

TANS Training Guide for TEFAP and CSFP

Administrative Reviews

Training Guide

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

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

TRAINING OVERVIEW

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

COMMON ACRONYMS

Acronym	Description
AR	Administrative Review
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 (CE)
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	Code of Federal Regulations for FDP programs.
TheICN.org	Institute of Child Nutrition Website	The ICN is the only federally funded national center dedicated to applied research, education and training, and technical assistance for child nutrition programs.
Policy Handbooks	The Emergency Food Assistance Program Handbook Commodity Supplemental Food Program Handbook	TDA Program handbooks are available on SquareMeals.org.

Beginning an AR and Uploading Documents

PROCEDURE

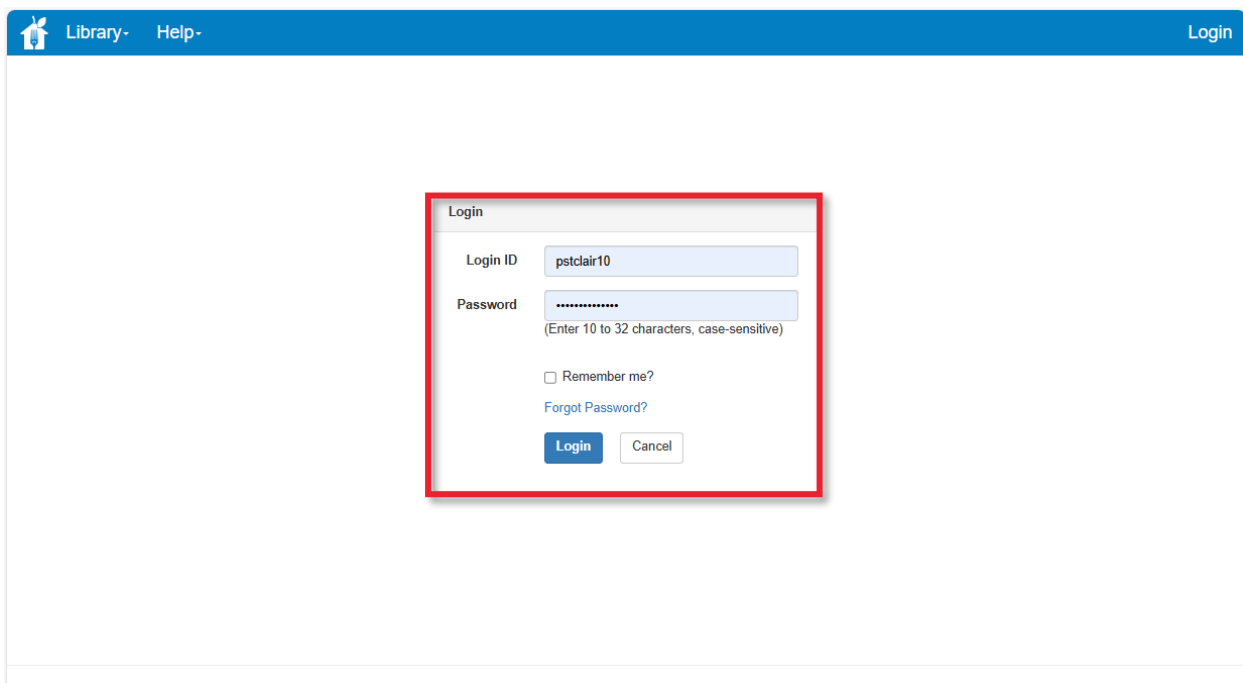
The purpose of this training guide is to guide you through the steps required to successfully participate in an Administrative Review of an organization's program.

