Creating an FDP 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.
USDA Key Areas	
USDA Professional Standards Code	
Learning Objective(s)	How to create, submit, and modify a Food Distribution Program (FDP) application in the TANS system.

COMMON ACRONYMS

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

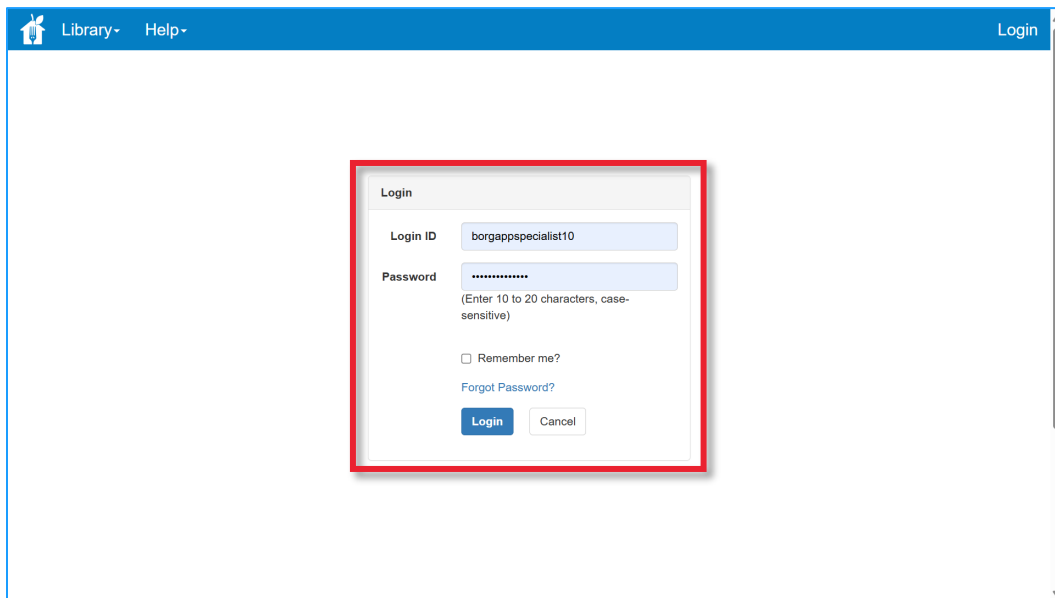| SquareMeals.org	TDA Food & Nutrition Website	News, resources, and training for all 12 Food & Nutrition programs in Texas
CFR Regulations	TEFAP: 7 CFR Parts 250 and 251 CSFP: 7 CFR Parts 247 and 250 FMNP: 7 CFR Part 246, 248, and 2 CFR Part 200 SFMNP: 7 CFR Part 249	Code of Federal Regulations for FDP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

Creating an FDP Application

PROCEDURE

In the example scenario below, you have the TANS ORG Application security role and work for the non-profit, Abundant Baskets Community Food Bank. On behalf of your organization, you will apply to The Emergency Food Assistance Program (TEFAP) 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 FDP application for a program. If TEFAP is not relevant to your organization, feel free to select any of the available programs, which are the Community Supplemental Food Program, Farmers' Market Nutrition Program, and Senior Farmers' Market Nutrition Program.

As we progress through the FDP application process, we will highlight the differences between TEFAP applications and applications for the other FDP programs.

LOGIN PAGE

Step	Action
1.	Open the TANS sandbox page from the link: http://trainingtans.texasagriculture.gov/Account/Login?ReturnUrl=%2Fapplications%2FSponsorDashboard **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 to verify your password is correct.
3.	Click the **Login** button. Login

USER ACCESS AGREEMENT

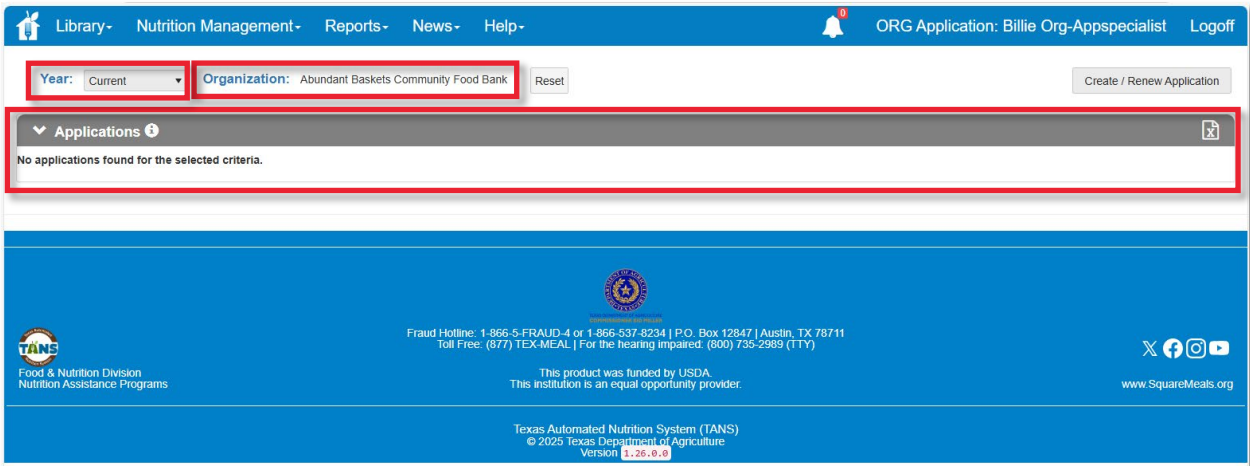| Step	Action
4.	If this is your first time logging into TANS, read the User Access Agreement carefully and when ready, select the **I Agree** checkbox and then click the **OK** button to continue.

TANS HOMEPAGE

Step	Action
5.	Begin navigating to the **Application Dashboard**, click the **Nutrition Management** menu button. Nutrition Management▾
6.	Under the **Agreements** column, click the **Applications** menu item.

