

Appendix C: FDP Screenshots

This document provides the data entry screens from the Food Delivery Portal (FDP) system. This is intended to be a part of the ICR submission package.

FDP State Agency User Home Page

This is the screen that is shown to all WIC State agency users after they login. It is also the page that resolves as Home, for FDP.

The screenshot displays the WIC Food Delivery Portal's user home page. At the top, there is a navigation bar with the USDA Food Delivery Portal logo and links for 'HOME', 'MY STATE AGENCY', 'FOOD DELIVERY ENTITIES', and 'UPLOAD'. A search bar and a 'Q&Test HD' icon are also present. Below the navigation bar is a banner with the text 'WIC FOOD DELIVERY PORTAL' and a collage of food images including strawberries, carrots, bread, cheese, and fish. The main content area features a 'Welcome!' message with the subtext 'Work on leads, register deals, and track progress with analytics.' To the right, the OMB Control Number is listed as '0584-0401' and the Expiration Date as 'xx/xx/20xx'. The central focus is a form titled 'Create a New Food Delivery Entity' with the following fields: 'Business Name', 'State WIC ID', and 'DBA'. Below these fields is a 'Peer Group' section with radio button options: Peer Group 3, Peer Group 4, Peer Group 2, IS, LRT Peer group, Peer Group 2, Peer Group 1, PGI, PGI, and LRT. A 'Next' button is located at the bottom right of the form. At the bottom of the page, a detailed privacy notice is provided, stating that the Food and Nutrition Service (FNS) is collecting this information to allow WIC State agencies an efficient way to provide their annual report of WIC vendors and vendor monitoring activities. This is a mandatory collection and FNS will use the information to ensure the efficient management of WIC Program. The collection does request personally identifiable information under the Privacy Act of 1974. Responses will be kept private to the extent provided by law and FNS regulations. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0401. The time required to complete this information collection is estimated to average 1 hour 41 minutes per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, preparing system feedback, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314. ATTN: PRA (0584-0401).

OMB Statement:

OMB Control Number: 0584-0401, Expiration Date: xx/xx/20xx

“The Food and Nutrition Service (FNS) is collecting this information in order to allow WIC State agencies an efficient way to provide their annual report of WIC vendors and vendor monitoring activities. This is a mandatory collection and FNS will use the information to ensure the efficient management of WIC Program. The collection does request personally identifiable information under the Privacy Act of 1974. Responses will be kept private to the extent provided by law and FNS regulations. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0401. The time required to complete this

information collection is estimated to average 1 hour 41 minutes per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, preparing system feedback, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314. ATTN: PRA (0584-0401).”

Food Delivery Entity Screen

This is the screen shown to system users when they open a Food Delivery Entity record.

Account
Bob's Grocery

Parent Account Maryland	FNS Region MARO	FNS WIC ID 001350000D7Td2AAF
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Food Delivery Entity (FDE)

Business Name Bob's Grocery	FNS Number (SNAP)
DBA Vendor	State WIC ID 123
Chain Store Number	Initial Authorization Date
Peer Group MPG10	SNAP Store Information ID

WIC Business Model

Food Delivery Method Retail	Investigated Unauthorized Store? <input checked="" type="checkbox"/>
Retail Category A50 - for profit	Identified as WIC Only? <input type="checkbox"/>
Contractor	Authorized as Mobile Vendor? <input type="checkbox"/>
Online Ordering Options Transaction in the presence of cashier	Authorized as Online Vendor? <input type="checkbox"/>
Number of Registers 5	
Square Footage 5,000	

Authorization Data

Status Agreement terminated	Agreement Start Date 8/4/2020
Assessed for participant access? <input type="checkbox"/>	Agreement End Date 9/17/2020
Participant Access Reason	Agreement Termination Date 9/17/2020
Denial Reason	Termination Reason Underwent a change in ownership
Other Denial Reason	Other Termination Reason

Physical Address

Annual Data Entry Screen

This is the screen shown to system users when they open a Annual Data record.

