

FMNP and SFMNP Claims Training Guide for Organizations

Training Guide

This document serves as a training aid, guiding individuals with the Org Claims role through each step of the TANS claims process for the Farmers' Market Nutrition Program and the Senior Farmers' Market Nutrition Program.

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

TRAINING OVERVIEW

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

COMMON ACRONYMS

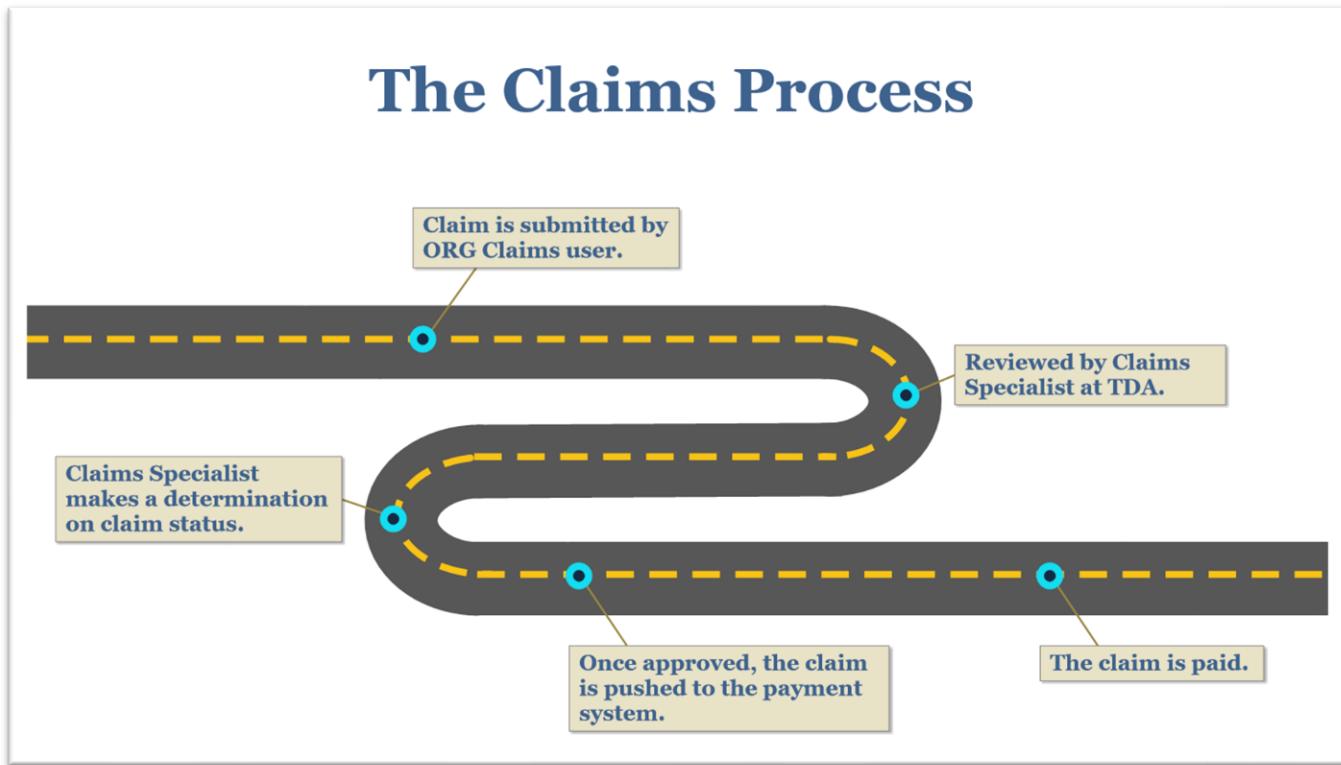
Acronym	Description
FDP	Food Distribution Programs
TEFAP	The Emergency Food Assistance Program
CSFP	Commodity Supplemental Food Program
FMNP	Farmers' Market Nutrition Program
SFMNP	Senior Farmers' Market Nutrition Program
FND/F&N	Food & Nutrition Division
Organizations (Org)	The new term replacing Contracting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

REFERENCES & RESOURCES

SquareMeals.org	TDA Food & Nutrition Website	News, resources, and training for all 12 Food & Nutrition programs in Texas
CFR Regulations	TEFAP: 7 CFR Parts 250 and 251 CSFP: 7 CFR Parts 247 and 250 FMNP: 7 CFR Parts 246 , 248 , and 2 CFR Part 200 SFMNP: 7 CFR Part 249	Code of Federal Regulations for FDP programs.
TheICN.org	Institute of Child Nutrition Website	The ICN is the only federally funded national center dedicated to applied research, education and training, and technical assistance for child nutrition programs.
Policy Handbooks	Farmers' Market Nutrition Program Handbook Senior Farmers' Market Nutrition Program Handbook	TDA Program handbooks are available on SquareMeals.org.

SUBMITTING AN FMNP OR SFMNP CLAIM IN TANS

Claims Roles and Process



At the organization level, two roles can create and manage claims: ORG Claims and ORG User Access Manager. While the ORG User Access Manager role has broad access across TANS for the organization, the ORG Claims user can create and manage all claims for the organization. This training guide will focus on the ORG Claims user; however, the ORG User Access Manager can perform the same actions.

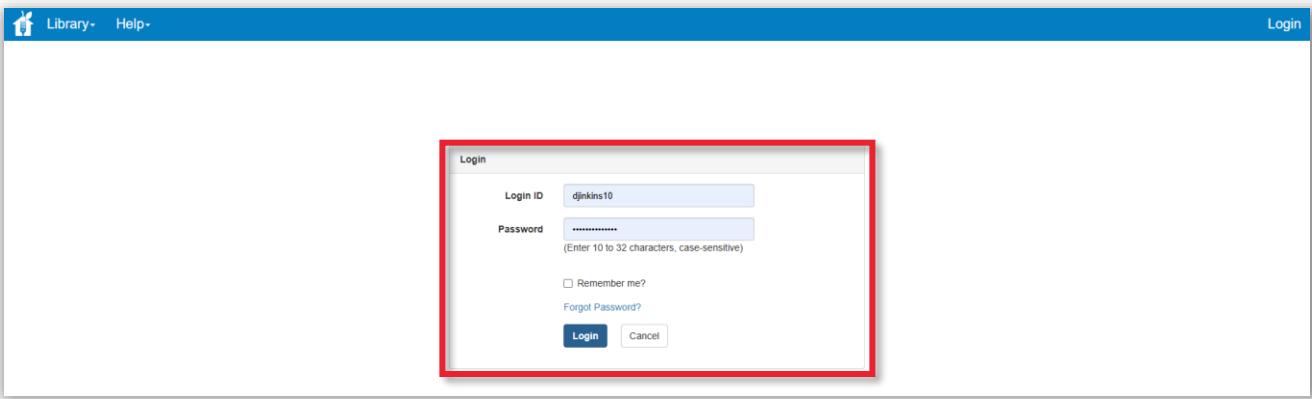
Once the claim is created and submitted, the TDA Claims Specialist reviews the claim to ensure all pertinent information is received and is compliant with TDA and USDA policies. If a correction is needed or additional information required, the Specialist will return the claim for modification.