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

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

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

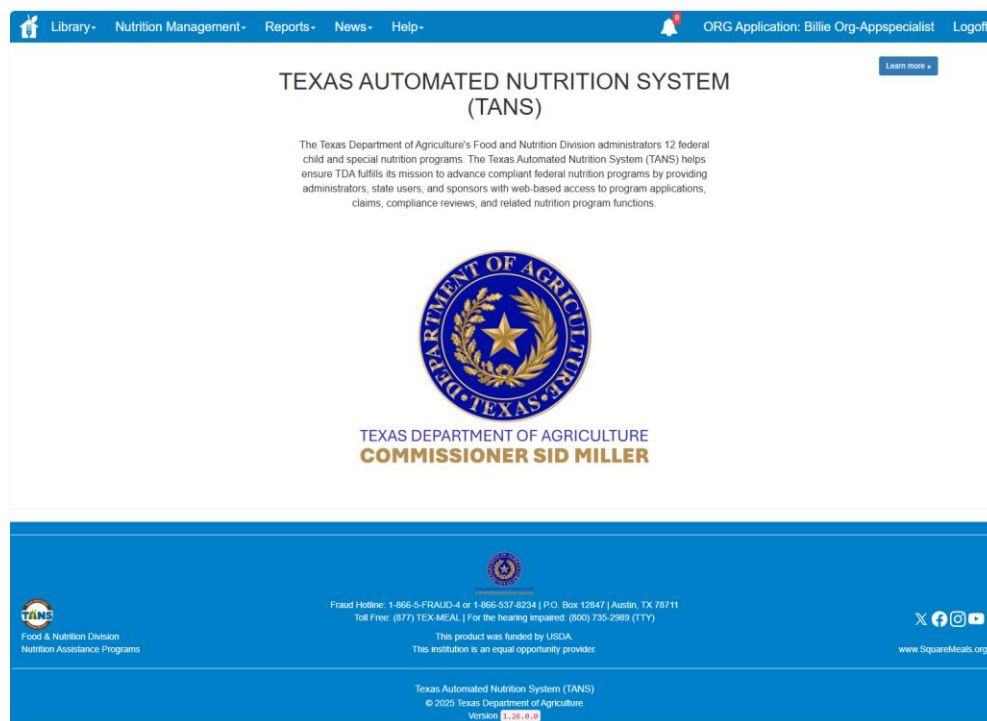
LOGIN PAGE



Step	Action
1.	Open the TANS page from the link: http://tans.texasagriculture.gov Note: You may want to add the page to your browser favorites.

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

TANS HOMEPAGE



Step	Action
4.	Navigate to the compliance Administrative Review Dashboard. Click the Nutrition Management menu button.  Nutrition Management- Admin- Help-
5.	Click the Administrative Review menu item in the Monitoring & Compliance column. Nutrition Management- Reports- News- Help- Agreements Applications Monitoring & Compliance Administrative Review Enrollment & Eligibility Community Eligibility Provision (CEP) Payments Claims

AR DASHBOARD

Library- Nutrition Management- Reports- News- Help-

0

ORG Compliance: Poppy St Clair Logoff

Year: All

Organization: Abundant Baskets Community Food Bank #14

Reset

Administrative Review

Program

Year

Reviewer

Status

Month of Review

On-Site Review

TEFAP	2026	Willow Brook	In Progress	January 2025	
CSFP	2026	Willow Brook	In Progress	February 2025	

