

Creating an FDP Application in TANS

Training Guide

This document serves as a training aid, guiding 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.

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 Professional Standards Code	3000 - Administration
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
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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 Farmers' Market Nutrition Program Handbook Senior Farmers' Market Nutrition Program Handbook	TDA Program handbooks are available on SquareMeals.org.

Creating an FDP Application

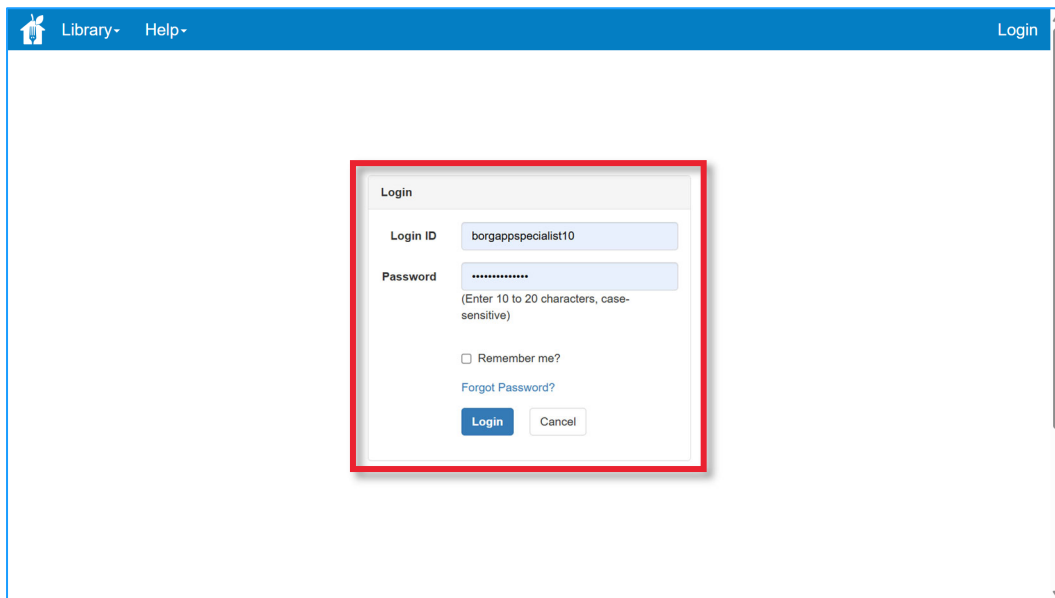
PROCEDURE

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 submit an FDP application for a program successfully. Suppose TEFAP is not relevant to your organization. In that case, you may select any of the available programs, including the Commodity 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. 

USER ACCESS AGREEMENT



Step	Action
4.	If this is your first time logging into TANS, please carefully read the User Access Agreement. 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 and click the Nutrition Management menu button. Nutrition Management-
6.	Under the Agreements column, click the Applications menu item. Nutrition Management-Reports-News-Help- AgreementsApplications Enrollment & EligibilityCommunity Eligibility Provision (CEP) PaymentsClaims

APPLICATION DASHBOARD

Library-

Nutrition Management-

Reports-

News-

Help-

0

ORG Application: Billie Org-Appspecialist

Logout

Year: Current

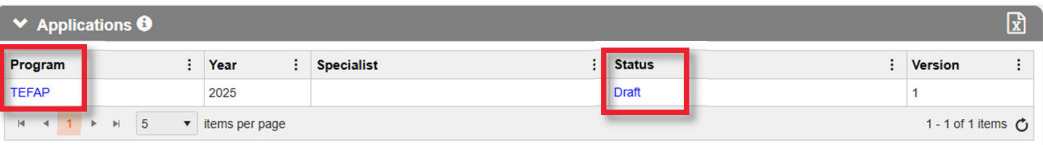
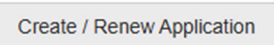
Organization: Abundant Baskets Community Food Bank

Reset

Create / Renew Application

▼ Applications ⓘ

No applications found for the selected criteria.

Step	Action
7.	i Information On the Application Dashboard, your organization's name is displayed. All applications created for your organization in TANS, along with their respective status, are shown 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 later, ensure that 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: For a more detailed discussion of the Application Dashboard's features, please refer to Appendix C.
8.	Click the Create/Renew Application button to begin the application process. 
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 choose the program relevant to your organization.

Program Selection

FDP

☐ The Emergency Food Assistance Program (TEFAP)
☐ Commodity Supplemental Food Program (CSFP)
☐ Farmers Nutrition Program (FMNP)
☐ Senior Farmers Nutrition Program (SFMNP)

Save & Continue

Cancel

ORGANIZATION FORM

Library-

Nutrition Management-

Reports-

News-

Help-

ORG Application: Billie Org-Appspecialist

Logoff

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Version Log

(FDP) TEFAP : Abundant Baskets Community Food Bank FY: 2025 Draft Version: 1.0

Organization

TIN:

01234567891

* UEI: ⓘ

987654321098

EIN:

Organization ID:

10048

Organization Name:

Abundant Baskets Comr

DBA Name:

Abundant Baskets Comr

Type of Agency:

Private Non-Profit Organization

County:

SCHLEICHER

ESC Region:

15

TDA Region: ⓘ

4

Organization Main Contact

*First Name:

Andi

*Last Name:

Main-Contact

*Title:

Director

*Phone:

(325) 123-5555

Extension:

Fax:

Email:

asagriculture.gov

Physical Address

*Address:

*City:

*State:

Select State

*Zip Code:

00000-0000

Prev Form

Save

Cancel

Next Form

Delete

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Step	Action
10.	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 in the navigation pane to navigate through the application's 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:

1003 Pelt St.

*City:

Eldorado

*State:

Texas

*Zip Code:

76936-1003

12.

Use the buttons at the bottom of the form to navigate, save, or 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.