If the claim is approved, it moves on to the payment phase. There is currently no notification email to inform you of claim status. It is recommended that you check the TANS system regularly to see the latest updates.

Procedure

In the example scenario below, you have the TANS ORG Claims role and work for the non-profit, Abundant Baskets Community Food Bank. On behalf of your organization, you will create and submit a claim for a program, modify the claim, resubmit, and review the approved claim. Finally, you will see an example of a claim amendment updated and submitted to TDA as the latest version of the claim.

Login Page



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

TANS Homepage



TEST

TEXAS AUTOMATED NUTRITION SYSTEM
(TANS)

The Texas Department of Agriculture's Food and Nutrition Division administers 12 federal child and special nutrition programs. The Texas Automated Nutrition System (TANS) helps ensure TDA fulfills its mission to advance compliant federal nutrition programs by providing administrators, state users, and sponsors with web-based access to program applications, claims, compliance reviews, and related nutrition program functions.

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-8234 | P.O. Box 12847 | Austin, TX 78711
Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)

This product was funded by USDA
This institution is an equal opportunity provider

Texas Automated Nutrition System (TANS)
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Version 1.41.1.0

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[www.SquareMeals.org](#)

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

Claims Dashboard

The screenshot shows the 'Claims Dashboard' interface. At the top, there are navigation links: Library, Nutrition Management, Reports, News, and Help. On the right, there is a user profile for 'ORG Claims: Daphne Jinkins' and a 'Logout' button. Below the navigation, there is a search bar with 'Fiscal Year: Current' and a 'Search:' field. To the right of the search bar is an 'Organization:' dropdown set to 'Abundant Baskets Community Food Bank' with a 'Reset' button. A red box highlights the search bar and organization dropdown. On the far right, a blue button labeled 'Create Claims' is also highlighted with a red box. Below these, there are three tabs: 'In Progress (9)', 'Processed (1)', and 'All (10)'. The 'In Progress' tab is selected and highlighted with a red box. Below the tabs, there are three blue status filter buttons: 'Draft', 'Returned for Modification', and 'Pending Review'. The 'Pending Review' button is highlighted with a red box. The main content area is a table titled 'In Progress' with the following data:

Claim	Month / Year	Fund Type	Amount	Status	Processed	Version
TEFAP	January 2026	Federal	\$23,000.00	Pending Review	2	
TEFAP	February 2026	Federal	\$18,000.00	Returned for Modification	1	
TEFAP	May 2026	Federal	\$0.00	Draft	1	
TEFAP	October 2025	Federal	\$30,000.00	Draft	2	
TEFAP	November 2025	Federal	\$23,700.00	Pending Review	1	
TEFAP	December 2025	Federal	\$0.00	Pending Review	1	
CSFP	May 2026	Federal	\$0.00	Draft	1	
CSFP	November 2025	Federal	\$0.00	Pending Review	1	
SFMNP	January 2026	Federal	\$40,580.00	Pending Review	1	

At the bottom of the table, there are navigation buttons for 'Items per page' (1, 20, 50) and a page indicator '1 - 9 of 9 items'.

Step	Action
6.	<p>1 Information</p> <p>From the Claims Dashboard, you can display and filter existing claims by year, program, status, etc. In the first row, use the Search field to filter the list by a word. In the second row, use the three tabs to change the display of the blue status filter buttons in the third row and to filter the Claims table.</p> <p>From the dashboard, you create new claims by clicking the Create Claims button.</p>
7.	<p>Start by using the tabs to filter. Each tab represents a stage in the processing of a claim and displays the status buttons relevant to that stage:</p> <ul style="list-style-type: none"> In Progress displays the Draft, Returned for Modification, and Pending Review filter. Processed displays the Approved, Paid, and Denied filter buttons. All displays all of the claims. <p>Notice that each tab and each button indicate the number of claims relevant to the stage or status.</p> <p>Click the Processed (#) tab.</p>
8.	<p>The Claims table updates to display claims in the Approved, Paid, and Denied statuses.</p> <p>Click the Approved filter button.</p> <p>The table is now filtered to display only approved claims.</p>

9.

Information

If you need to filter the claims that display further or want to change the column view of the table, use the filter column setting icon (three vertical dots) available in any column.

Month / Year	Fund Type	A
January 2026	↑ Sort Ascending	
February 2026	↓ Sort Descending	
March 2026	☰ Columns	
April 2026	▼ Filter	
October 2025	▣ Set Column Position	

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

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

Month / Year	Fund Type	Amount
January 2026	↑ Sort Ascending	\$75,000.00
February 2026	↓ Sort Descending	\$0.00
March 2026	☰ Columns	
April 2026	▼ Filter	
October 2025	▣ Set Column Position	
November 2025	Federal	
December 2025	Federal	

- ↑ Sort Ascending
- ↓ Sort Descending
- ☰ Columns
- ▼ Filter
- ▣ Set Column Position

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

Month / Year	Fund Type	Amount
January 2026	↑ Sort Ascending	\$75,000.00
February 2026	↓ Sort Descending	\$0.00
March 2026	☰ Columns	
April 2026	▼ Filter	
October 2025	▣ Set Column Position	
November 2025	Federal	
December 2025	Federal	

- ↑ Sort Ascending
- ↓ Sort Descending
- ☰ Columns
- ▼ Filter
- ▣ Set Column Position