APPLICATION DASHBOARD

Step	Action
7.	**ℹ Information** 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 display 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. If you start an application and need to complete and 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. **Note**: Please refer to **Appendix C** for a more detailed discussion on the features of the **Application Dashboard**.
8.	Click the **Create/Renew Application** button to begin the application process. Create / Renew Application
9.	The programs available to your organization display in the **Program Selection** box. Select the program to which you are applying and then click the **Save/Continue** button. **Note**: In this example, we select TEFAP; however, you can select the program relevant to your organization.

ORGANIZATION FORM

Step	Action
10.	**ℹ Information** In the grey banner, the **Program**, **Organization** name, **Fiscal Year**, and application **Status** and **Version** number display. • The **Organization** form is the first form and displays: • Information populated from the Organization Profile and can only be updated by TDA. **Organization Main Contact** person. Use the **Application** menu item on the navigation pane to navigate the application steps or forms. **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.
11.	The fields in the **Physical Address** section are required. Enter the **Address**, **City**, **State**, and **Zip Code**.

Physical Address

*Address:	*City:	*State:	*Zip Code:
1003 Pelt St.	Eldorado	Texas	76936-1003

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** page.

< Prev Form   Save   Cancel   Next Form >

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

cation: Billie Org-Appspecialist   Logoff

Organization

✔ Form saved successfully.

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

Library▾   Nutrition Management▾   Reports▾

▼ Program Information

Organization ✔

Application

Financial Information

Management Plan

Documents

(FDP) TEFAP : A|

Program Sele

☑ The Emergenc
☑ Commodity Su
☑ Farmers Mark
☑ Senior Farmer
☐ Food Assistan |

APPLICATION FORM

Step	Action
13.	ℹ️ **Information** The **Application** page contains eight sections: • Program Selection (Read-only) • Subdistributing Agency Information • Primary TEFAP Contact • Mailing Address • Administrator • Warehouse Contact • Ordering Contact • Pre-award Civil Rights Questions The **Program Selection** section lists the programs qualified for your organization.
14.	In the **Subdistributing Agency Information** section, if the organization contracts with one or more subdistributing agencies (SDA), the applicant should indicate this by selecting **Yes** for the first question in the section.

	Selecting "Yes" displays the **Agency Name** field. Enter the agency's name and click the **Add Agency** button to add fields for more SDAs.
	Subdistributing Agency Information
	* Does your organization contract with a subdistributing agency to distribute USDA Foods? Yes
	* Provide the name of the subdistributing agency.
	Agency Name
	Helpful Hands of Hulldale
	Add Agency
15.	In this example, enter the TEFAP contact information.
	Primary TEFAP Contact ⓘ
	*First Name: Cameron *Last Name: Tefapadmin *Title: Program Administration
	*Phone: (325) 111-2222 Extension: Fax: (325) 222-3333 *Email: Tefapadmin@abcfb.org
	Note: For training purposes, you can enter fictitious information in the remaining fields on this page.
16.	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.
	Mailing Address
	☑ Mailing address is same as the physical address.
	*Address: 1003 Pelt St. *City: Eldorado *State: Texas *Zip Code: 76936-1003
17.	ⓘ**Information**
	Continue entering contact information in the remaining fields. Make sure to complete all required fields (indicated by a leading, red asterisk *); otherwise, your entries will not pass validation, and the page will not save.
18.	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**.
	‹ Prev Form Save Cancel Next Form ›

FINANCIAL INFORMATION FORM – GENERAL TAB

Step	Action
19.	The **Financial Information** form is comprised of two tabs: **General** and **Budget**. Both tabs contain required fields.
20.	On the **General** tab, begin by selecting your organization type for tax purposes.
21.	Indicate whether your organization receives more than $1,000,000 in federal funding per year.
22.	**ⓘ Information** 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 **Organization Type** section displays and populates information from the Organization Profile. Verify the information. Also, the **Organizations 12-Month Fiscal Year** and the **Federal Funds** sections display.

23.	Select the organization's 12-month Fiscal Year.
	Organization's 12-Month Fiscal Year ⓘ *Fiscal Year: Jan - Dec ▾
24.	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 and 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 to expend for fiscal year | Federal Fund Source	Amount
---	---
Community Food Projects Competitive Grant Program (CFPCGP)	$30,000.00
Total Federal Funds Amount	$30,000.00 | More Lines
25.	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.
26.	When you have completed all entries, click the **Save** button. ‹ Prev Form Save Cancel Next Form ›
27.	Click the **Budget** tab to enter monthly budgets and cost methodologies. General Budget

FINANCIAL INFORMATION FORM – BUDGET TAB

Step	Action
28.	Enter the annual and monthly budgeted amounts for both USDA Food Expenditures and Non-USDA Food Expenditure in the tables provided.
	Note: As you enter the annual budgeted amounts, TANS calculates the monthly average for each.
29.	ⓘ **Information**
	For Community Supplemental Food Program (CSFP) applications, Transportation costs have a different label, and there is an additional line for Nutrition Education in both **Monthly Budget** sections.