Organization: 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

Organizational Information ✓

Application

Financial Information

Management Plan

Documents

(FDP) TEFAP : A

Program Selection

☒ The Emergency

☒ Commodity St

☒ Farmers Mark

☒ Senior Farmer

☐ Food Assistan

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APPLICATION FORM

(FDP) TEFAP : Abundant Baskets Community Food Bank FY: 2025 Draft Version: 1.0

Program Selection

- ☐ The Emergency Food Assistance Program (TEFAP)
- ☐ Commodity Supplemental Food Program (CSFP)
- ☐ Farmers Market Nutrition Program (FMNP)
- ☐ Senior Farmers Market Nutrition Program (SFMNP)
- ☐ Food Assistance for Disaster Relief Program (DA)

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 Huldale

Add Agency

Primary TEFAP Contact

*First Name: Emerson

*Last Name: Grant

*Title: Grants Coordinator

*Phone: (325) 444-6666

Extension:

Fax:

*Email: egrant@abctfb.org

Mailing Address

☒ Mailing address is same as the physical address.

*Address: 1003 Felt St.

*City: Eldorado

*State: Texas

*Zip Code: 76963-1003

Administrator

*First Name:

*Last Name:

*Title:

Prev Form Save Cancel Next Form Delete

Step	Action
13.	i 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 for which your organization is qualified.
14.	In the Subdistributing Agency Information section, if the organization contracts with one or more subdistributing agencies (SDAs), 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 Huldale 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@abcctb.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

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ORG Application: Emerson Grant

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(FDP) TEFAP: Abundant Baskets Community Food Bank

FY: 2025

Draft

version: 1.0

Financial Information

General

Budget

Tax Information

*Is your organization for-profit, non-profit or public agency (i.e military, government agency)?

For-profit

Non-profit

Public Agency

Federal Funding

*Does your organization receive \$1,000,000 or more per year in federal funding from all sources, including TDA?

Select

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.

Prev Form

Save

Cancel

Next Form

Delete

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Step	Action
19.	The Financial Information form is comprised of two tabs: General and Budget. Both tabs contain required fields. General Budget
20.	On the General tab, begin by selecting your organization type for tax purposes. Tax Information *Is your organization for-profit, non-profit or public agency (i.e military, government agency)? For-profit Non-profit Public Agency
21.	Indicate whether your organization receives more than \$1,000,000 in federal funding per year. Federal Funding *Does your organization receive \$1,000,000 or more per year in federal funding from all sources, including TDA? Select 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. Select Select Yes No
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

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FINANCIAL INFORMATION FORM – BUDGET TAB

Library- Nutrition Management- Reports- News- Help- ORG Application: Emerson Grant Logoff

(FDP) TEFAP: Abundant Baskets Community Food Bank FY: 2025 Draft Version: 1.0 Financial Information

General Budget

***Monthly Budget - USDA Food Expenditures**

Budget Item	Annual	Monthly Average
Storage Facilities		\$0.00
Equipment		\$0.00
Salaries		\$0.00
Transportation		\$0.00
Other		\$0.00
Total	\$0.00	\$0.00

***Monthly Budget - Non USDA Food Expenditures**

Budget Item	Annual	Monthly Average
Storage Facilities		\$0.00
Equipment		\$0.00
Salaries		\$0.00
Transportation		\$0.00
Other		\$0.00
Total	\$0.00	\$0.00

Indirect Cost Methodologies - Salaries

*Describe the methodology used to determine the portion of employee salaries that are not directly charged to the program.

Indirect Cost Methodologies - Program Expenses

Prev Form Save Cancel Next Form Delete

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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.	i Information For Commodity 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 Bank 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 Bank 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.
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MANAGEMENT PLAN FORM

Program Information

Organization ✓

Application ✓

Financial Information ✓

Management Plan ✓

Documents ✓

Site Management

Site Information ✓

Site Summary ✓

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(FDP) TEFAP : Abundant Baskets Community Food Bank FY: 2025 Returned for Modification Version: 2.0 Management Plan

Organization's Food-Assistance Program ⓘ

Requirement: Organization must operate a food assistance program that serves a county or other identifiable service area and that directly or indirectly (through sub - agencies) distributes USDA Foods for home consumption to needy households or provides prepared meals to needy persons.

*Enter the number of needy households served monthly 670

*Enter the number of meals served monthly 1340

Current Inventory of USDA Foods ⓘ

*Does the organization currently have USDA Foods in its possession for TEFAP? Yes

*Describe how you will ensure that the USDA Foods you receive through TEFAP will be maintained apart from all other inventory:

We have...

*Provide a list of all administrative personnel who will be responsible for managing and monitoring your TEFAP operations. Do not include site supervisors.

Position or Title	Number of occupied positions	TEFAP Role & Responsibilities	Full Time Equivalent Percentage	Delete
Administrator	3	TEFAP administration and monitoring	60.00	

Add Position

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)	11/11/2025	

Step	Action
32.	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. Organization's Food-Assistance Program ⓘ Requirement: Organization must operate a food assistance program that serves a county or other identifiable service area and that directly or indirectly (through sub - agencies) distributes USDA Foods for home consumption to needy households or provides prepared meals to needy persons. *1. Enter the number of needy households served monthly: 689 *1. Enter the number of meals served monthly: 1340
33.	Indicate if there are currently any TEFAP foods in inventory at the organization and explain how you will maintain TEFAP foods separately. Current Inventory of USDA Foods ⓘ *Does the CE currently have USDA Foods in its possession for TEFAP? Yes *Describe how you will ensure that the USDA Foods you receive through TEFAP will be maintained apart from all other inventory: We store USDA foods separately from TEFAP and foods from other state programs. In our Inventory Accounting systems, we receive food and track distribution according to separate cost centers.
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 Commodity 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 SDs' 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.

(FDP) CSFP : Abundant Baskets Community Food Bank FY: 2025 Draft Version: 1.0 Management Plan

Operations ⓘ

*Describe your plan to integrate nutrition education into CSFP operations.