- Show items with value that:
- Is equal to
- And
- Is equal to

Filter Clear

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

Month / Year	Fund Type	Amount
January 2026	↑ Sort Ascending	\$75,000.00
February 2026	↓ Sort Descending	\$0.00
March 2026	☰ Columns	
April 2026	▼ Filter	
October 2025	▣ Set Column Position	
November 2025	Federal	
December 2025	Federal	

- ↑ Sort Ascending
- ↓ Sort Descending
- ☰ Columns
- ▼ Filter
- ▣ Set Column Position

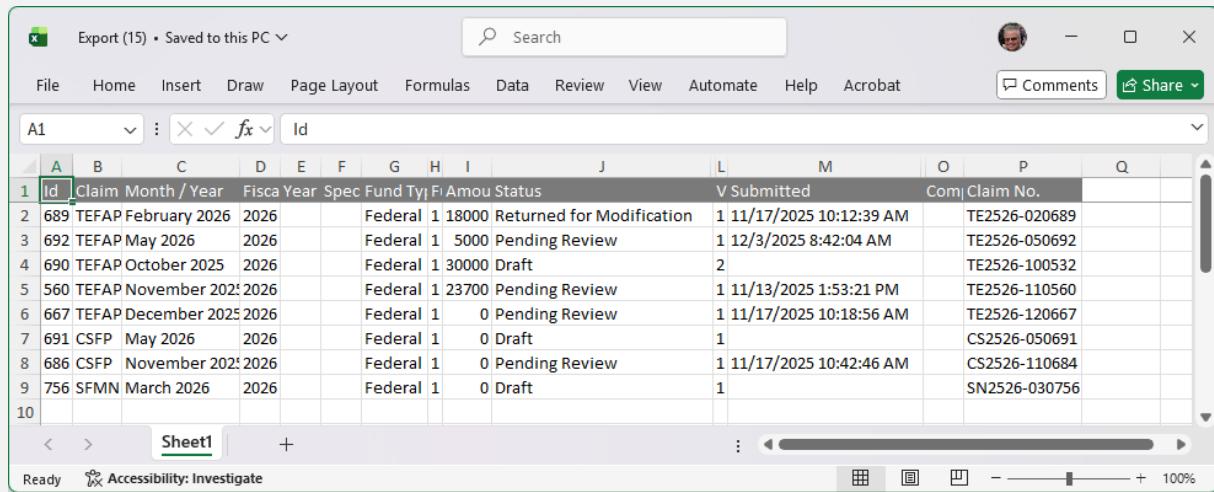
- ◀ Move previous
- ▶ Move next

10.

You can export the complete or filtered Claims list by clicking the **Excel** icon.

The exported file will display only the columns indicated in the screenshot below.

Note: Any columns you may have added or have hidden will not change the layout of the exported report.



A	B	C	D	E	F	G	H	I	J	L	M	O	P	Q
1	Id	Claim Month / Year	Fiscal Year	Spec Fund Type	Amount	Status			V Submitted	Comments	Claim No.			
2	689	TEFAP February 2026	2026	Federal	1	18000	Returned for Modification	1	11/17/2025 10:12:39 AM		TE2526-020689			
3	692	TEFAP May 2026	2026	Federal	1	5000	Pending Review	1	12/3/2025 8:42:04 AM		TE2526-050692			
4	690	TEFAP October 2025	2026	Federal	1	30000	Draft	2			TE2526-100532			
5	560	TEFAP November 2024	2026	Federal	1	23700	Pending Review	1	11/13/2025 1:53:21 PM		TE2526-110560			
6	667	TEFAP December 2025	2026	Federal	1	0	Pending Review	1	11/17/2025 10:18:56 AM		TE2526-120667			
7	691	CSFP May 2026	2026	Federal	1	0	Draft	1			CS2526-050691			
8	686	CSFP November 2024	2026	Federal	1	0	Pending Review	1	11/17/2025 10:42:46 AM		CS2526-110684			
9	756	SFMN March 2026	2026	Federal	1	0	Draft	1			SN2526-030756			
10														

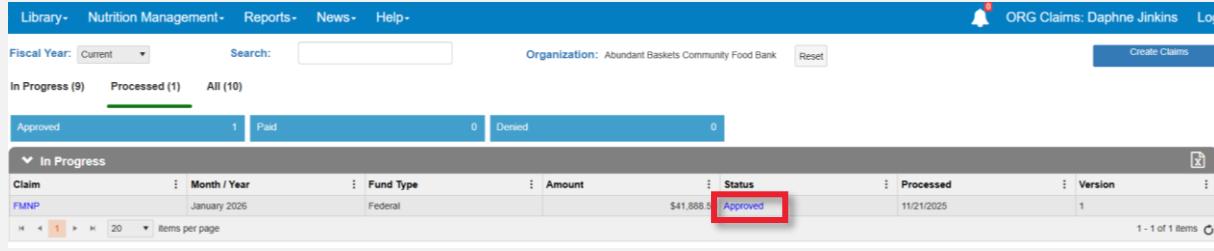
11. To view the Action Log for a claim, click its **Status** link.

Viewed an existing approved claim.

Click the **Processed** filter tab.

12. There is currently one Approved claim.

Click the **Status (Approved)** Link.



In Progress								Processed		All (10)	
Approved	1	Paid	0	Denied	0						
In Progress											
Claim	Month / Year	Fund Type	Amount	Status	Processed	Version					
FMNP	January 2026	Federal	\$41,888.50	Approved	11/21/2025	1					

Action Log

Action Log				
Version	Action	Comments	Updated By	Updated Date and T...
1.0	Approved	Confirm Approved	Damian Johnson	08/13/2025 09:48 AM
1.0	Approved	Confirm Approved	Juniper Farris	08/13/2025 09:46 AM
1.0	Pending Final Review		Juniper Farris	08/13/2025 08:40 AM
1.0	Pending Final Review		Juniper Farris	08/13/2025 08:40 AM
1.0	Deleted	Deleted	Tommy Franks	08/12/2025 02:26 PM

Step	Action
13.	The Action Log displays every status the claim has received. In this example, the claim is in Version 1, and its final status is Approved.
14.	View an existing claim. Click the Claim (FMNP) link for the approved claim.