30.	Indicate and describe the methodologies used to determine indirect costs for employee salaries and program expenses at your organization.
	Indirect Cost Methodologies - Salaries ⓘ
	*Describe the methodology used to determine the portion of employee salaries that are not directly charged to the program.
	Abundant Baskets Community Food Back uses the Simplified Allocation Method as our federal funding is relatively small, and our organization serves one central function. Our employees maintain allowable labor costs by documenting their time accurately as actual hours worked across programs.
	Indirect Cost Methodologies - Program Expenses ⓘ
	*Describe the methodology used to determine the indirect cost rates for program expenses.
	Abundant Baskets Community Food Back also uses the Simplified Allocation Method to determine indirect cost rates for program expenses as our federal funding is relatively small, and our organization serves one central function.
31.	When you have completed all entries, click the **Save** button and then click **Next Form**.
	◀ Prev Form Save Cancel Next Form ▶

MANAGEMENT PLAN FORM

Step	Action
32.	ℹ️ **Information** There are four sections on the TEFAP **Management Plan** page. In the **Organization's Food-Assistance** program section, enter the number of households and meals served monthly by the organization.
33.	Indicate if there are currently any TEFAP foods in inventory at the organization and explain how you will maintain TEFAP foods separately.
34.	Enter the required training the Organization will deliver to members to ensure compliance. Civil Rights training is mandatory. TANS populates the **Proposed Date** with the current system date. Change as needed. Click the **Add Topic** button to enter **Planned Topics** and **Proposed Dates** for any additional training.

Training ⓘ

*The Organization must train staff members before they assume any TEFAP duty. Further, The Organization must train staff members each program year thereafter. At a minimum, training must include the required Civil Rights curriculum. The Organization must also provide civil rights training to sub-distributing agencies according to TDA guidelines. Provide a list of planned training topics and the proposed dates when you will conduct the training. You must document your efforts to train staff and sub-distributors and retain this documentation with your records.

Planned Topics	Proposed Date	Delete
Civil Rights (mandatory)	04/28/2025	

Add Topic

35.

ⓘ **Information**

The **Management Plan** form in Community Supplemental Food Program (CSFP) applications has two additional sections: **Operations** and **General Information**.

CSFP questions pertain to nutrition education, dispute procedures, caseload, and demographic information regarding program clients.

The **Management Plan** form for the Farmers' Market Nutrition Program (FMNP) and the Senior Farmers' Market Nutrition Program (SFMNP) have only the **Operations** section in addition, which is identical to the same section for CSFP.

36.

Other questions cover storage and delivery of CSFP foods.

37.	When you have completed all entries, click the **Save** button and then click **Next Form**.
	[Prev Form] [Save] [Cancel] [Next Form]

DOCUMENTS FORM

Step	Action
38.	**ⓘ Information** Use the **Documents** form to upload the required **Certificate of Liability Insurance** that the organization maintains. If you indicated in the Application form that an SDA is associated with the organization, the Subdivision Agency Agreement displays as a required document. Upload a copy of the Subdistributing Agency Agreement the organization has with the agency. If your organization has contracted with more than one SDA for the program, you can Zip all documents into one file for upload. **Important**: Only include Word, Excel, or PDF files into Zip files. Do not attempt to upload any other file types. The maximum allowed file size is 50 mbs. Another method the organization can use if it has more than one SDA contract to upload is to merge all contracts as one PDF file. There are several free tools you can use join/merge multiple pdf files, such as the [Adobe – Merge PDF](#) tool. Upload any other documents relevant to this application in the **Supplemental Documents** section. For example, if your organization uses private companies to deliver food to program participants, you should upload the documented Standard Operating Procedures followed by the organization and private companies to ensure TEFAP program compliance.
39.	The **Documents** form on CSFP application has one additional required document.

(FDP) CSFP : Abundant Baskets Community Food Bank FY: 2025 Draft Version: 1.0			Documents
Title	**Specialist Comments**	**Verification**	**Document**
Required Documents			
* 1. Certificate of Liability Insurance			🔗
* 2. H1526 CSFP Annual Inventory Report			🔗
* 3. Subdistribution Agency Agreement			🔗
Supplemental Documents			
1. SOP for Home Delivery via Private Companies			🔗

The **Documents** form on FMNP and SFMNP require no documents but allow for one optional document to upload, if necessary.

(FDP) FMNP : Abundant Baskets Community Food Bank FY: 2026 Draft Version: 1.0			Documents
Title	**Specialist Comments**	**Verification**	**Document**
Supplemental Documents			
1. OTHER			🔗

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

‹ Prev Form   Save   Cancel   Next Form ›

SITE INFORMATION FORM

Step	Action
40.	ℹ️ **Information** Organizations that have created an application in TANS before will display sites previously entered. Organizations can use the **Add Site** link to enter sites not available from the Site drop-down list. **✚ Add Site**
41.	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. In the Site drop-down list, the gold triangle with an exclamation point indicates the Site application has not been completed and saved. ❮ Previous Site Abundant Baskets Community Food Bank - South (41) ⚠️ ▼ Next Site ❯
42.	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. **✱ Operating Status:** ⦿ Active ○ Inactive
43.	On this form, you must indicate whether the site is associated with a subdistributing agency (SDA) and select the name of the agency. The **Select the subdistributing**

	agency drop-down list displays only if you select Yes. This list contains all the agencies entered at the top of the **Application** form.

Subdistributing Agency Information
* Is this site associated with a subdistributing agency to distribute USDA Foods?   Yes ⌄   * Select the subdistributing agency   Select ⌄

You must also enter the **Site Physical Address**, **Site Representative**, **Site Type**, the **Dates of Program Operation**, **Operating Days**, and **Average Meals** sections, and then enter the date when you have last verified the organization's Tax-Exempt Status. |
| 44. | When you select the Site Type, the **Priority** field automatically populates. This field cannot be edited.