*Disputes may arise between farmers, farmers markets and program participants. Contractors must have procedures in place to conduct a fair hearing. Outline the procedures your organization will use to ensure fair hearings for all parties.

*Based on your requested caseload, how many FTE positions do you anticipate using to effectively handle the program? 0

General Information ⓘ

This program targets the elderly. While there may be situations where women, infants and children may participate, they are generally referred to the Special Supplemental Nutrition for Women, Infants and Children (WIC) program. Enter the total number of clients that you intend to serve each month based on the following categories:

*Pregnant Women	0	*Elderly persons, age 60 or older	0	*Children, aged one year to three years	0
*Postpartum or breastfeeding women	0	*Infants, under one year of age	0	*Children, aged four year to five years	0

CSFP caseload is limited; approval of the CSFP application is not a guarantee that caseload will be assigned. TDA uses separate criteria to determine caseload assignment.

*Provide an estimate of how many people (caseload) the organization can serve effectively while meeting all program requirements. Explain why you think your caseload estimate is appropriate for the organization and/or area.

*CSFP foods must be stored separately from the rest of your inventory. Do you have warehouse space (for dry and chilled products) to store up to 2 ½ months of CSFP inventory for your requested caseload? Select

*Do you have a sufficient vehicle fleet to deliver food packages for your requested caseload? Select

Prev Form Save Cancel Next Form Delete

36.

Other questions cover storage and delivery of CSFP foods.

(FDP) CSFP : Abundant Baskets Community Food Bank FY: 2025 Draft Version: 1.0 Management Plan

CSFP caseload is limited; approval of the CSFP application is not a guarantee that caseload will be assigned. TDA uses separate criteria to determine caseload assignment.

*Provide an estimate of how many people (caseload) the organization can serve effectively while meeting all program requirements. Explain why you think your caseload estimate is appropriate for the organization and/or area.

Our organization estimates we can effectively serve 200 participants while meeting all CSFP program requirements. This estimate is based on our current staffing capacity, storage and distribution infrastructure, and historical demand for senior food assistance in our service areas.

*CSFP foods must be stored separately from the rest of your inventory. Do you have warehouse space (for dry and chilled products) to store up to 2 ½ months of CSFP inventory for your requested caseload? Yes

*Do you have a sufficient vehicle fleet to deliver food packages for your requested caseload? Yes

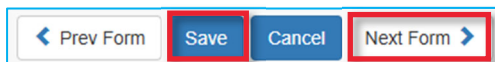
*Provide the type of vehicles used to deliver food. At least one vehicle must have refrigeration to transport chilled foods.

Vehicle Type	Boxed	Refrigerated	Delete
	☐	☐	

Add Vehicle

37.

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

A horizontal row of four buttons. From left to right: 'Prev Form' with a left arrow, 'Save' with a red border, 'Cancel' with a blue border, and 'Next Form' with a right arrow and a red border. The 'Save' and 'Next Form' buttons are highlighted with red borders.

DOCUMENTS FORM

(FDP) TEFAP : Abundant Baskets Community Food Bank FY: 2025 Returned for Modification Version: 2.8 Documents

Title	Specialist Comments	Verification	Document
Required Documents			
* 1. Certificate of Liability Insurance		Verified 6/30/2025	
* 2. Subdistribution Agency Agreement		Verified 6/30/2025	
Supplemental Documents			
1. SOP for Home Delivery via Private Companies	Update and attach the SOP to clarify whether it is the organization, or the Private Company that packages the	Pending Review 7/9/2025	

Step	Action
38.	i 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

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Application ✓

Financial Information ✓

Management Plan ✓

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(FDP) TEAP: Abundant Baskets Community Food Bank FY: 2025 Returned for Modification Version: 2.0

Site Information

Previous Site

Abundant Baskets Community Food Bank - North (42) ✓

Next Site

+ Add Site

* Operating Status: ☒ Active ☐ Inactive

Subdistributing Agency Information

* Is this site associated with a subdistributing agency to distribute USDA Foods?

Yes

* Select the subdistributing agency

Select

Site Physical Address

* Address:

1001 Dusty Way Blvd

* City:

Eldorado

* State:

Texas

* Zip Code:

76936-1003

* Phone:

(325) 886-4545

Ext:

Fax:

* County:

SCHLEICHER

Site Representative

* First Name:

Dani

* Last Name:

Cruz

* Title:

Mobile Unit Supervisor

* Phone:

(325) 886-4545

Extension:

Fax:

* Email:

decruz@abcfb.org

* Site Type:

☐ Food Pantry

☐ Organization Program

☐ Soup Kitchen

☐ Group Treatment Center

☐ Shelter

☐ Other

☐ Home Delivery

☒ Mobile Pantry

* Priority:

Priority 1

Prev Form

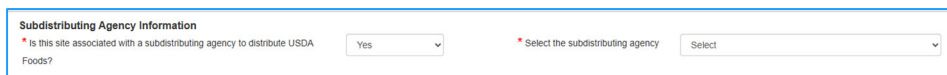
Save

Cancel

Next Form

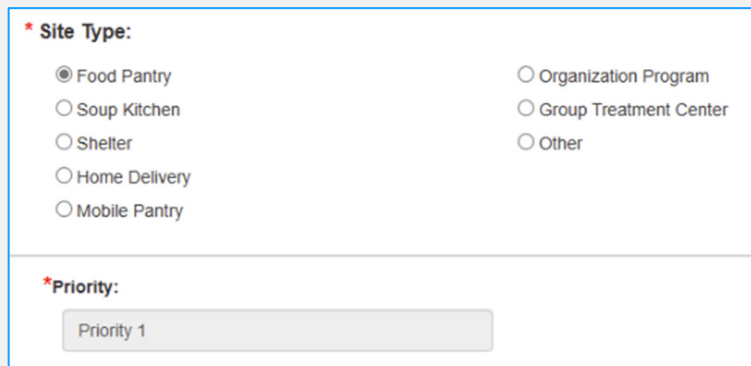
Step	Action
40.	Information Organizations that have created an application in TANS before will display sites previously entered. Organizations can use the Add Site link to enter sites not available from the Site drop-down list. + Add Site
41.	For the sites displayed in the Sites drop-down list, you can 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.