Claim Form

Claim Navigation Pane

Claim Lifecycle

Reimbursement	Total Month Reimbursement	Version Reimbursement	Claim Deduction
FMNP Admin	\$18,050.00	\$18,050.00	\$0.00
FMNP Vouchers	\$23,838.50	\$23,838.50	\$0.00

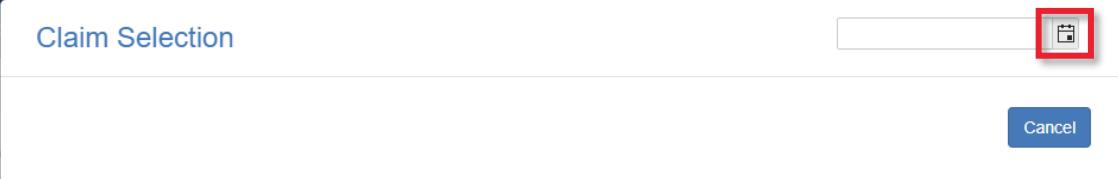
Reimbursement	Program Type	Payment Type	YTD Approved Amount	YTD Claim	Allocated Amount	Available Balance
FMNP	Admin		\$0.00	\$0.00	\$200,000.00	\$200,000.00
FMNP	Vouchers		\$0.00	\$0.00	\$800,000.00	\$800,000.00

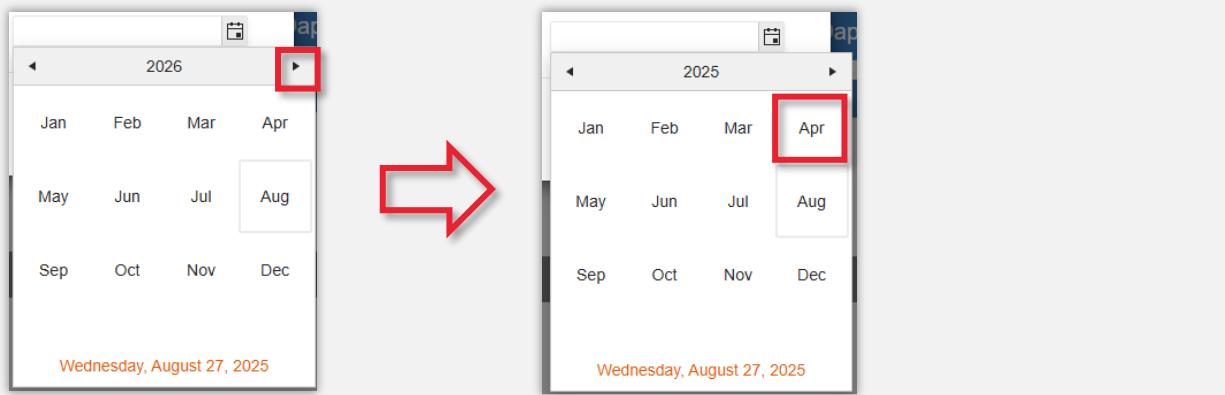
General Information

Number of Sub-Ag...	Total Farmers Mark...	Total Farmers Redeeming Claims ...	Total Vouchers Distributed to Parti...	Total Vouchers Disalic...
3	3	123	3489	0

Buttons: Edit, Save, Submit, Cancel, Next Form

Step	Action
15.	<p>① Information</p> <p>The Claim page displays with the Claim form on the right and the Claim Navigation pane on the left.</p> <p>The Claim form is divided into a header and a body. The header displays on every form listed in the Claim Navigation pane and contains the claim number, program name, claim month/year, lifecycle, and total month and version reimbursements.</p> <p>Each claim receives a unique Claim Number.</p> <p>The Claim Lifecycle shows where the claim is in the approval workflow.</p> <p>There are two drop-down lists. The first displays the program selected for the claim. The second displays the month. The month can be changed, if needed.</p> <p>In the body of the form is the Total Month Reimbursement amount, which is the amount paid to date for the month selected.</p> <p>The Version 1.0 Reimbursement amount is the amount paid for Version 1 of the application.</p> <p>The Version 1.0 Reimbursement section breaks out the Amount into USDA and Non-USDA amounts, and then by total Month Reimbursement, Version Reimbursement, and the Claim Deduction. These amounts will remain zero until TDA has entered an approved amount.</p>

	<p>The Reimbursement section contains year-to-date amounts approved by TDA for the program and the year-to-date amount claimed by the organization. The Amount Allocated to the organization does not change throughout the year unless a new application amendment is approved and a new allocated amount is entered. The Available Balance field is the Allocated Amount minus the YTD Approved Reimbursement amount.</p> <p>Note: The General Information, Claim Information, and Requested and Approved amounts sections will be covered later in this document.</p>
16.	<p>① Information</p> <p>The example claim displayed is in version 1. If you decide that a change needs to be made to an approved claim, click the Edit button in the lower left to begin an updated version of the claim. Claim versions will be demonstrated later in this guide.</p>
17.	<p>Let's begin a new claim. Leave the claim by navigating back to the Claims Dashboard.</p> <p>Click the Nutrition Management menu button.</p> <p></p>
18.	<p>Under the Payments column, click the Claims menu item.</p> <p></p>
19.	<p>On the upper right of the Claims Dashboard, click the Create Claims button.</p> <p></p>
20.	<p>In the Claim Selection box, click the Calendar icon.</p> <p></p>
21.	<p>In the Calendar that displays, click the month for the claim you are creating.</p> <p>Note: Only one claim can be filed by the organization per month per program. However, as needed, claims can be revised to capture expenses not claimed in the previous version of the claim.</p> <p>In this example, you will create a claim for February 2026. Change the year by clicking the right arrow. Then, select the month of February.</p>



22. Select the program for the claim, which in this example is the **Farmers' Market Nutrition Program**.

Click **Farmers Nutrition Program** checkbox.

