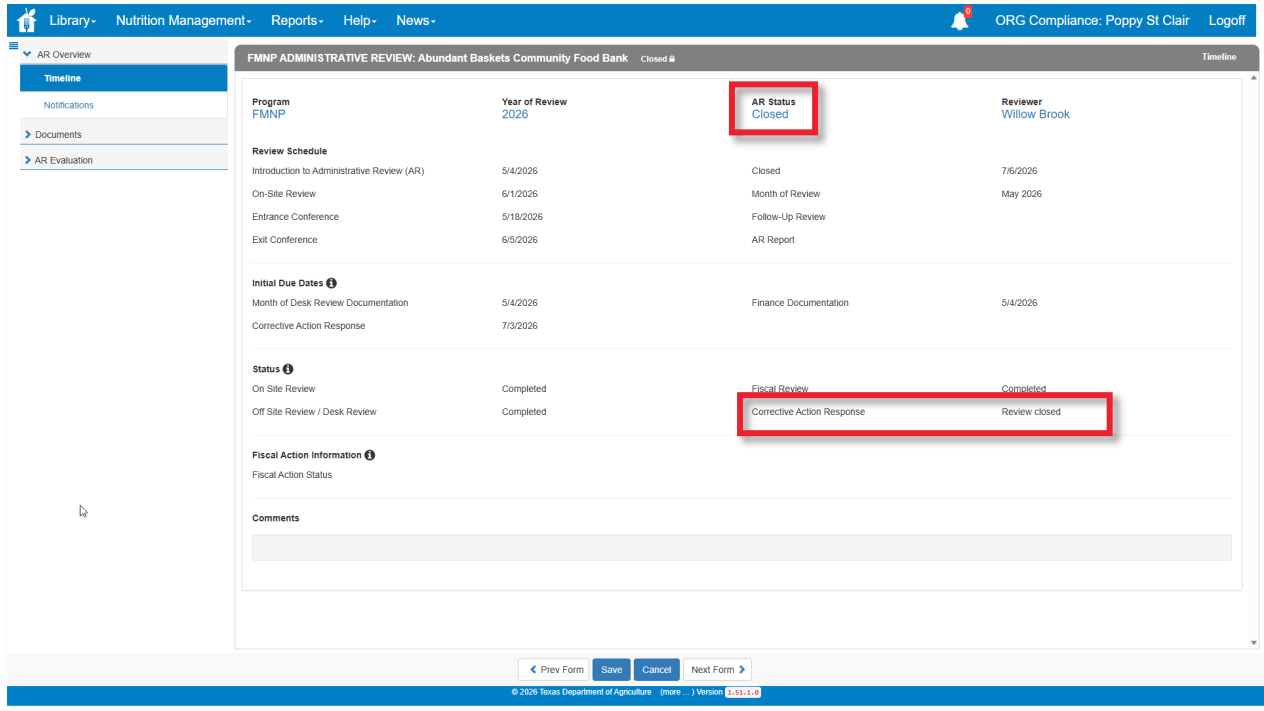
4. This concludes the Administrative Review training steps.

In this guide, you learned how to participate in the AR process using TANS. You should now be familiar with

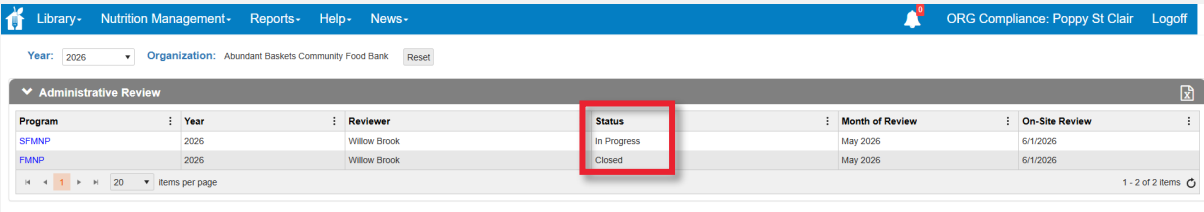
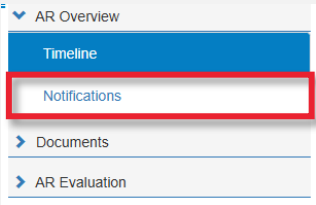
- Navigating to the Administrative Review Dashboard.
- Viewing Notifications and uploading documents for review.
- Checking on the status of the review in TANS.
- Reviewing and responding to a Request for a CAD.
- Viewing the status and SA response of a closed AR.

|           |   |
|-----------|---|
| <b>5.</b> | For the latest version of this document and more information about TDA's Administrative Review process in TANS, navigate to <a href="https://squaremeals.org/FandN-Resources/Systems-Hub/TANS/TANS-Resources-and-Training">TANS Resources and Training</a> ( <a href="https://squaremeals.org/FandN-Resources/Systems-Hub/TANS/TANS-Resources-and-Training">https://squaremeals.org/FandN-Resources/Systems-Hub/TANS/TANS-Resources-and-Training</a> ). |
|-----------|---|