A screenshot of a form section titled "Subdistributing Agency Information". It contains two questions: "Is this site associated with a subdistributing agency to distribute USDA Foods?" with a "Yes" dropdown menu, and "Select the subdistributing agency" with a "Select" dropdown menu.

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.

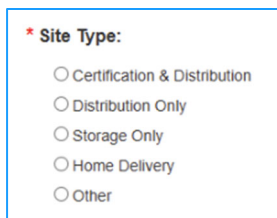
44. When you select the Site Type, the **Priority** field automatically populates. This field cannot be edited.

A screenshot of a form section. The "Site Type" section has radio buttons for "Food Pantry" (selected), "Soup Kitchen", "Shelter", "Home Delivery", "Mobile Pantry", "Organization Program", "Group Treatment Center", and "Other". Below this, the "Priority" field is a text box containing "Priority 1".

45. **i** **Information**

The **Site Type** section for the Commodity 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.

Commodity Supplemental Food Program (CSFP) Site Types:

A screenshot of a form section titled "Site Type:" for the CSFP. It contains radio buttons for "Certification & Distribution", "Distribution Only", "Storage Only", "Home Delivery", and "Other".

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

A screenshot of a form section titled "Site Type:" for the FMNP and SFMNP. It contains radio buttons for "Certification/Issuance Site (voucher issuance only)", "Issuance & Redemption Farmers' Market", "Redemption Only Farmers' Market", "Roadside Stand", and "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 Picker by 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.

Site Directory ID: TE25261460 Version: 1.00

☐	Site Name	Address
☐	Abundant Baskets Community Food Bank - South (9322)	1003 Felt, Eldorado, TX 76936-1003

1

Add Selected Sites Add New Site Cancel

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

Site Directory ID: TE24251501 Version: 1.00

*Site Name: Abundant Baskets Community Food Bank - North

*Address: 1001 Dusty Way Blvd

*City: Eldorado

*State: Texas

*Zip Code: 76936-1003

Add Site Cancel

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.

(FDP) TEFAP : Abundant Baskets Community Food Bank FY: 2025 Draft Version: 1.0 Site Information

Abundant Baskets Community Food Bank - North (42)

*Operating Status: ☒ Active ☐ Inactive

Subdistributing Agency Information

*Is this site associated with a subdistributing agency to distribute USDA Foods?

Site Physical Address

*Address: 1001 Dusty Way Blvd

*City: Eldorado

*State: Texas

*Zip Code: 76936-1003

*Phone: Ext: Fax: *County:

Site Representative

*First Name: *Last Name: *Title:

*Phone: Extension: Fax: *Email:

*Site Type:

☐ Food Pantry ☐ Organization Program

☐ Soup Kitchen ☐ Group Treatment Center

☐ Shelter ☐ Other

☐ Home Delivery

☐ Mobile Pantry

*Priority:

Prev Form Save Cancel Next Form Delete

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) ✓

Abundant Baskets Community Food Bank - North (42) ✓

Abundant Baskets Community Food Bank - South (41) ✓

Next Site ▶

SITE SUMMARY FORM

Program Information

Organization ✓

Application ✓

Financial Information ✓

Management Plan ✓

Documents ✓

Site Management

Site Information ✓

Site Summary ✓

Organization Acceptance

Confirm and Accept

State Agency

SA Determination

Notifications

History

Version Log

Document Log

(FDP) TEFAP : Abundant Baskets Community Food Bank FY: 2026 Draft Version: 1.0 Site Summary

Site List

Site Name	Site Type	Priority	Days and Hours of Operation
Abundant Baskets Community Food Bank - South (9322)	Food Pantry	Priority 1	Every Monday, Tuesday, Wednesday, Thursday, Friday, 08:00 AM to 05:00 PM Every Saturday, 10:00 AM to 02:00 PM
Abundant Baskets Community Food Bank - North (9323)	Mobile Pantry	Priority 1	Every Monday, Tuesday, Wednesday, Thursday, Friday, 02:00 PM to 06:00 PM

1 - 2 of 2 items

Prev Form

Save

Cancel

Next Form

Delete

Step	Action
52.	Information The Site Summary form lists sites by Name, Type, and Priority, and includes the Days and Hours of Operation for each. Use this form to verify that you have included all relevant sites for 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 (represented by 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. Site Name ⋮ Site Type Abundant Baskets Community Food Bank South (41) Abundant Baskets Community Food Bank North (42) ⏪ ◀ 1 ▶ ⏩ 5 items per page ↑ Sort Ascending ↓ Sort Descending Columns ▶ Filter ▶ Set Column Position ▶ 53. If you made any changes in your review of the Site Summary form, be sure to click the Save button and then click Next Form to proceed to the Confirm and Accept form. ◀ Prev Form Save Cancel Next Form ▶ Texas Department of Agriculture Food and Nutrition Division Content Last Updated 11/4/2025 Page 25 of 36