Claim Selection

February 2026

Federal	Advance Funds	Special Payment
Child and Adult Care Food Program <input type="checkbox"/> Independent Center <input type="checkbox"/> Sponsor of Centers <input type="checkbox"/> Family Day Care Home <input type="checkbox"/> Fresh Fruit and Vegetable Program <input type="checkbox"/> National School Lunch Program <input type="checkbox"/> Seamless Summer Option <input type="checkbox"/> Special Milk Program <input type="checkbox"/> Summer Food Service Program	Child and Adult Care Food Program <input type="checkbox"/> Independent Center <input type="checkbox"/> Sponsor of Centers <input type="checkbox"/> Family Day Care Home <input type="checkbox"/> Summer Food Service Program	<input type="checkbox"/> PEBT (Federal) <input type="checkbox"/> State Revenue Match (Local) <input type="checkbox"/> Supply Chain Assistance (Federal) <input type="checkbox"/> Other (Local)
Local	Start Up / Expansion Funds	
<input type="checkbox"/> Healthy Schools Act <input type="checkbox"/> Healthy Tots Act	Child and Adult Care Food Program <input type="checkbox"/> Family Day Care Home	
	Food Distribution Programs	
	<input checked="" type="checkbox"/> The Emergency Food Assistance Program <input type="checkbox"/> Commodity Supplemental Food Program <input checked="" type="checkbox"/> Farmers Nutrition Program <input type="checkbox"/> Senior Farmers Nutrition Program	

Create Claims **Cancel**

Step	Action
23.	<p>① Information</p> <p>The top of the form containing the Reimbursement amounts was covered above. In the bottom of the Claim form, the General Information and Claim Information sections contain fields for the organization to enter applicable claim amounts.</p>

Step	Action
24.	<p>① Information</p> <p>In the General Information section, amounts are entered for:</p>

- **Number of Sub-Agencies**
- **Total Farmers Markets**
- **Total Farmers Redeeming Claims Represented**
- **Total Vouchers Distributed to Participants**
- **Total Vouchers Disallowed**
- **Total Vouchers Redeemed by Farmers**

The following are fields calculated by TANS:

- **Administrative Expenses**
- **Total Dollar Amount of Vouchers**
- **Total Voucher Reimbursable Expenses**

In the **Claim Information – Administrative Expenses** section, enter an amount for each expense category relevant to your organization. If an amount is entered in the **Other** field, then the organization must enter a description of these expenses in the **Description of Other in the table above** field.

The total administrative expenses and total claim amount for vouchers are calculated and displayed at the bottom of the form.

25. If applicable, enter the number of subdistributing agencies contracted to the organization participating in the program.

Enter the applicable amounts in the field relevant to your organization.

Click the **Save** button.

Note: It is recommended that you save and save often when creating a claim. TANS does timeout due to inactivity.

26. Once the form is saved, TANS calculates the **Total USDA Expenses** and **Total Non-USDA Expenses** fields.

Total USDA Expenses	\$56,466.00	Total Non USDA Expenses	\$24,590.00
Approved Amount	\$0.00	Approved Amount	\$0.00

The Claims Specialist will enter the information in the **Approved Amount** fields.

27. When you are ready, navigate to the **Documents** form.

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

Documents Form

Claim Number: FM2526-020719 Version: 1.0

Farmers Nutrition Program (FMNP)

February 2026

Not Submitted

Processed

Paid

Total Month Reimbursement: \$0.00

Version 1.0 Reimbursement: \$0.00

Documents

No documents are required at this time.

Add New

Prev Form Save Submit Cancel Next Form Delete

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Step	Action
28.	<p>① Information</p> <p>The Documents form contains a section where you can upload as many files as needed to support your organization's claim, if needed. TANS does not require a document to be uploaded for a claim to be submitted.</p> <p>The acceptable file formats are as follows:</p> <ul style="list-style-type: none">• PDF• Excel• Zip <p>Important: Only include Word, Excel, or PDF files in zip files. Do not attempt to upload any other file types. The maximum file size allowed is 50 MB.</p>
29.	Click the Add New button to create a new row for the upload.
30.	In the Document Type drop-down list, select the applicable type and click the Add button.

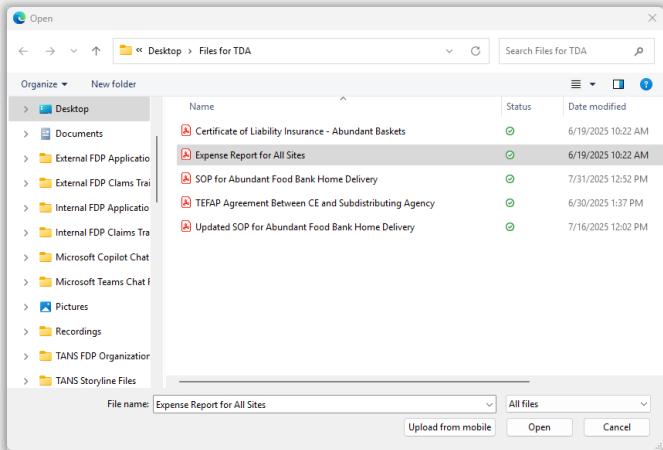
	<table border="1"> <tr> <td colspan="2">Document Type</td> </tr> <tr> <td>Document Type</td> <td>Select</td> </tr> <tr> <td colspan="2"> <input type="button" value="Add"/> <input type="button" value="Cancel"/> </td> </tr> </table>	Document Type		Document Type	Select	<input type="button" value="Add"/> <input type="button" value="Cancel"/>		
Document Type								
Document Type	Select							
<input type="button" value="Add"/> <input type="button" value="Cancel"/>								

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

<table border="1"> <tr> <td colspan="5">Documents</td> </tr> <tr> <td>Document Type</td> <td>Uploaded Date</td> <td>Document</td> <td>Reviewer Comments</td> <td>Verification</td> </tr> <tr> <td>1. Misc</td> <td></td> <td> </td> <td></td> <td></td> </tr> </table>	Documents					Document Type	Uploaded Date	Document	Reviewer Comments	Verification	1. Misc		 		
Documents															
Document Type	Uploaded Date	Document	Reviewer Comments	Verification											
1. Misc		 													

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

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



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

<table border="1"> <tr> <td colspan="5">Documents</td> </tr> <tr> <td>Document Type</td> <td>Uploaded Date</td> <td>Document</td> <td>Reviewer Comments</td> <td>Verification</td> </tr> <tr> <td>1. Misc</td> <td>8/28/2025</td> <td>  </td> <td></td> <td>Pending Review 8/28/2025</td> </tr> </table>	Documents					Document Type	Uploaded Date	Document	Reviewer Comments	Verification	1. Misc	8/28/2025	  		Pending Review 8/28/2025
Documents															
Document Type	Uploaded Date	Document	Reviewer Comments	Verification											
1. Misc	8/28/2025	  		Pending Review 8/28/2025											