* Site Type:

◉ Food Pantry   ○ Organization Program
○ Soup Kitchen   ○ Group Treatment Center
○ Shelter   ○ Other
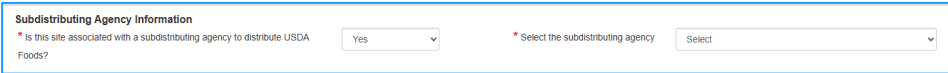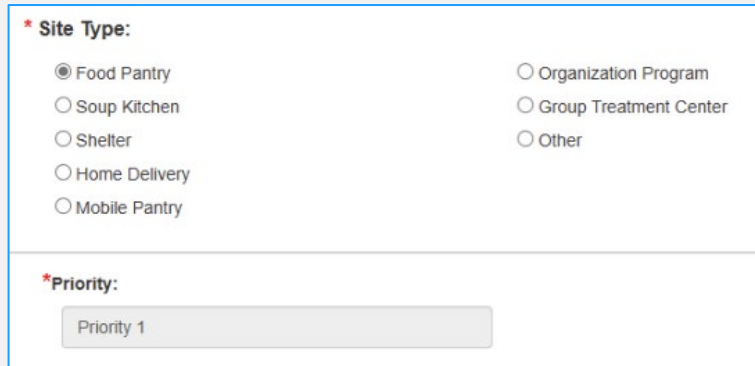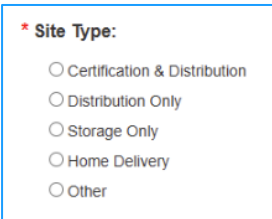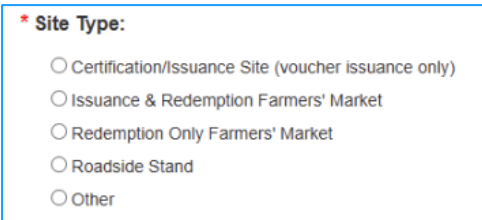○ Home Delivery
○ Mobile Pantry

*Priority:

Priority 1 |
| 45. | ⓘ **Information**

The **Site Type** section for the Community Supplemental Food Program (CSFP), the Farmers' Market Nutrition Program (FMNP), and the Senior Farmers' Market Nutrition Program (SFMNP), contain different selections as indicated in the screenshots below.

Community Supplemental Food Program (CSFP) Site Types:

* Site Type:
○ Certification & Distribution
○ Distribution Only
○ Storage Only
○ Home Delivery
○ Other

Farmers' Market Nutrition Program (FMNP), and the Senior Farmers' Market Nutrition Program (SFMNP) Site Types:

* Site Type:
○ Certification/Issuance Site (voucher issuance only)
○ Issuance & Redemption Farmers' Market
○ Redemption Only Farmers' Market
○ Roadside Stand
○ Other |
| 46. | The **Start** and **End** dates of program operation should be the same as the program period for which you are applying.

The program period for **TEFAP** and **CSFP** is from October 1st to September 30th of the following calendar year. |

	The program period for **FMNP** and **SFMNP** is from January 1st to December 31st of the same calendar year. Enter the **Start** and **End** dates of Program Operation. * Dates of Program Operation: *Start: mm/dd/yyyy *End: mm/dd/yyyy
47.	Select the Operating Days of the week. Use the **Every** dropdown list to select whether the operating days you select are for every week, or if the days apply to the first, second, third, fourth, or last week of the month. Enter the **Hours of Operation** for the week and days selected. Use the **Add Additional Operating Days** button to add more rows to capture differing weekly schedules, days, or hours of operation. *Operating Days: Every ☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday ☑ Friday ☐ Saturday ☐ Sunday *Hours of Operation: *Start: 08:00 AM *End: 05:00 PM Add Additional Operating Days
48.	Enter the average meals and households served monthly. * Average Meals: ☑ Average meals served monthly: 700 ☑ Average households served monthly: 451
49.	The **Date of Last Verification of Tax-Exempt Status** cannot be typed. You must select the date from the Date pickerby clicking the **Calendar** icon. For **TEFAP** and **CSFP**, the date must be within one year of the program year start, which is between October 1st of the year prior and September 30th of the current year. For **FMNP** and **SFMNP**, the date also must be within one year of the program year start, which is between Jan 1st and Dec 31st of the year prior to the program year. *Date of Last Verification of Tax-Exempt Status: 05/06/2024
50.	Once you enter the Date of Last Verification of Tax-Exempt Status and save the application, the site is complete. If there are more sites available in the **Site** drop-down list, display each and perform the same steps. If the site exists for another program, add it to the current program application by clicking the **Add Site** link, if needed. If the site(s) for your program application are not in the **Site** drop-down list, you can create a new site by clicking the **Add New Site** button.

When creating an entirely new site, the **Site Directory** box displays fields where you can enter the new **Site Name** and **Address** information.

Once you click the **Add Site** button, the **Site Information** form updates for the new site. Enter all required information and complete the site as in the previous steps.

51.	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**.

Prev Form | **Save** | **Cancel** | **Next Form**

Note: After a successful save, a green checkmark displays next to the Site name in the **Site** drop-down list.

◄ Previous Site | Abundant Baskets Community Food Bank - North (42) ✔ ▼ | **Next Site ►**

Abundant Baskets Community Food Bank - North (42) ✔
Abundant Baskets Community Food Bank - South (41) ✔

SITE SUMMARY FORM

Step	Action
52.	**ⓘ Information** The **Site Summary** form lists the Sites by **Name**, **Type**, **Priority** and includes the **Days and Hours of Operation** for each. Use this form to verify that you have added all sites relevant to the program application. If you see that sites have been overlooked, return to the **Site Information** form and add them. Or, if you see that site information is incorrect, the **Site Name** column contains links you can use to return to the **Site Information** form to make these changes. Please note that if your organization has multiple sites, you can use the **Site Name Filter Column Settings** (three vertical dots) button to filter by specific criteria. **Note**: The **Site ID** column is hidden by default on this page, use the **Columns** option to display it, if needed.
53.	If in your review of the **Site Summary** form, you made any changes, be sure to click the **Save** button and then click **Next Form** to continue to the **Confirm and Accept** form.

CONFIRM AND ACCEPT FORM

Step	Action
54.	ℹ️ **Information** The **Confirm and Accept** form is the last form needed to submit the application for TDA review. 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. Once you are certain, click the corresponding checkbox, enter any comments you want to communicate to the PES, and then click the **Submit** button.
55.	Click the **Acknowledge and certify...** checkbox.
56.	Enter any comments or notes for the TDA Program Eligibility Specialist to read.
57.	Click the **Submit** button at the bottom of the form. You must sign the application electronically by entering your TANS password. Once you have entered your password and clicked Submit in the **Please Confirm...** box, the application goes to TDA for review.