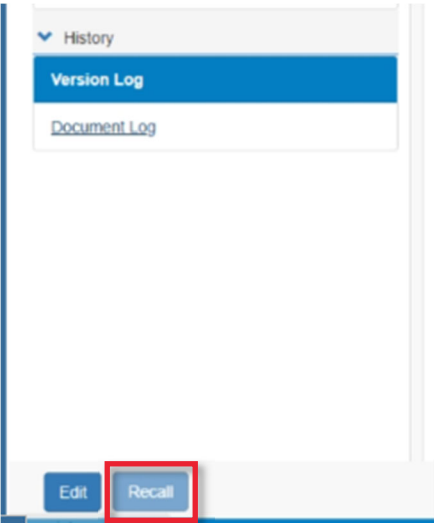
CONFIRM AND ACCEPT FORM

Step	Action
54.	Information The Confirm and Accept form is the last form needed to apply 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. ☒ * I certify that the information provided in this application is true and correct to the best of my knowledge. I further certify that all sites have been visited and have been found capable, and have adequate facilities, for program activities, as appropriate. I know that deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes. For the faithful performances of the terms and conditions of this application and the program agreement, as an Authorized Representative, I affix my signature.
56.	Enter any comments or notes for the TDA Program Eligibility Specialist to read. Comments / Notes: The SOP we attached is adequate for our needs. Please, let us know if TDA requires more details.
57.	Click the Submit button at the bottom of the form. You must sign the application electronically by entering your TANS password. Please Confirm... Please confirm your identity by entering your password to submit the application. ***** Submit Cancel Once you have entered your password and clicked Submit in the Please Confirm box, the application is sent to TDA for review.

After Application Submission: Next Steps

RECALL AND EDIT BUTTONS

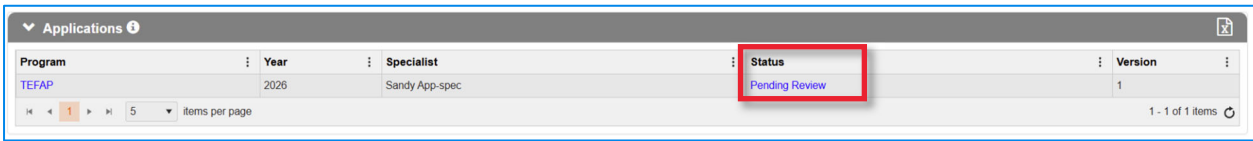
If the organization needs to make a change to the application after submitting it for TDA review, it can request a recall of the application. Use the **Recall** button located at the bottom left of the application to submit the request. TDA will receive a notification that your organization has requested a recall. If the Application Specialist approves the recall, the application status will be updated to **Return for Modification**, and the organization can update and resubmit the application.



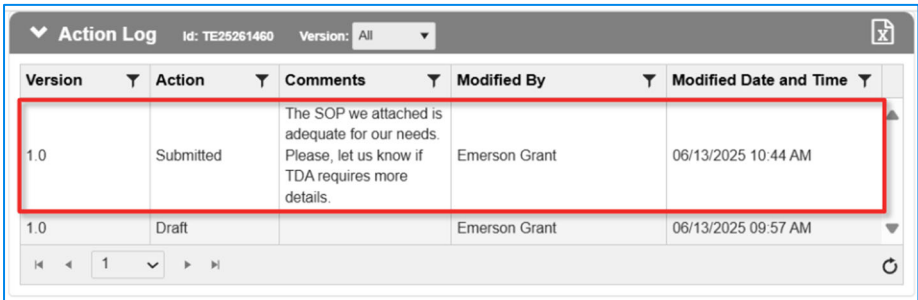
The **Edit** button becomes active once the application is approved. Use the **Edit** button to create an amendment to the application. See Appendix C for more information on this feature.

REVIEW THE ACTION LOG

After you submit the application, the Application Dashboard is displayed, 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.

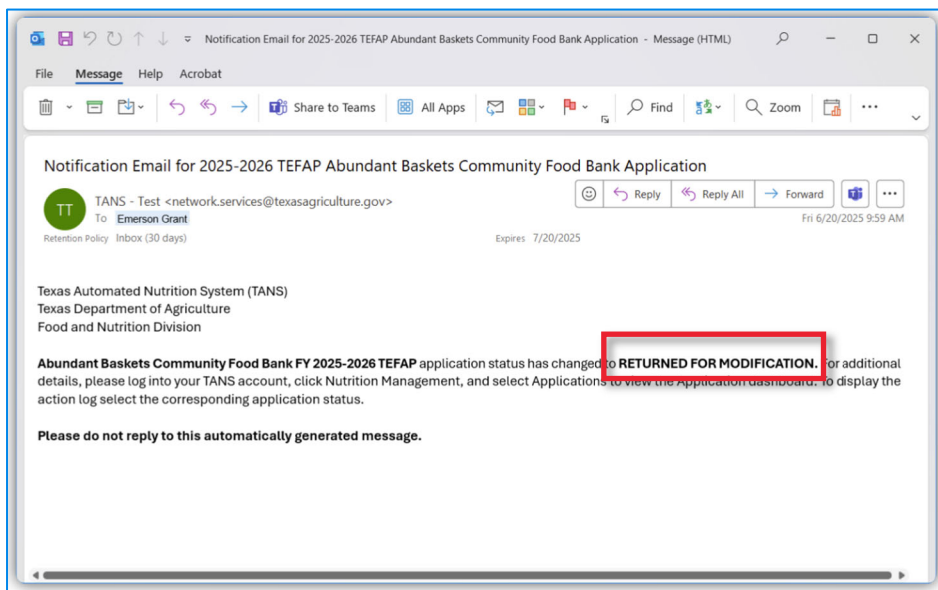


Also, check the **Action Log** for comments entered by TDA.