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

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

Confirm and Accept

Abundant Baskets Community Food Bank FY: 2026 Not Submitted

Claim Number: FM2526-020719 Version: 1.0

Farmers Nutrition Program (FMNP)

February 2026

Not Submitted Processed Paid

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

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

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

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

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

Comments / Notes:
February Claim

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

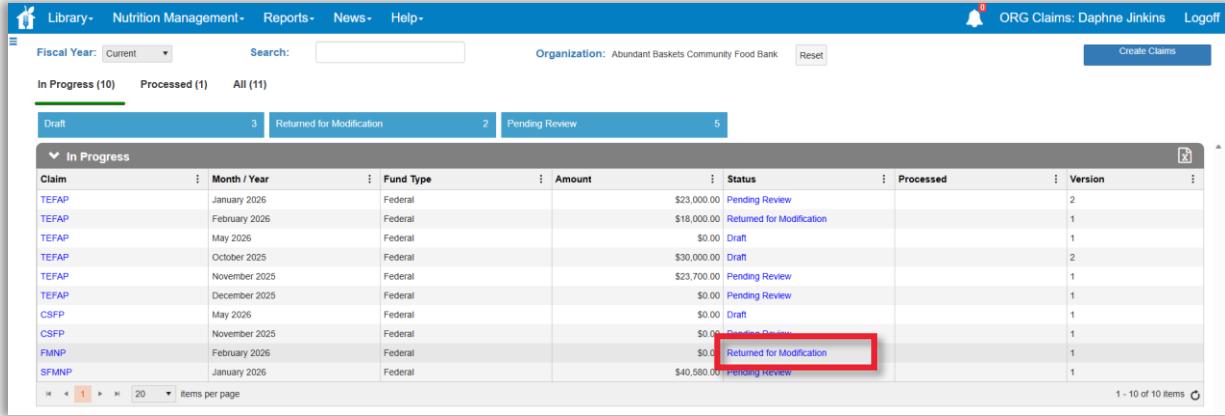
*First Name: Daphne *Last Name: Jinkins *Title: Claims Manager

Prev Form Save **Submit** Cancel Next Form Delete

Step	Action
34.	<p>On the Confirm and Accept page, there are three statements you must acknowledge and certify by selecting the checkboxes. Enter any pertinent information for the Claim Specialist to review with your claim in the Comments / Notes field.</p> <p>Click the Submit button and electronically sign the claim by entering your password.</p> <p>Note: After the claim is submitted, the Status of the claim is Pending Review.</p>
35.	<p>① Information</p> <p>While TDA is reviewing the claim and before they have made a determination, you may recall the claim if you need to make an update. Use the Recall button in the bottom left of each form to request a recall of the application.</p> <p>The Claims Specialist must accept a recall request. Once accepted, the claim status changes to Returned for Modification, and you will be able to update the claim and resubmit it.</p>

RETURN FOR MODIFICATION AND RESUBMISSION

[Placeholder for Image of Email Notification]

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

Ver...	Action	Comments	Updated By	Updated Date and Time
1.0	Returned for Modification	Please attach a list of items purchased and their receipts that are included in the Other column.	Damian Johnson	11/24/2025 11:25 AM
1.0	Submitted	February Claim	Daphne Jenkins	11/24/2025 09:45 AM
1.0	Draft	FM2526-020719 Created	Daphne Jenkins	11/24/2025 09:39 AM

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

42. Open the claim by clicking the link in the **Claim** column.

In this example, click the **FMNP** link.

In Progress		
Claim	Month / Year	Fund Type
TEFAP	April 2026	Federal

43. In this scenario, the organization will respond to the Claims Specialist's request to add further documentation.

Navigate to the **Documents** form.

Click the **Documents** menu item.

44. The Claims Specialist also added a comment to the document, indicating that it is **Invalid**.

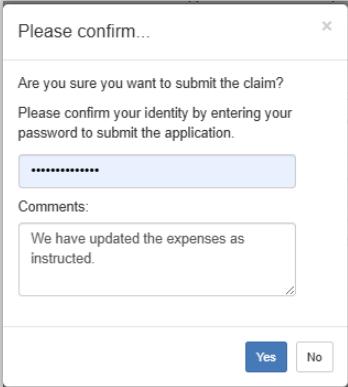
Documents			
Document Type	Uploaded Date	Document	Reviewer Comments
1. Misc	8/28/2025		<p>Document should indicate more detail on the expenses contained in "Other" category.</p> <p>Invalid</p> <p>9/2/2025</p>

45. While you cannot replace or remove the existing document, you can add a revised document for the Specialist's review.

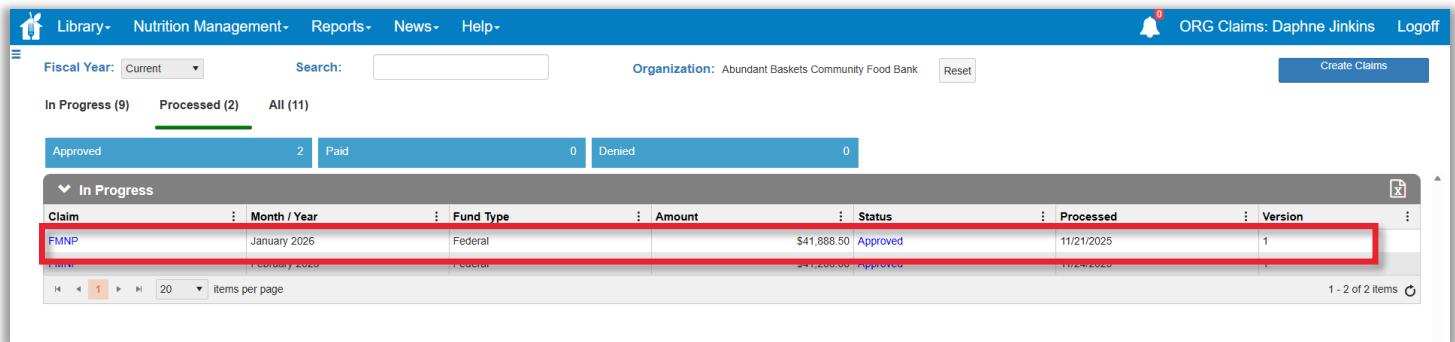
Click the **Add New** button.