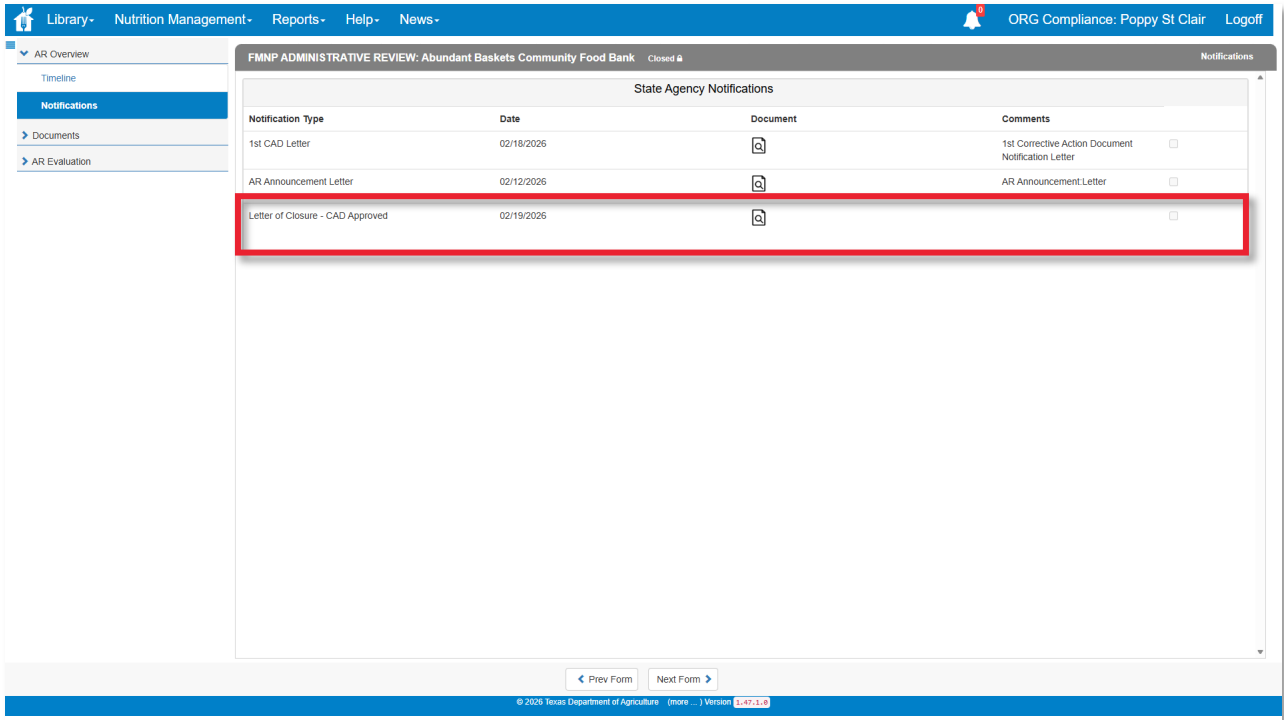
# Review a Closed AR



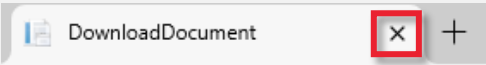
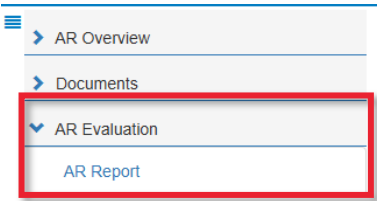
## AR DASHBOARD

| Step | Action   |
|------|--|
| 6.   | <p>After you log in, navigate to the AR Dashboard.</p> <p>The <b>Status</b> column indicates that the FMNP review is <b>Closed</b>.</p>  <p>Click the <b>FMNP</b> link to open the review.</p>                               |
| 7.   | <p><b>i Information</b></p> <p>On the <b>Timeline</b> form (screenshot above), the <b>AR Status</b> indicates that review is <b>Closed</b>. The Specialist is also satisfied with the responses given to the CAD findings as indicated by the <b>Corrective Action Response</b> set to <b>Review Closed</b>.</p> |
| 8.   | <p>To review any new messages from the TDA Specialist, click the <b>Notifications</b> menu item.</p>    |

# NOTIFICATIONS FORM



| Step | Action   |
|------|--|
| 9.   | <p><b>i Information</b></p> <p>On the Notifications form, the Specialist has attached a Letter of Closure – CAD Approved letter. To view the file, click the <b>View File</b>  icon.</p> |
| 10.  | <p>From the browser window you can save or print the file for your organization’s needs.</p>   |

|            |   |
|------------|---|
| <b>11.</b> | <p>When you have finished reviewing the file, click the <b>Close (x)</b> icon in the browser tab.</p>    |
| <b>12.</b> | <p>Next, navigate to the <b>Findings</b> tab and review the SA's decision based on your organization's response for each finding.</p> <p>Expand the <b>AR Evaluation</b> menu folder and then click the <b>AR Report</b> menu item.</p>  |