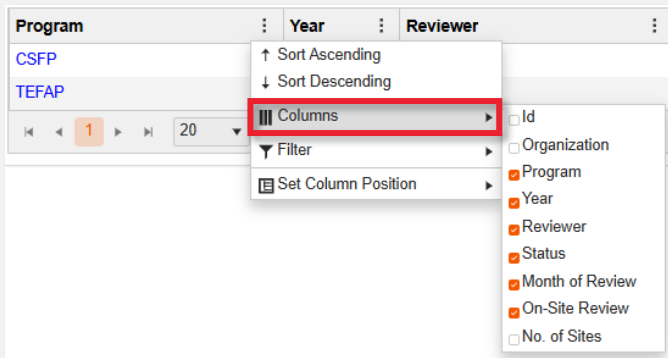
1

20

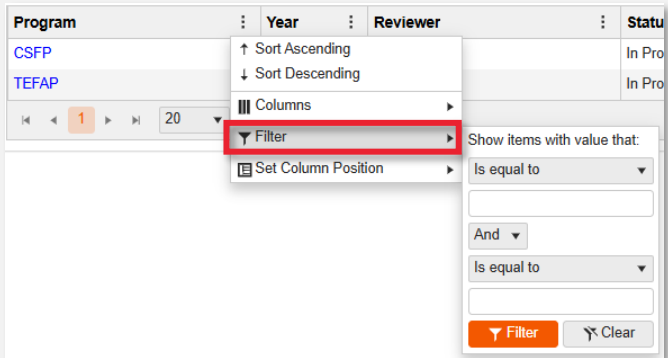
items per page

1 - 2 of 2 items

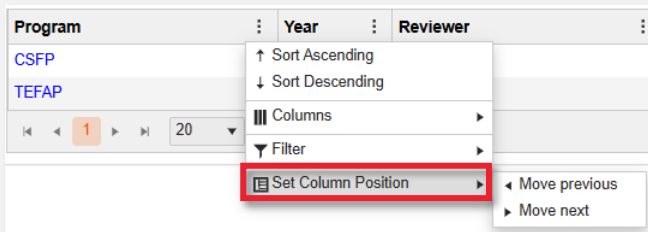
Step	Action						
6.	Information The Administrative Review (AR) Dashboard displays all the organization’s programs that are currently undergoing or have undergone Administrative Review. If you do not see the program displayed, set the Year drop-down menu to “All.” Year: All All 2026 2025 2024 2023 2022 2021 2020 You can export the filtered programs to an Excel file by clicking the Excel icon. Use the filter column settings icon (the three horizontal dots) available in each column to further filter the table contents. Program Year Reviewer <table><tr><td>CSFP</td><td></td><td></td></tr><tr><td>TEFAP</td><td></td><td></td></tr></table> 1 20 Sort Ascending Sort Descending Columns Filter Set Column Position Use the Sort menu items to sort the applications by a specific column. You can also click the column heading to sort. Use the Column tool to show or hide columns in the dashboard.	CSFP			TEFAP		
CSFP							
TEFAP							



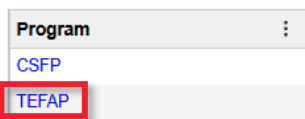
Use the **Filter** tool to filter the applications by a specific text in the column.



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



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



TIMELINE FORM

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

AR Overview
Timeline
Notifications
Documents

TEFAP ADMINISTRATIVE REVIEW: Abundant Baskets Community Food Bank In Progress Timeline

Program	Year of Review	AR Status	Reviewer
TEFAP	2026	In Progress	Willow Brook

Review Schedule

Event	Date	Status	Month of Review
Introduction to Administrative Review (AR)	10/1/2025	Closed	
On-Site Review	2/9/2026	Month of Review	February 2026
Entrance Conference	1/30/2026	Follow-Up Review	
Exit Conference	2/13/2026	AR Report	

Initial Due Dates

Event	Date	Status	Month of Review
Month of Desk Review Documentation	1/5/2026	Finance Documentation	1/5/2026
Corrective Action Response			

Status

Event	Status	Month of Review
On Site Review	Not Started	
Off Site Review / Desk Review	In Progress	
Fiscal Review	Not Started	
Corrective Action Response		

Fiscal Action Information

Fiscal Action Status

Comments

Prev Form Save Cancel Next Form

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Step	Action
8.	i Information The first form the review opens to is the Timeline form, which is read-only. Notice that there are two forms in the AR Overview menu folder: Timeline and Notifications. In this form, the Compliance Specialist has initiated the review by setting the AR Status to “In Progress.” The Review Schedule and Initial Due Dates sections contain milestone dates that the Specialist has entered to ensure the review remains on track toward completion. Use the Status section to track the progress of the review. The On Site Review, Off Site Review / Desk Review, and Fiscal Review fields can have the following statuses: - Not Started - In Progress - Completed However, the Corrective Action Response drop-down list has statuses specific to the outcome of the review. These Responses can be: - Review not started - Review in Progress 1st CAD sent to CE 2nd CAD sent to CE

	• 1st CAD under review • 2nd CAD under review • Review Closed • AR not approved The Fiscal Action Status section is not used in FDP Administrative Review. Fiscal Action Information ⓘ Fiscal Action Status Review any comments or notes entered by the Compliance Specialist in the field provided at the bottom of the form. Comments
9.	When you have finished reviewing the form, continue by clicking the Next Form button or Notifications menu item. ◀ Prev Form Next Form ▶