46. Select the Document Type as **Misc**.

Document Type
Misc

	Click the Add button.
47.	In the new document row, click the Attach File icon and add the updated file.
48.	<p>You can resubmit the claim from any form.</p> <p>Click the Submit button and electronically sign the claim by entering your password.</p> <p>Enter any comments you want the Specialist to read.</p> 
49.	After the claim is resubmitted, the status of the claim returns to Pending Review .

APPROVED CLAIM



The screenshot shows the Claims Dashboard with the following interface elements:

- Header: Library, Nutrition Management, Reports, News, Help, ORG Claims: Daphne Jenkins, Logoff
- Search bar: Search: [input field], Organization: Abundant Baskets Community Food Bank, Reset, Create Claims
- Filter dropdown: Fiscal Year: Current
- Buttons: In Progress (9), Processed (2), All (11)
- Counters: Approved (2), Paid (0), Denied (0)
- Table: In Progress (2 items)

Claim	Month / Year	Fund Type	Amount	Status	Processed	Version
FMNP	January 2026	Federal	\$41,888.50	Approved	11/21/2025	1
FMNP	February 2026	Federal	\$41,200.00	Approved	11/21/2025	1
- Pagination: 1 - 2 of 2 items

Step	Action
50.	<p>After logging in and navigating to the Claims Dashboard, filter for approved claims by clicking the Processed filter tab and the Approved filter button.</p> <p>The Amount column displays the amount approved for payment for this claim.</p> <p>Note: The Amount will show zero dollars up until the Claim is approved.</p>
51.	<p>Review the claim by clicking the Claim link.</p> <p>In this example, click the FMNP link for February 2026.</p>

Claim Number: FM2526-020719 Version: 1.0

Submitted 11/24/2025

Processed 11/24/2025

February 2026

Total Month Reimbursement	\$41,200.00
Version 1.0 Reimbursement	\$41,200.00

Version 1.00 Reimbursement

Reimbursement	Total Month Reimbursement	Version Reimbursement	Claim Deduction
FMNP Admin	\$18,430.00	\$18,430.00	\$0.00
FMNP Vouchers	\$22,770.00	\$22,770.00	\$0.00

Reimbursement

Program Type	Payment Type	YTD Approved Amount	YTD Claim	Allocated Amount	Available Balance
FMNP	Admin	\$0.00	\$0.00	\$200,000.00	\$200,000.00
FMNP	Vouchers	\$0.00	\$0.00	\$800,000.00	\$800,000.00

General Information

Number of Sub-Agencies	Total Farmers Markets	Total Farmers Redeeming Claims Received	Total Vouchers Distributed to Participants	Total Vouchers Disallowed
3	3	123	3500	0

Total Vouchers Redeemed by Farmers	Administrative Expenses	Total Dollar Amount of Vouchers Redeemed	Total Voucher Reimbursable Expenses
3300	2970	19800	22770

Claim Information - Administrative Expenses (Costs of Certifying/Verifying Applicants and Distributing Vouchers)

Staff	Facilities	Equipment	Program Outreach	Nutrition Education	Transportation	Other	Total
\$15,420.00	\$1,200.00	\$200.00	\$150.00	\$350.00	\$610.00	\$600.00	\$18,430.00

Description of Other in the table above
Office Supplies used in distributing vouchers