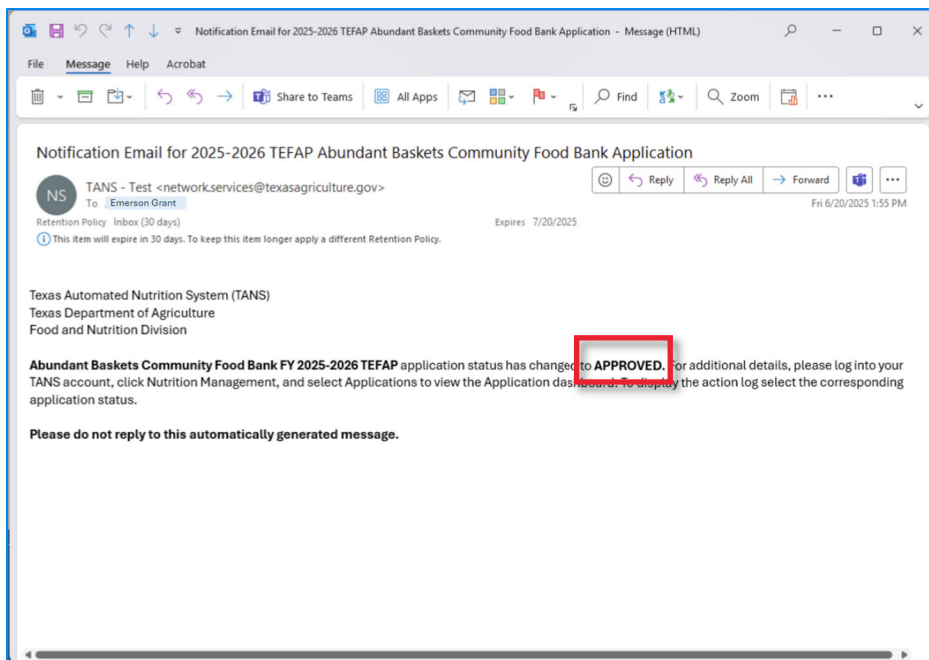
Action Log Id: TE24251501 Version: All					
Version	Action	Comments	Modified By	Modified Date and Time	
1.0	Returned for Modification	PY2025 Contract Packet has been reviewed and returned to the CE for correction. Pending/Incorrect item(s) include: -Federal Funding and/or Federal Funds sections - Documents - 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 the **Action Log** as shown in the screenshot above.



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



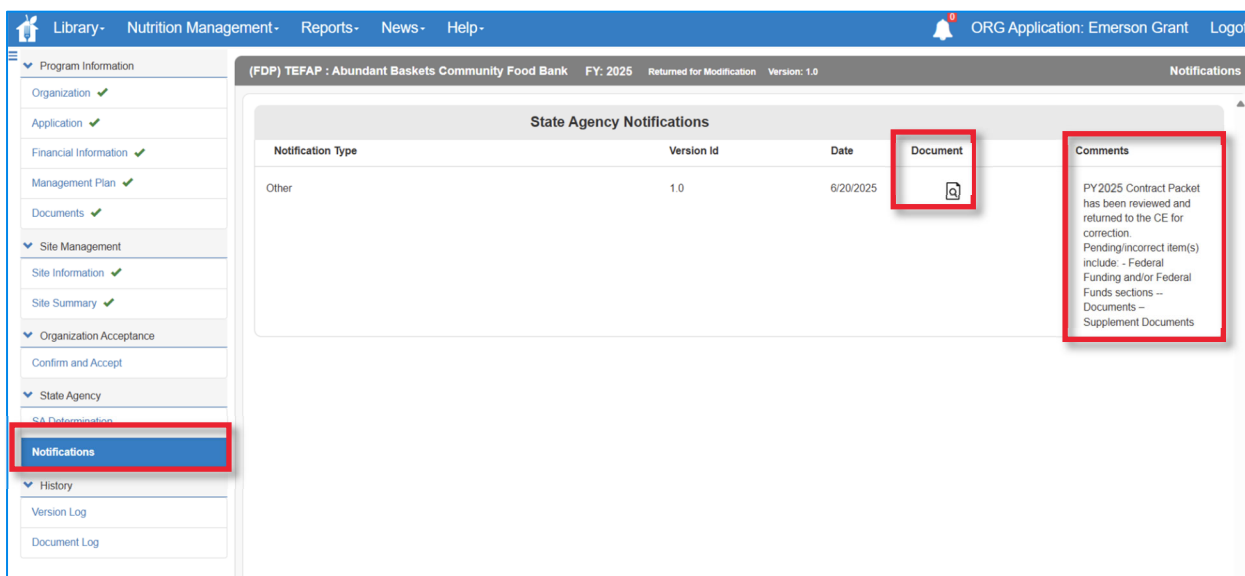
REVIEW THE NOTIFICATION FORM

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

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

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

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 resubmit the application for approval.

TEFAP- Return for Modification

PROGRAM APPLICATION

- **Financial Information – Federal Funding and Federal Funds Section:** – 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.
- **Documents – Supplement Documents Section:** 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 **SA Determination** form within the application.

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

Library- Nutrition Management- Reports- News- Help- TEST

ORG Application: Emerson Grant Logoff

(FDP) TEFAP : Abundant Baskets Community Food Bank FY: 2025 Approved Version: 1.0

SA Determination

Agreement

Application Type:	Assigned Specialist:	Status:	Effective Date:	Submitted:	Processed:	New / Renewal
TEFAP	Sandy App-Spec	Approved	06/30/2025	06/30/2025	06/30/2025	New

Program Information

- Organization ✓
- Application ✓
- Financial Information ✓
- Management Plan ✓
- Documents ✓

Site Management

- Site Information ✓
- Site Summary ✓

Organization Acceptance

- Confirm and Accept

State Agency

- SA Determination**

Notifications

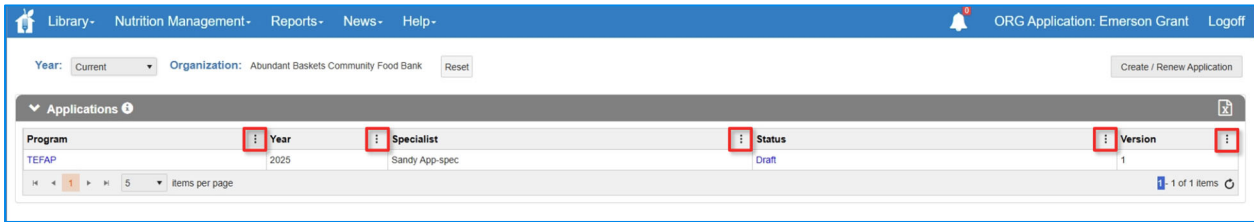
History

- Version Log
- Document Log

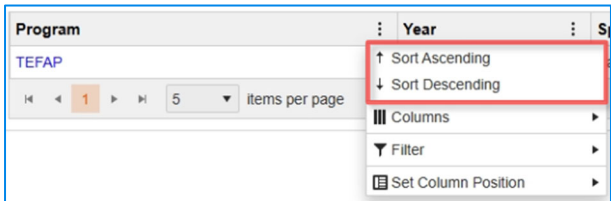
Appendix A: The Application Dashboard and Versions