NOTIFICATION FORM

Library-

Nutrition Management-

Reports-

News-

Help-

ORG Compliance: Poppy St Clair

Logoff

AR Overview

Timeline

Notifications

Documents

TEFAP ADMINISTRATIVE REVIEW: Abundant Baskets Community Food Bank

In Progress

Notifications

State Agency Notifications

Document Type	Date	Document	Comments	Flagged
AR Announcement Letter	10/15/2025		Announcement of the start of the Administrative Review period.	☐

Prev Form

Save

Cancel

Next Form

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

REVIEWER UPLOADS FORM

Library

Nutrition Management

Reports

News

Help

ORG Compliance: Poppy St Clair

Logoff

AR Overview

Documents

Reviewer Uploads

Organization Uploads

TEFAP ADMINISTRATIVE REVIEW: Abundant Baskets Community Food Bank

In Progress

Reviewer Uploads

State Agency Uploads

Document Type	Date	Document	Comments	Flagged
Other	10/15/2025		Please ensure that these files are correctly named and uploaded for TEFAP review.	☐

Prev Form

Save

Cancel

Next Form

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Step	Action
12.	Expand the Documents menu folder to display the Reviewer Uploads and Organization Uploads menu items. Click the Documents menu folder and then click the Reviewer Uploads menu item.
13.	i Information It is at the Specialist’s discretion to share the Reviewer Uploads form with the organizations. If the Specialist makes this form available to you, be sure to read the available documents. Click the View File button to open the file.

ORGANIZATION UPLOADS FORM

Library

Nutrition Management

Reports

News

Help

ORG Compliance: Poppy St Clair

Logoff

AR Overview

Documents

Reviewer Uploads

Organization Uploads

ADMINISTRATIVE REVIEW: Abundant Baskets Community Food Bank

In Progress

Organization Uploads

TEFAP Administrative Review

Add New

Document Type	Upload Date	Document	Reviewer Comments	Verification	Flagged
Civil Rights					
Civil Right Training Attendance Records (e.g. Sign-in sheets, certificates)					☐
Civil Rights Complaint Process Civil Rights Complaint Process					☐
Civil Rights complaints filed within the past 12 months, and disposition Civil Rights complaints filed within the past 12 months, and disposition					☐
Civil Rights Training Materials (e.g., PowerPoint, handouts, etc.)					☐
Civil Rights Written Materials Civil Rights Written Materials					☐
Multilingual Outreach materials (3 samples) Multilingual Outreach materials (3 samples)					☐
Public Notification Process for TEFAP Availability Public Notification Process for TEFAP Availability					☐
Reasonable Accommodation Process for Individuals with Disabilities					☐
TEFAP Agreement between Organization and site TEFAP Agreement between Organization and site					☐
TEFAP Agreement between Organization and					☐

Prev Form

Save

Cancel

Next Form

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Step	Action																		
14.	Information As part of Planning, Specialists select the Organizational Uploads documents indicating which documents TDA requires from the organization. Before you upload each required document, ensure that your files are in the zip, PDF, or Excel formats. For uploads that require multiple documents, consider zipping your PDF, Excel, or Word documents together as one zip file, and then uploading it. Important: Do not zip files of any other format. Also, do not exceed 50 megabytes in total file size for any uploaded file. Note: The Organizational Uploads form is divided into two sections with organization documents at the top and the program’s Subdistributing Agency documents below. TEFAP Subdistributing Agency <table><tr><th>Document Type</th><th>Upload Date</th><th>Document</th><th>Reviewer Comments</th><th>Verification </th><th>Flagged</th></tr><tr><td colspan="6">Civil Rights</td></tr><tr><td>Civil Right Training Attendance Records (e.g. Sign-in sheets, certificates)</td><td>09/16/2025</td><td></td><td></td><td>Pending Review ▾</td><td>☐</td></tr></table> When TDA reviews the documents, they will indicate the Verification status of the document. These statuses can be: Pending Review	Document Type	Upload Date	Document	Reviewer Comments	Verification	Flagged	Civil Rights						Civil Right Training Attendance Records (e.g. Sign-in sheets, certificates)	09/16/2025			Pending Review ▾	☐
Document Type	Upload Date	Document	Reviewer Comments	Verification	Flagged														
Civil Rights																			
Civil Right Training Attendance Records (e.g. Sign-in sheets, certificates)	09/16/2025			Pending Review ▾	☐														

- Under Review
- Accepted
- Invalid
- Returned for Modification

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

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

Civil Right Training Attendance Records (e.g. Sign-in sheets, certificates)
09/16/2025
Pending Review
☒
☒

15.