After Application Submission: Next Steps

RECALL AND EDIT BUTTONS

If the organization needs to make a change to the application after having submitted the application for TDA for review, the organization can request a recall of the application. Use the **Recall** button on the bottom left of the application to make the request. TDA will receive a notification that your organization has requested a recall and if the Application Specialist approves the recall, the application status will update to **Return for Modification** and the organization can update and resubmit the application.
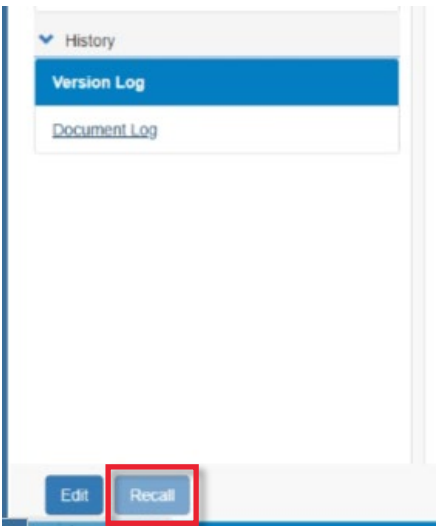
The **Edit** button becomes active once the application is approved. Use the **Edit** button to create an amendment to the application. See Appendix C for more information on this feature.

REVIEW THE ACTION LOG

After you submit the application, the Application Dashboard displays and the application status updates to **Pending Review**.
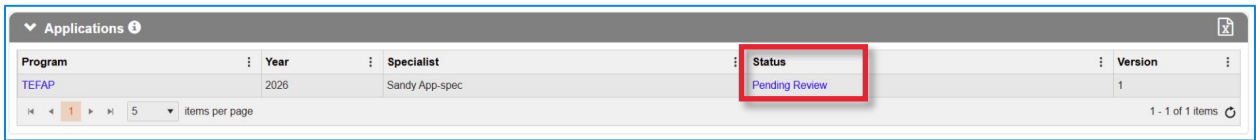
Clicking the **Status** link opens the **Action Log**. The **Action Log** displays the comments you entered when submitting the application.
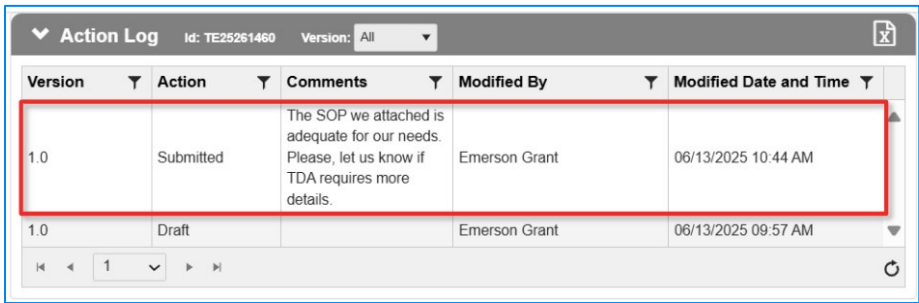
Also, check the **Action Log** for comments entered by TDA.

Version	Action	Comments	Modified By	Modified Date and Time
1.0	Returned for Modification	PY2025 Contract Packet has been reviewed and returned to the CE for correction. Pending/Incorrect item(s) include: -Federal Funding and/or Federal Funds sections - Documents - Supplemental Documents	Sandy App-Spec	06/30/2025 04:21 PM
1.0	Submitted	The SOP we attached is adequate for our needs. Please, let us know if TDA requires more details.	Emerson Grant	06/30/2025 04:11 PM
1.0	Draft		Emerson Grant	06/30/2025 03:42 PM