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

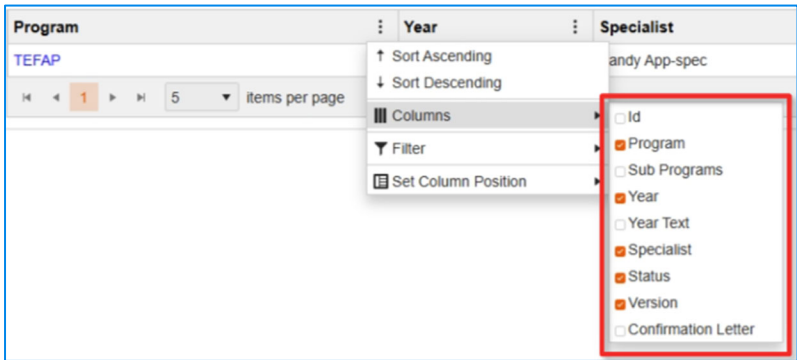
Each column in the table has a filter column settings icon (the three horizontal dots). The following is a closer look at the filtering tools available in the **Application Dashboard**.



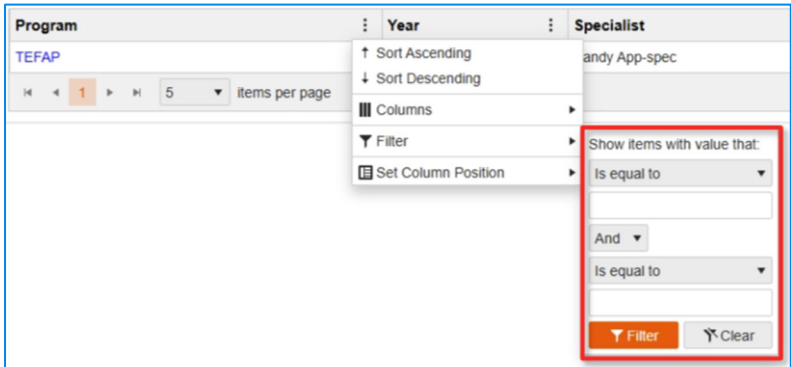
Use the **Sort** menu items to sort the applications by a specific column.



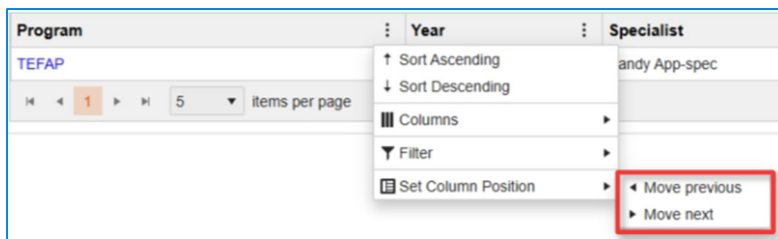
Use the **Column** tool to show or hide columns in the dashboard.



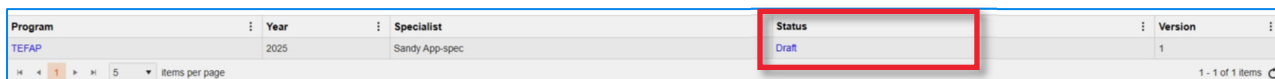
Use the **Filter** tool to filter the applications by a specific text in the column.



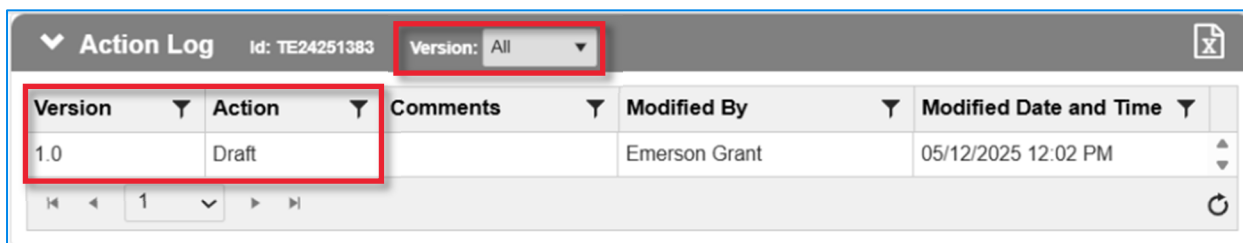
Use the **Set Column Position** to move columns right or left on the table.



The **Status** column displays the current status of the application, which in this example is **Draft**. Refer to Appendix B for a discussion of the status shown in the dashboard.



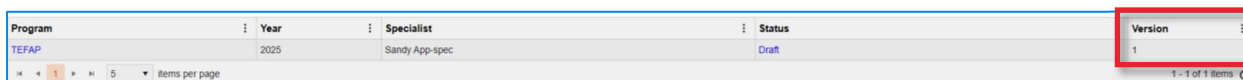
The **Status** of the application functions as a link that opens the **Action Log** for the application. The **Action Log** lists each version and each status the application receives.