Use the **Edit**  button beside each **Document Type** to upload the corresponding document.

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

Document Upload
Document Type: 1 Completed Site Monitor with noncomp
Posted Document: Choose File No file chosen
Save Close



Document Upload
Document Type: 1 Completed Site Monitor with noncomp
Posted Document:
1 Completed Site Monitor with noncompliance and corrective action(Compliance Monitoring)
Annual IRS Revocation Review(Eligibility)
Civil Right Training Attendance Records (e.g. Sign-in sheets, certificates)(Civil Rights)
Civil Rights Complaint Process(Civil Rights)
Civil Rights complaints filed within the past 12 months, and disposition(Civil Rights)
Civil Rights Training Materials (e.g., PowerPoint, handouts, etc.)(Civil Rights)
Civil Rights Written Materials(Civil Rights)
Depreciation schedule(Procurement)
Income Guidelines Distribution(Eligibility)
Intake and eligibility Procedures(Eligibility)
List of Goods(s) or Services(s) Procured in the past 12 months(Procurement)
Multilingual Outreach materials (3 samples)(Civil Rights)
Organization's Monitor Schedule for sites and subcontracting agencies(Compliance Monitoring)
Organization's Monitoring Tool for subcontracting agencies(Compliance Monitoring)
Organization's Procurement Policy(Procurement)
Pre-approval Site Visit Documentation (1 completed copy)(Eligibility)
Procurement Methods (Formal, Informal)(Procurement)
Proxy designation process(Eligibility)
Public Notification Process for TEFAP Availability(Civil Rights)
Reasonable Accommodation Process for individuals with Disabilities(Civil Rights)
Comments



Document Upload
Document Type: Annual IRS Revocation Review(Eligibility)
Posted Document: Choose File Annual IRS ... n Review.zip
Save Close

	Once you have completed all Organization Uploads, you have completed the first part of the review. Next, the compliance Specialist will review your uploaded documents and complete the rest of their review of the organization, SDAs, and sites.
16.	Navigate to the AR Report form. Click the Next Form button or the AR Report menu item.

Responding to a Request for Corrective Action (CAD)

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

AR Overview Documents AR Evaluation AR Report

TEFAP ADMINISTRATIVE REVIEW: Abundant Baskets Community Food Bank In Progress AR Report

Acknowledgement Certification Findings 5 Observations 5 Technical Assistance 5

Distribution Date :

☐ * I certify that I am responsible for reading the AR report in full and providing the requested responses indicated below provided by the State Agency.

☐ * I understand responses must include a description of the corrective action plan for the findings, including implementation time frames and supporting. Although not regulatory in nature, a written response to the suggestions for each of the observations is requested.

First Name: Last Name: Title: Date:

Prev Form Save Cancel Next Form

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Step	Action
1.	i Information The AR Report form is visible to the organization when the Specialist has chosen to share it. When the AR Report is shared, it may be because the Specialist is sharing findings that require a Corrective Action Document (CAD) from the organization. There are four tabs on the report. Only the Acknowledgement Certification and Findings tabs are used for FDP programs. In this example, there are five findings as indicated by the number “5” in the red dot in the Findings tab. The Acknowledgement Certification tab is for the organization to select the checkboxes affirming: • Their responsibilities with respect to the AR Report, • Their response must contain a description of the corrective action plan with respect to the findings and suggested for each observation. Before you can review the findings, TANS requires that you confirm the acknowledgements on the first tab. Carefully read the questions and if you agree, select the corresponding checkbox. Upon selecting the second checkbox, you will be required to enter your electronic signature, which is to enter your TANS password.

AR REPORT FORM

TEFAP ADMINISTRATIVE REVIEW: Abundant Baskets Community Food Bank

In Progress

AR Report

Acknowledgement Certification

Findings

Observations

Technical Assistance

Distribution Date :

☐ * I certify that I am responsible for reading the AR report in full and providing the requested responses indicated below provided by the State Agency.

☐ * I understand responses must include a description of the corrective action plan for the findings, including implementation time frames and supporting. Although not regulatory in nature, a written response to the suggestions for each of the observations is requested.