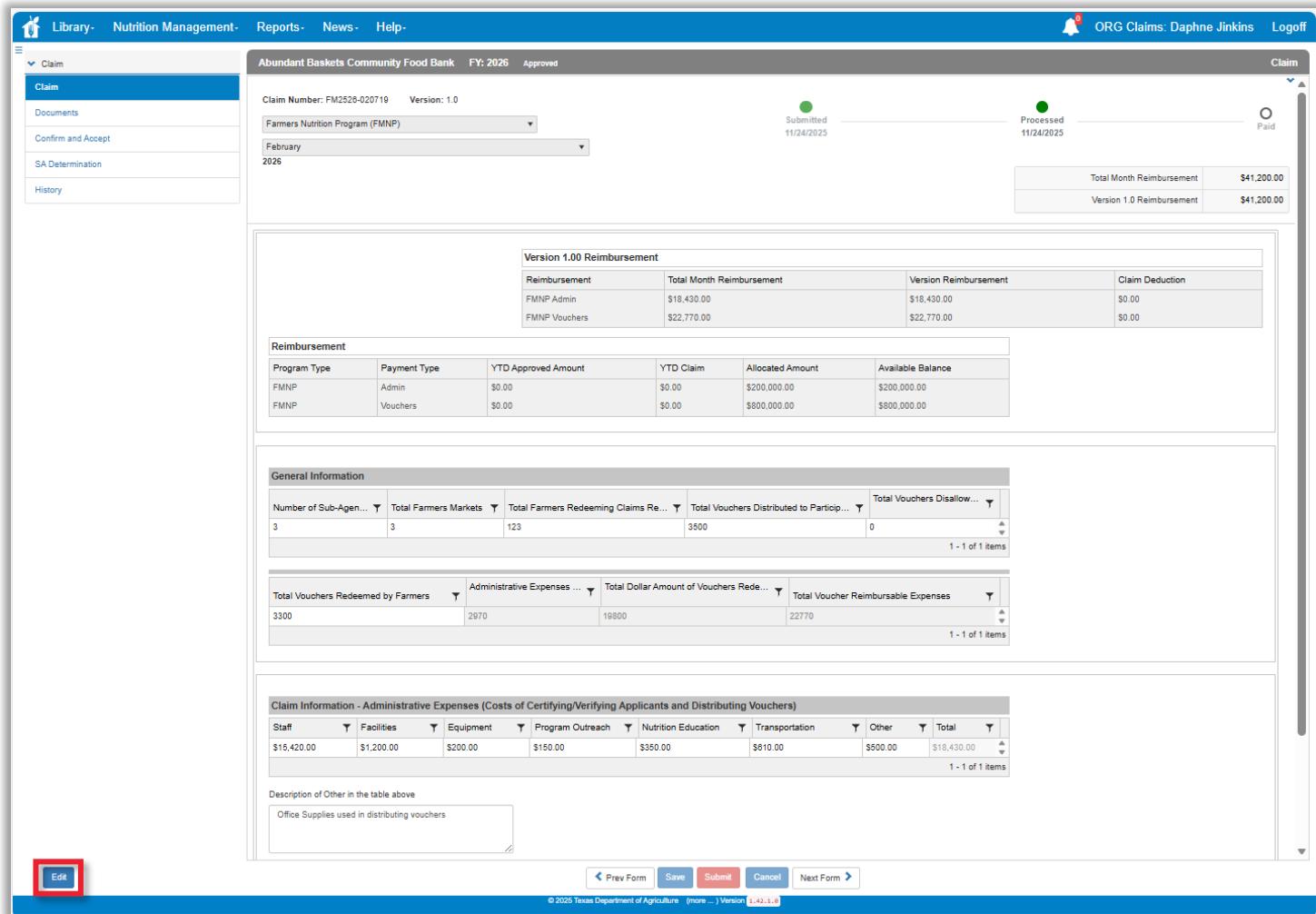
Edit

Prev Form Save Submit Cancel Next Form >

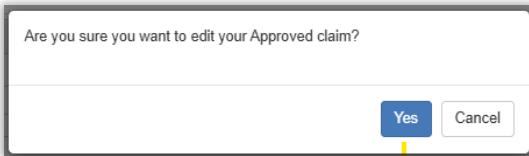
© 2025 Texas Department of Agriculture (more...) Version 1.42.1.1

Step	Action
52.	<p>i Information</p> <p>On the Claim form, the Total Month Reimbursement and the Version 1.0 Reimbursement fields display the approved amount. When revisions are made and approved for the claim, the Total Month Reimbursement will be updated to reflect the adjusted amount. However, each version of the claim will always display the reimbursement amount approved for that version. We will see an example of this later.</p> <p>Now that TDA has approved amounts, which in this example are \$18,430 for Administrative Expenses and \$22,770 for Voucher Reimbursement, the Version 1.00 Reimbursement section is also populated with this amount.</p> <p>The Reimbursement section has updated to reflect the YTD Approved Amount and the YTD Claim totals, which includes this claim amount.</p> <p>Notice the new Edit button in the lower left. Use this button to initiate a new version of the claim. Claim versions will be covered in the next section.</p>

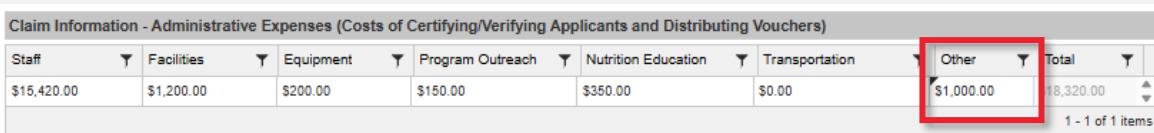
UPDATING AN EXISTING CLAIM (CLAIM VERSIONS)



The screenshot shows the 'Claim' section of the Abundant Baskets Community Food Bank system. The 'Edit' button, located in the bottom left corner of the main content area, is highlighted with a red box. The page displays various claim details, including the claim number (FM2525-020719), version (1.0), and submission date (11/24/2025). It also shows processing status (Processed 11/24/2025) and payment information (Total Month Reimbursement: \$41,200.00, Version 1.0 Reimbursement: \$41,200.00). Below these, there are tables for 'Version 1.00 Reimbursement' and 'Reimbursement' showing specific amounts for FMNP Admin and FMNP Vouchers. Further down are sections for 'General Information' and 'Claim Information - Administrative Expenses'. The bottom of the page includes navigation buttons for 'Prev Form', 'Save', 'Submit', 'Cancel', and 'Next Form'.

Step	Action
53.	<p>Consider a scenario where there was a delay in receiving receipts for expenses paid for the month, which you want TDA to consider for reimbursement. In circumstances where you need to update the amount of a claim, you create an updated version of the claim.</p> <p>Create an updated version of the February 2026 claim.</p> <p>From any form in the claim, click the Edit button in the lower left of the form.</p> 
54.	<p>Confirm the message.</p> <p>Click the Yes button.</p> 

55. Once you have begun the updated version, the **Edit** button is hidden. Begin making your changes to the claim. In this example, update the **Other** field in the **Claim Information** section.



Also, if needed, update the description in the **Description of Other** in the table above field.

56. Save your changes.
Click the **Save** button.



57. Next, add a document that includes details related to the updated costs.
Click the **Next Form** button or the **Documents** menu item.



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



59. Use the **Attach File** icon in the new row to browse for and upload the document file.
When the file is attached, the **Verification** field will display **Pending Review** and is ready for TDA to review and approve.



60. Next, submit the Version 2 claim.
Click the **Next Form** button or the **Confirm and Accept** menu item.



61. To submit a claim amendment, you must acknowledge the three statements by selecting the checkboxes. Enter any pertinent information for the Claim Specialist to review with your claim in the **Comments / Notes** field.

Abundant Baskets Community Food Bank FY: 2026 Not submitted

Claim Number: FM2526-020719 Version: 2.0

Not Submitted Processed Paid

Farmers Nutrition Program (FMNP) February 2026

Total Month Reimbursement: \$0.00
Version 2.0 Reimbursement: (\$41,200.00)

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

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

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

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

Comments / Notes:

We have newly received Administrative Expense for the Other column. We have uploaded supported documents.

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

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

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

Total Month Reimbursement	\$41,700.00
Version 2.0 Reimbursement	\$500.00

Version 2.00 Reimbursement

Reimbursement	Total Month Reimbursement	Version Reimbursement	Claim Deduction
FMNP Admin	\$18,930.00	\$500.00	\$0.00
FMNP Vouchers	\$22,770.00	\$0.00	\$0.00

63. This concludes the FMNP and SFMNP Claims Training Guide for Organizations. In this guide, you learned how to create and submit a claim for a program, modify the claim, resubmit, and review the approved claim. You also learned how to edit a claim that has already been approved.

64. For the latest version of this document and more information about TDA's claims process in TANS, navigate to [TANS Resources and Training](#). (<https://squaremeals.org/FandN-Resources/Systems-Hub/TANS/TANS-Resourcesand-Training>)