MONITOR INBOX FOR TDA MESSAGES

In this sample TDA message, TDA notifies the organization that the FDP application has been **Returned for Modification** and includes the instructions to review **Action Log** as in the screenshot above.
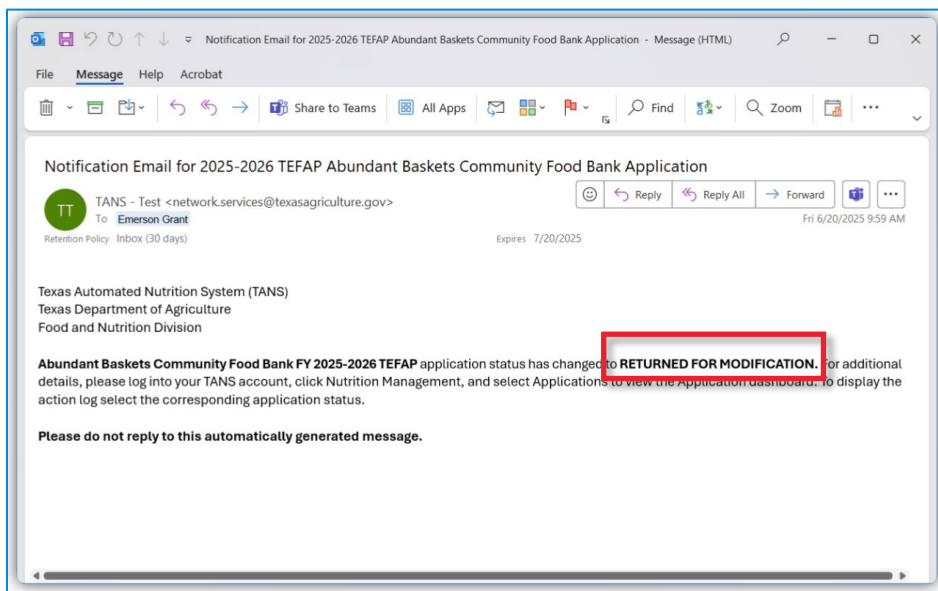
When TDA makes a final determination regarding the status of the application, the organization receives a notification.
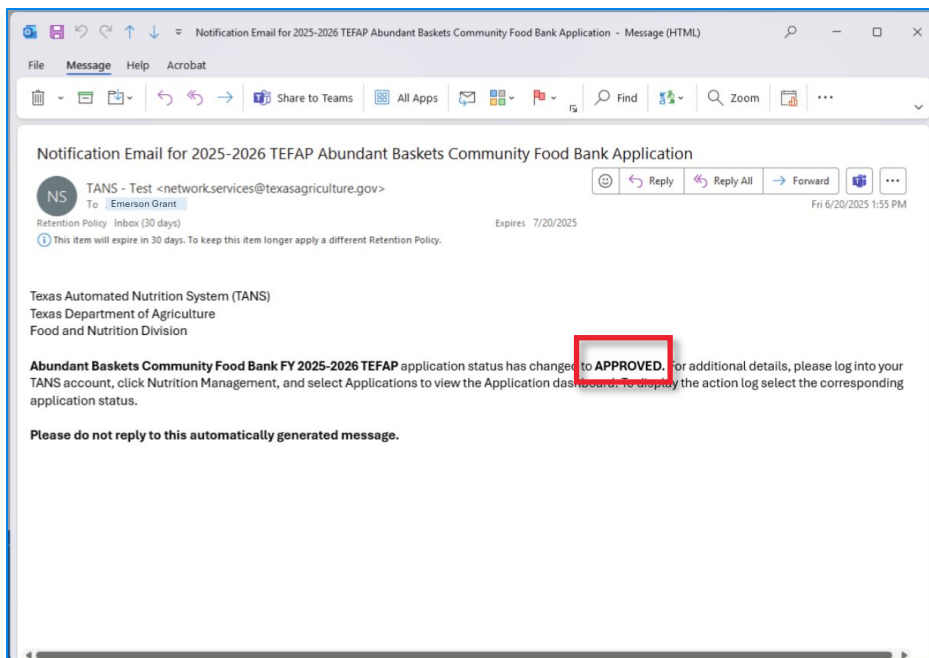
REVIEW THE NOTIFICATION FORM

If you receive a notification from TDA that requires action on your part, such as **Return for Modification**, TDA will provide instructions in greater detail 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.

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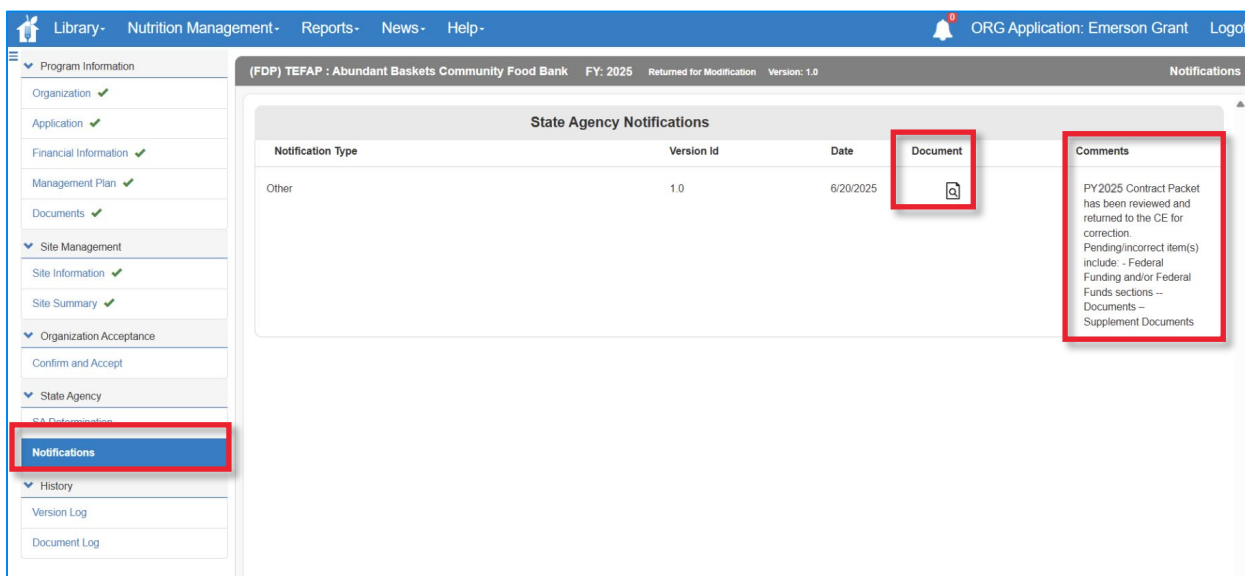
The document displays in a separate browser window. Follow any instructions provided by TDA, update your comments on the **Confirm and Accept** form, and then re-submit the application for approval.

PROGRAM APPLICATION

- <u>Financial Information – Federal Funding and Federal Funds Section:</u> – It is indicated the organization expects to receive $1,000,000 in federal funds or more, but only $30,000 in federal funds are listed. Either select "No" to the Federal Funding question or list all funds amounting to $1,000,000 or more.
- <u>Documents – Supplement Documents Section:</u> Update and attach the SOP to clarify whether it is the organization, or the Private Company that packages the food for delivery. Also, indicate at what point in the procedure, the federal foods become managed by the private company.

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.