First Name:

Last Name:

Title:

Date:

Step	Action
2.	Select the checkboxes and enter your password. AR Acknowledgement Please confirm your identity by entering your password to submit the application. ***** Submit Cancel
3.	View the items identified as findings. Click the Findings tab.

Library

Nutrition Management

Reports

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Help

ORG Application: Poppy St. Clair

Logoff

AR Overview

Documents

AR Evaluation

AR Report

TEFAP ADMINISTRATIVE REVIEW: Abundant Baskets Community Food Bank

In Progress

AR Report

Acknowledgement Certification

Findings

Observations

Technical Assistance

Prev Finding

Finding No. 1

Next Finding

SA Attachment:

Type: Civil Rights

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

Status: In Progress

Fiscal Action: --Select--

Regulatory Citation:

Civil Rights Training documentation must include the following details: Trainer's name, Date of the training, Topics covered, Participant signatures, and Location of the training.

Background (Description):

Training records do not contain the location of the training.

Technical Assistance Provided:

Required Corrective Action:

Corrective Action 1:

Revise and attach training documentation to include the location of each training session.

Status: Not Submitted

Due Date: 3/30/2025

Response:

Documentation:

Prev Form

Save

Cancel

Next Form

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Step	Action
4.	i Information This tab documents each finding selected by the Specialist as part of the AR Report.

Texas Department of Agriculture | Food and Nutrition Division | Content Last Updated 11/7/2025

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Use the **Finding No.** drop-down list or the **Previous Finding** and **Next Finding** links to navigate through all findings.

◀ Prev Finding Finding No. 1  Next Finding ▶

To keep track of which finding you are presently reviewing, hover over the **Binoculars** icon to display details about the finding.



Eligibility

Question No: 201

Question: Does the Organization conduct pre-approval subdistributing agency and/or site visits before approving them to operate TEFAP in full compliance with the requirements of the agreement it holds?

Site Name:

Reviewer Notes:

There may be findings that do not come from documents uploaded by the organization or related to the questions in the Administrative Review.

The Specialist can upload a document that is relevant to the finding. Click the **SA Attachment** icon to view the file.

Review the **Type** and **Name** fields to enter more information about the uploaded document.

Review the **Regulatory Citation** field to reference the regulation that applies to the findings.

Review the **Background (Description)** of the findings and any **Technical Assistance Provided**.

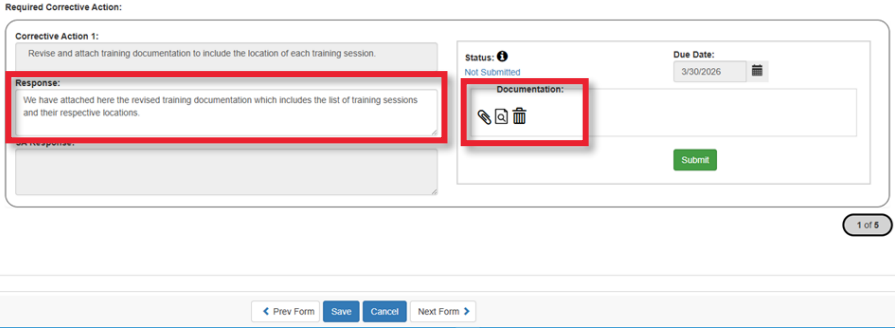
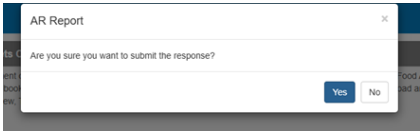
Review the **Corrective Action** rows. In this example, the Specialist requires a single corrective action.

The **Required Corrective Action** section where the Specialist enters the corrective action required by TDA from the organization into the **Correction Action 1** field. The **Response** field is where the organization will enter their response to the corrective action.

In the **Status** sub-section, review the required **Due Date** for the organization to respond by.

After the AR Report is shared, the organization should enter a response and upload any documents supporting the corrective action into the **Documentation** area. Once the organization has completed and submitted their responses to the AR Report, the **Status** will change from “Not Submitted” to “Submitted.”