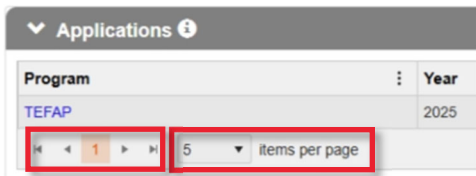
The initial version of an application is always 1.0, regardless of whether TDA approves or denies it. When the organization starts an amendment for an approved application, the version increments to the next major version (e.g., 2.0). When an application status is set to **Withdrawn** or **Incomplete**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

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

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



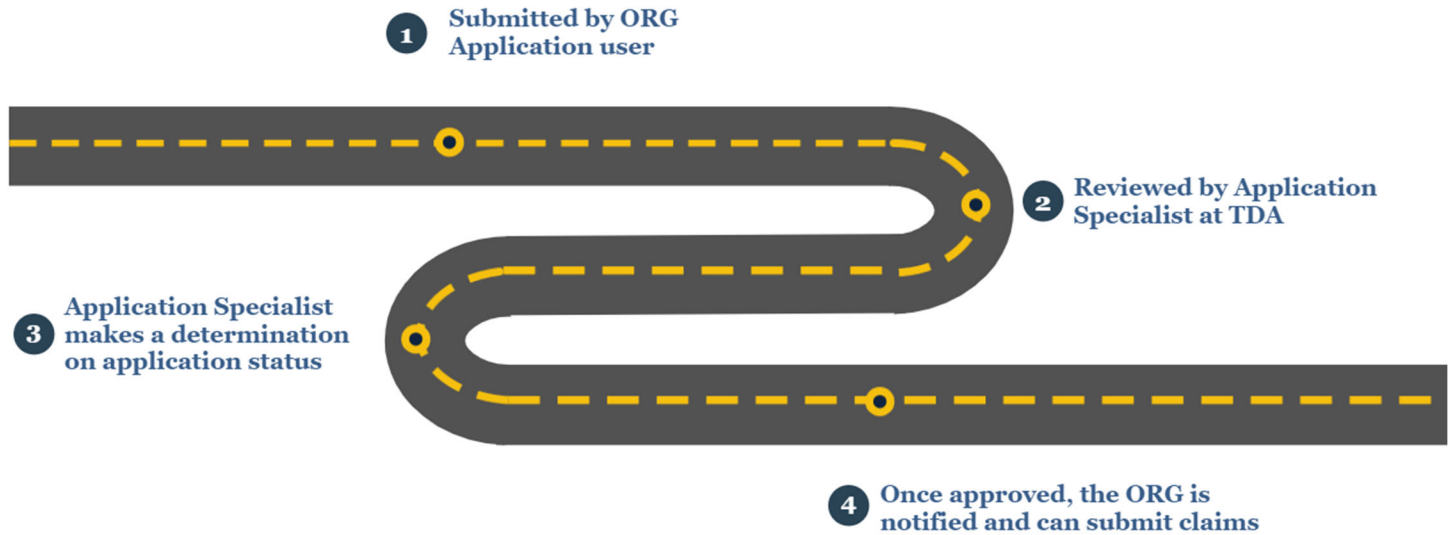
By default, the **Application Dashboard** displays only five applications per page. You can increase this number by using the “items per page” drop-down. You can also use the **First**, **Previous**, **Next**, and **Last** icons to navigate the pages.



Appendix B: Application Workflow and Statuses

THE APPLICATION PROCESS

The Application Process

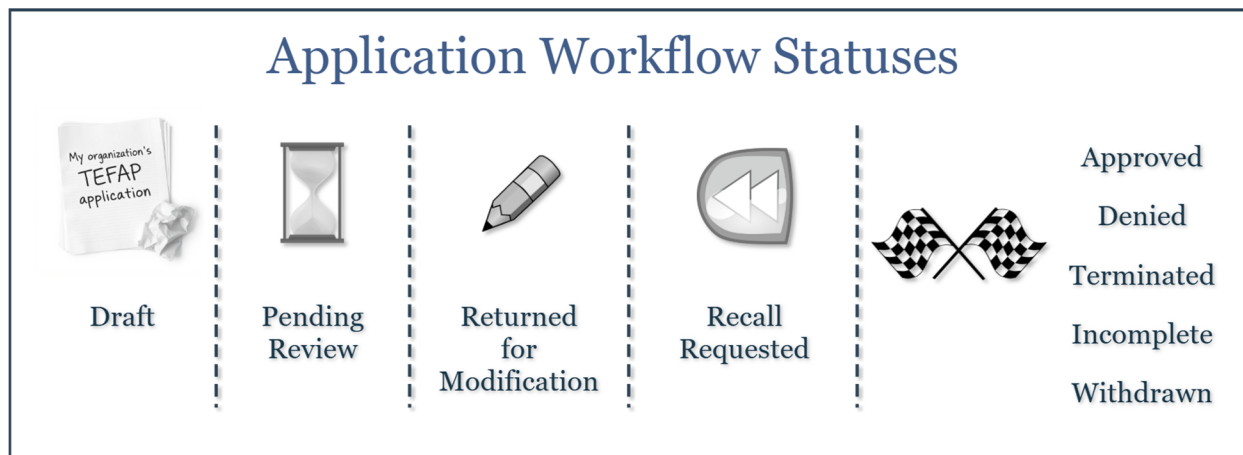


After the organization submits the application, the assigned TDA Application Specialist reviews the application.

The Application Specialist reviews the application to ensure that the Organization sent all pertinent information and that it is compliant with TDA and USDA policies. If the Application Specialist needs the Organization to make a correction or provide additional information, the Specialist will return the application for modification. If the Application Specialist denies or terminates the application, the organization will not be eligible to submit any claims to the program for the year in which it applied.

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

APPLICATION STATUSES



After you start the application, it remains in Draft status until it is submitted to TDA.

As your application progresses through the approval process, four review workflow statuses are displayed 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 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**  button in the lower left. This button becomes active upon application approval. When you have updated the application and saved, the application status returns to **Draft**. The application will remain in **Draft** status until it is submitted and then 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 application is displayed on the **Application Dashboard** and in the **Action Log**. The **Action Log** lists each version and its corresponding status, whereas the **Application Dashboard** only shows the most current version.