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 horizontal dots). The following is a closer look at the filtering tools available in the **Application Dashboard**.
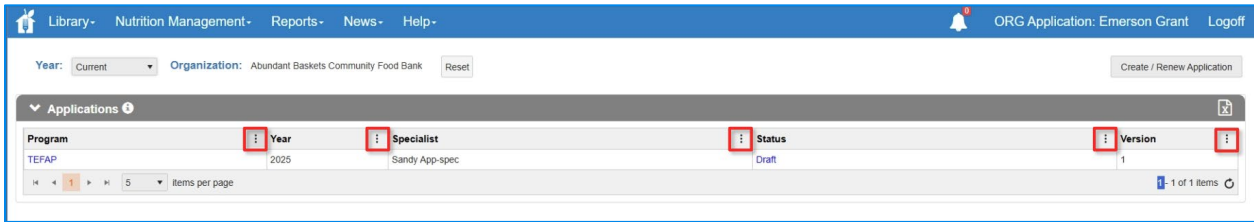
Use the **Sort** menu items to sort the applications by a specific column.
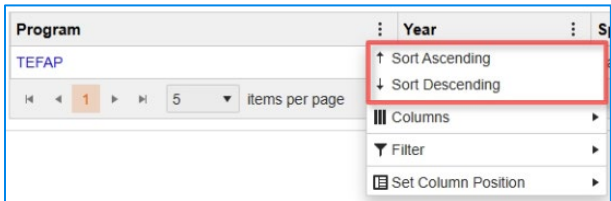
Use the **Column** tool to show or hide columns in the dashboard.
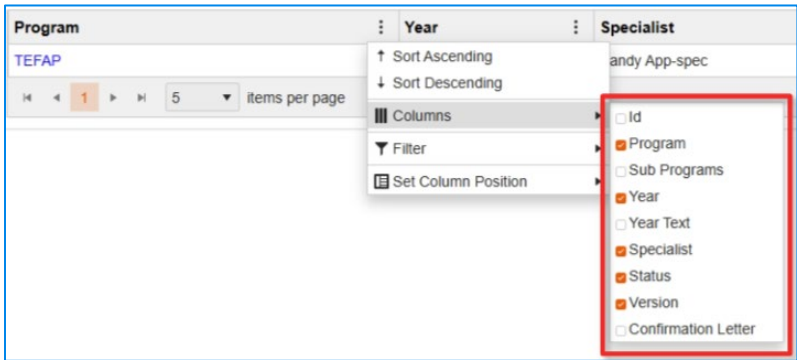
Use the **Filter** tool to filter the applications by a specific text in the column.
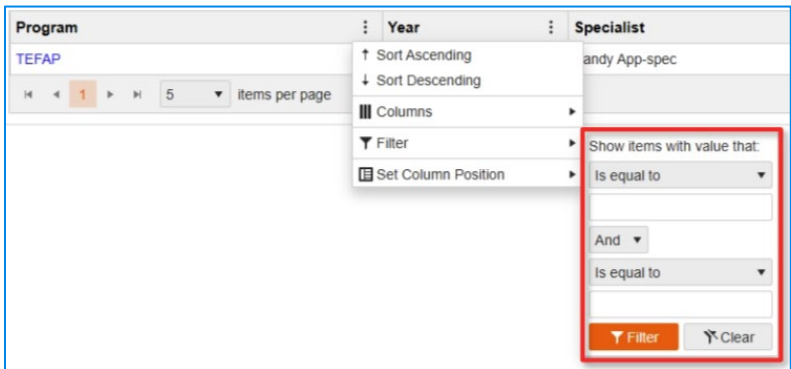
Use the **Set Column Position** to move columns right or left in the table.
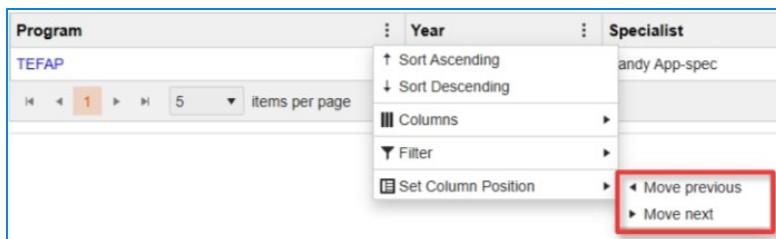
The **Status** column displays the current status of the application, which in this example is **Draft**. Refer to Appendix B for a complete discussion on the status displayed in the dashboard.
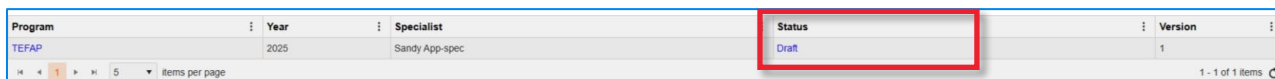
The **Status** of the application functions as a link that opens the **Action Log** for the application. The **Action Log** lists each version and each status the application receives.
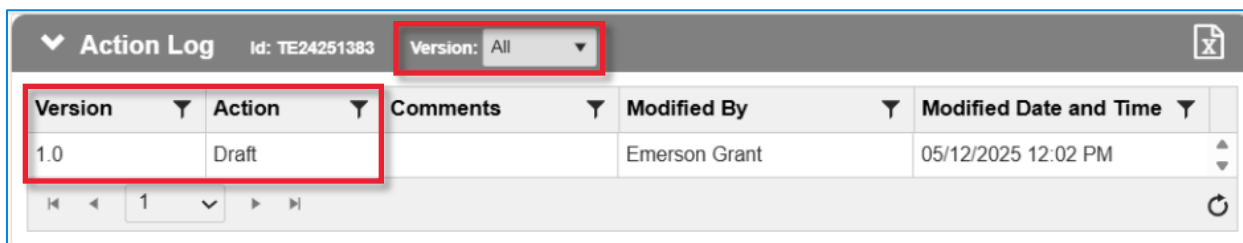
The initial version for an application is always 1.0, including when TDA approves or denies it. When the organization starts an amendment for an approved application, the version increments to the next major version (e.g., 2.0). When an application status is **Withdrawn** or **Incomplete** because it has not reached completion of version 1.0, the version is set to 0.1.