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

	Corrective Actions in the Submitted status are ready for the Specialist to review. Once the Specialist reviews your responses they can enter their response to the organization's corrective action into the SA Response field.
5.	Enter your response into the Response field. And if required, click the Edit icon and select a file to support your response. Note: The Specialist may require more than one corrective action for a finding. For example, if three separate actions are required, the Specialist will add Corrective Action 1, Corrective Action 2, and Corrective Action 3 sections. 
6.	Click the Save button. Important: Make sure to save your entry. TANS does not automatically save responses entered.
7.	After you have saved the finding information, submit the response for Specialist review. Click the Submit button and then confirm the message. 

Review a Closed AR

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

AR Overview

Timeline

Notifications

Documents

AR Evaluation

TEFAP ADMINISTRATIVE REVIEW: Abundant Baskets Community Food Bank Closed

Program: TEFAP Year of Review: 2026 AR Status: Closed Reviewer: Willow Brook

Review Schedule

Activity	Date	Status	Month of Review
Introduction to Administrative Review (AR)	10/1/2025	Closed	3/31/2026
On-Site Review	2/9/2026	Month of Review	February 2026
Entrance Conference	1/30/2026	Follow-Up Review	
Exit Conference	2/13/2026	AR Report	

Initial Due Dates

Activity	Date	Finance Documentation	Date
Month of Desk Review Documentation	1/5/2026		1/5/2026
Corrective Action Response	3/30/2026		

Status

Activity	Status	Fiscal Review	Review closed
On Site Review	Completed		
Off Site Review / Desk Review	Completed		
Corrective Action Response			Review closed

Fiscal Action Information

Fiscal Action Status

Comments

Prev Form Save Cancel Next Form

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AR DASHBOARD

Step	Action
1.	After you log in, navigate to the AR Dashboard. The Status column indicates that the TEFAP and CSFP reviews are Closed. Click the TEFAP link to open the review.
2.	i Information On the Timeline form (screenshot above), the AR Status indicates that review is Closed. The Specialist is also satisfied with the responses given to the CAD findings as indicated by the Corrective Action Response set to Review Closed. Otherwise, the status would be AR Not Approved.
3.	Review any new messages from the USDA Foods Team, click the Notifications menu item.

AR Overview

Timeline

Notifications

Documents

AR Evaluation

NOTIFICATIONS FORM

Library

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ORG Application: Poppy St. Clair

Logoff

AR Overview

Timeline

Notifications

Documents

AR Evaluation

TEFAP ADMINISTRATIVE REVIEW: Abundant Baskets Community Food Bank

Closed

Notifications

State Agency Notifications

Document Type	Date	Document	Comments	Flagged
1st CAD Letter	10/16/2025		1st Corrective Action Document Notification Letter	☐
AR Announcement Letter	10/16/2025		Announcement of the start of the Administrative Review period.	☐
Letter of Closure - CAD Approved	10/16/2025		AR Review is Closed - CAD Approved.	☐

Prev Form

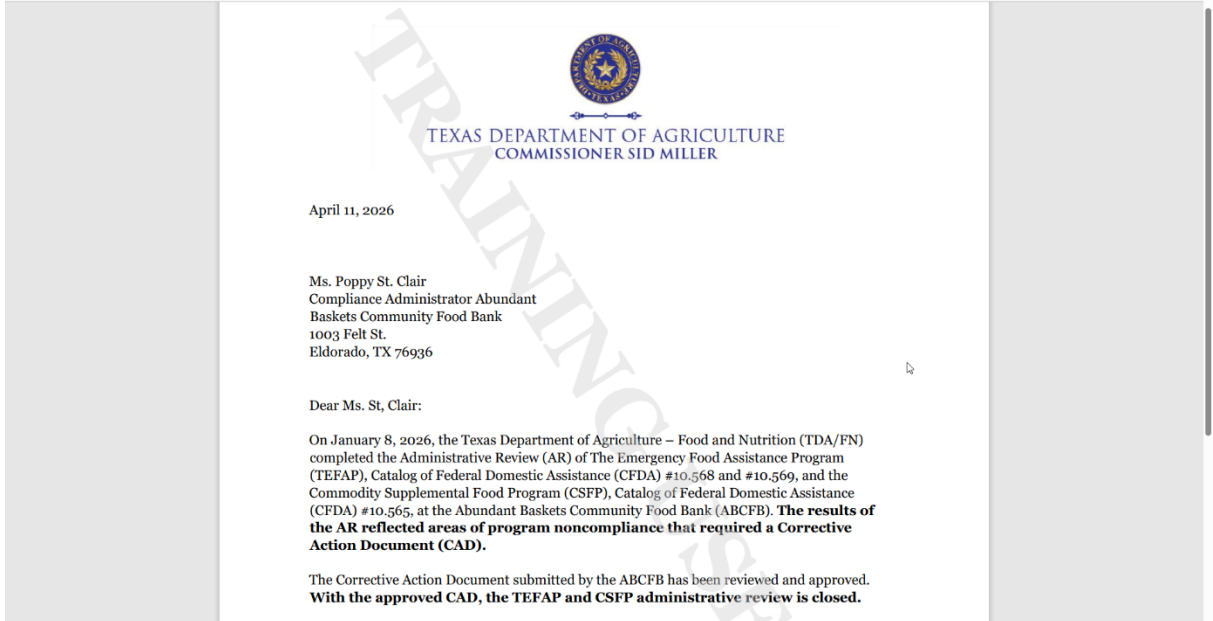
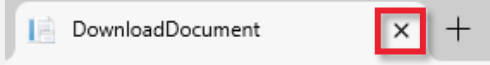
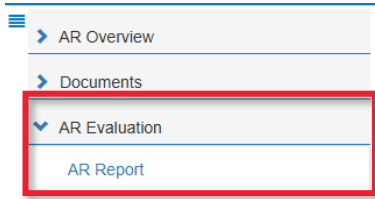
Next Form

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Version 1.18.2

Step	Action
4.	Information On the Notifications form, the Specialist has attached a Letter of Closure – CAD Approved letter. To view the file, click the View File icon.
5.	From the browser window you can save or print the file for your organization’s needs.

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

AR REPORT FORM

Step	Action
8.	i Information After your response to the finding has been submitted, there can be multiple outcomes from Compliance Specialist’s review. Below are the statuses that can be assigned by the Specialist. Each finding itself can have the following statuses: • Approved – The submission has been accepted by the State Agency. • Denied – The submission has not been accepted by the State Agency and requires resubmission. • Submitted – The SFA/Organization has entered a response and supporting documentation for review by the State Agency. For findings that have documentation attached by the organization, the Verification status available are: • Verified – The SA has reviewed and accepted the documentation provided. • Invalid – The documentation is not valid and will need to be resubmitted. • N/A – The document provided is not applicable. Supporting documentation is not required. If the Specialist finds that the document you have uploaded is Invalid, they will keep the finding in the Submitted status so that the organization will have an opportunity to upload an updated document.

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

The screenshot shows the 'Required Corrective Action' section of a finding form. It includes fields for 'Corrective Action 1', 'Response', and 'SA Response'. The 'Status' field is set to 'Approved' and the 'Due Date' is 3/30/2026. The 'Verification' field is set to 'Verified'.

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

9. To view all statuses and their responses for the finding, view the **Action Log** for the finding.
- Click the **Approved** link, which is the current **Status** in the **Required Corrective Action 1** section to open the **Action Log**.

The screenshot shows the 'Required Corrective Action' section with the 'Status' field set to 'Approved'. The 'Verification' field is set to 'Verified'.

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

Status	Response	Due Date	Docum...	Document	Modified By	Modified Date and Time
Approved	SDA action is accepted.	03/30/2026			Willow Brook	10/16/2025 04:26 PM
Submitted	We have ensured that the SDA has the updated copy of the TEFAP Handbook on each of their staff computers and that they have added the TEFAP Handbook on squaremeals.org to their browser favorites.	03/30/2026			Poppy St. Clair	10/16/2025 03:57 PM

11. This concludes the Administrative Review training steps.
- In this guide, you learned how to participate in the AR process using TANS. You should now be familiar with
- Navigating to the Administrative Review Dashboard.
 - Viewing Notifications and uploading documents for review.
 - Checking on the status of the review in TANS.
 - Reviewing and responding to a Request for a CAD.
 - Viewing the status and SA response of a closed AR.

12.	For the latest version of this document and more information about TDA's Administrative Review process in TANS, navigate to TANS Resources and Training (https://squaremeals.org/FandN-Resources/Systems-Hub/TANS/TANS-Resources-and-Training).
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