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

The current version also displays on the **Application Dashboard**.
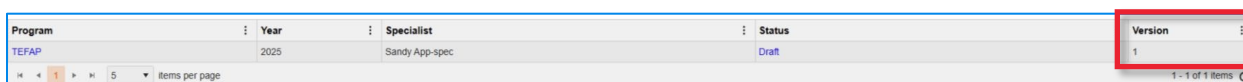
By default, the **Application Dashboard** displays only five applications per page. You can increase this number by using the "items per page" drop-down. You can also use the **First**, **Previous**, **Next,** and **Last** icons to navigate the pages.
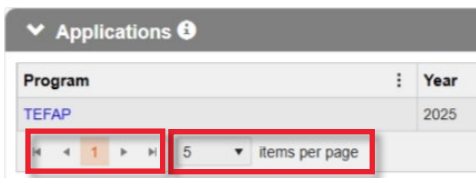
Appendix B: Application Workflow and Statuses

THE APPLICATION PROCESS

The Application Process

1. Submitted by ORG Application user
2. Reviewed by Application Specialist at TDA
3. Application Specialist makes a determination on application status
4. Once approved, the ORG is notified and can submit claims
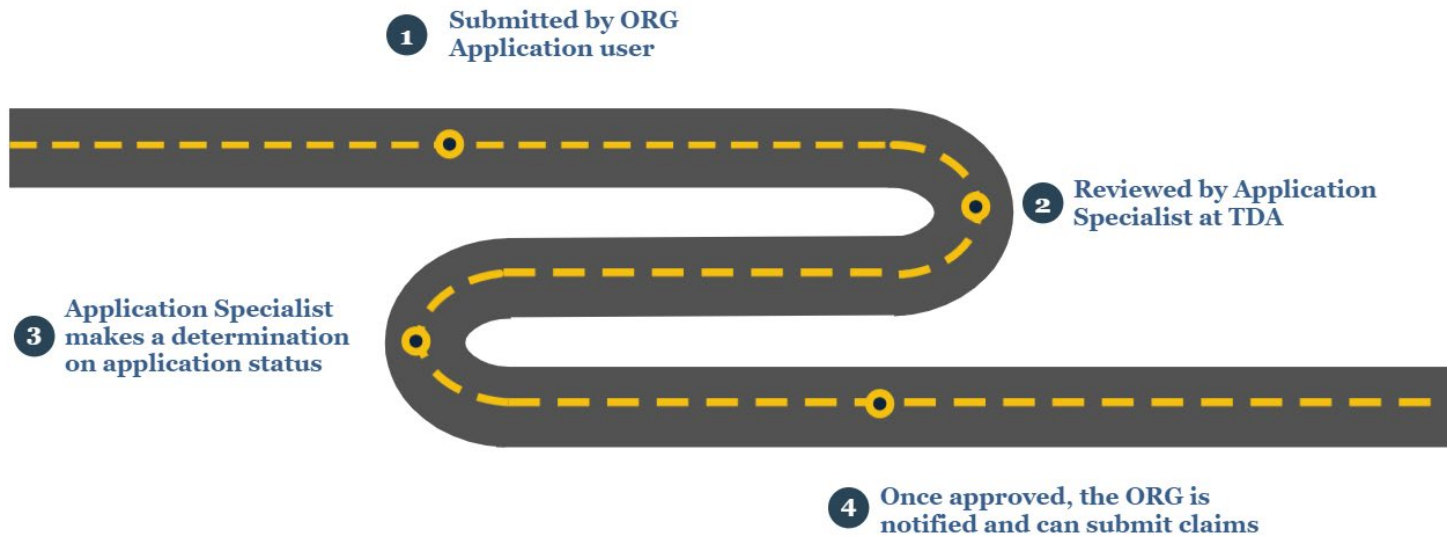
After the organization submits the application, the assigned TDA Application Specialist reviews the application.

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

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

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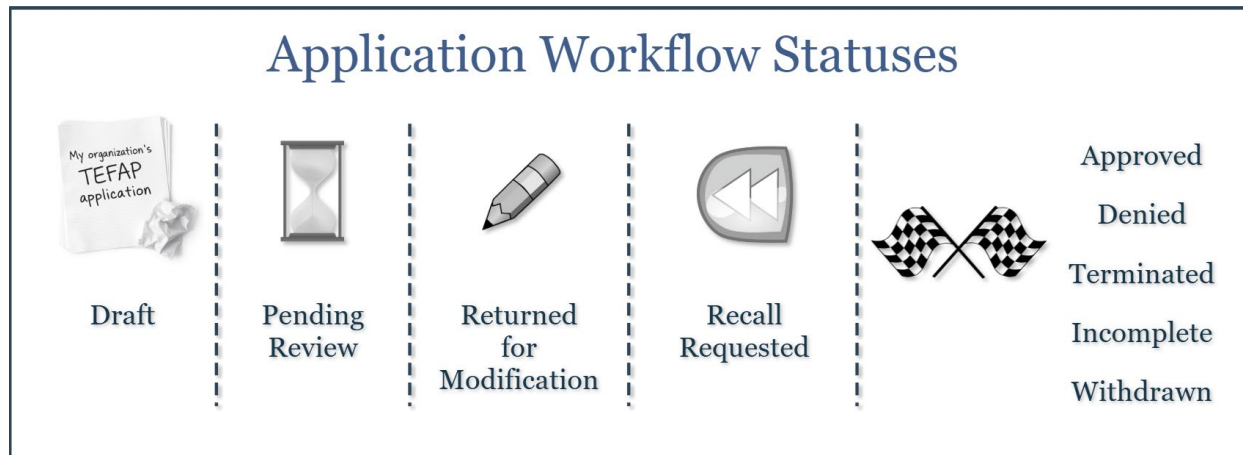
After you start the application, it remains in the **Draft** status until submission to TDA.

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

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