The screenshot shows the USDA Food Delivery Portal interface for the 'Annual Data' record of 'Bob's Grocery'. The page includes a navigation bar with 'HOME', 'MY STATE AGENCY', 'FOOD DELIVERY ENTITIES', 'UPLOAD', and 'More'. A search bar is located in the top right. The main content area is divided into several sections:

- Annual Data Header:** 'Annual Data Bob's Grocery' with an 'Edit Annual Data' button.
- Agency Information:** A table with columns: State Agency Name (Virginia), FNS WIC ID (001350000FTLgIAAV), State WIC ID (0000001), and Status (Authorized).
- Fiscal Year Related Data:** A section with a red border containing:
 - Fiscal Year: 2020
 - Authorized on October 1?:
 - Number of RMVs completed this year: 2
 - Total Redemptions: 50.00
 - Number of Redemption Months: 0
- High Risk Evaluation:** A section with a red border containing:
 - Identified as high risk?:
 - High Risk Reason(s):
 - State High Risk Reason(s):
- System Information:** A section with a red border containing:
 - Annual Data ID: AD-00000099
 - Business Name: Bob's Grocery
 - Created By: Virginia State Agency User, 12/3/2020 9:15 AM
 - Last Modified By: Virginia State Agency User, 12/3/2020 9:15 AM
- Annual Data History (1):** A table with columns: Date, Field, User, Original Value, and New Value. It shows one record: 12/3/2020 9:15 AM, Created, Virginia State Agen... with a 'View All' link.

Training Screen

This is the screen shown to system users when they open a Training record.

The screenshot shows the USDA Food Delivery Portal interface for the 'Training' record of 'Bob's Grocery'. The page includes a navigation bar with 'HOME', 'MY STATE AGENCY', 'FOOD DELIVERY ENTITIES', and 'More'. A search bar is located in the top right. The main content area is divided into several sections:

- Training Header:** 'Training Bob's Grocery' with an 'Edit' button.
- Agency Information:** A table with columns: State Agency Name (Virginia), FNS WIC ID (001350000FTLgIAAV), State WIC ID (0000001), and Status (Authorized).
- Training Data:** A section with a red border containing:
 - Training Date: 12/3/2018
 - Training Type: Interactive
 - Training Format: Interactive - Train-the-trainer sessions
- System Information:** A section with a red border containing:
 - Training ID: TR-00000042
 - Business Name: Bob's Grocery
 - Created By: Virginia State Agency User, 12/3/2020 12:45 PM
 - Last Modified By: Virginia State Agency User, 12/4/2020 8:33 AM
- Related Lists:** A message box stating 'No related lists to display'.

Redemptions Screen

This is the screen shown to system users when they open a Redemption record.

The screenshot shows the USDA Food Delivery Portal interface for a Redemption record. The header includes the USDA logo, "Food Delivery Portal", and navigation links: HOME, MY STATE AGENCY, FOOD DELIVERY ENTITIES, and More. A search bar is located in the top right. The main content area is titled "Redemption Bob's Grocery" with an "Edit" button. Below the title, there is a table with the following data:

State Agency Name	FNS WIC ID	State WIC ID	Status
Virginia	001350000FPLgIAAV	0000001	Authorized

The "Redemption Data" section is highlighted with a red box and contains the following information:

- Transaction Month: February
- Calendar Year: 2020
- Non-CVB Redemptions: \$10,000.00
- CVB Redemptions: \$0.00

The "System Information" section is also highlighted with a red box and contains the following information:

- Redemption ID: RD-00000045
- Business Name: Bob's Grocery
- Created By: Virginia State Agency User, 12/3/2020 12:45 PM
- Last Modified By: Virginia State Agency User, 12/3/2020 12:45 PM

To the right of the redemptions data, there is a message: "No related lists to display".

Investigation Screen

This is the screen shown to system users when they open an Investigation record.

The screenshot shows the USDA Food Delivery Portal interface for an Investigation record. The header is identical to the Redemption screen. The main content area is titled "Investigation Bob's Grocery" with an "Edit" button. Below the title, there is a table with the following data:

State Agency Name	FNS WIC ID	State WIC ID	Status
Virginia	001350000FPLgIAAV	0000001	Authorized

The "Investigation Data" section is highlighted with a red box and contains the following information:

- Investigation Status: Completed
- Investigation Start Date: 1/11/2016
- Investigation End Date: 4/5/2016
- Investigation Outcome: Sanction
- Administrative review requested?:
- Administrative Review Status/Outcome:
- Inventory audit completed?:
- Number of compliance buys: 3
- Reason Closed:
- Claim Amount: \$500.00
- Judicial review requested?:
- Judicial Review Status/Outcome:

The "Violations (2)" section is highlighted with a red box and contains the following table:

Violation ID	Violation	Deactivate record?	Documented non-noti...
VLN-00000062	Overcharging	<input type="checkbox"/>	
VLN-00000063	Charging for suppleme...	Inactive	<input type="checkbox"/>

The "Sanctions (1)" section is highlighted with a red box and contains the following table:

Sanction ID	Disqualification Date	Investigation Origin	WIC Sanction Type
SAN-00000043	4/21/2016	WIC	Mandatory federal dis...

The "Claim Collections (0)" section is highlighted with a red box and contains the following information:

- Claim Collections: 0

The "System Information" section is also highlighted with a red box and contains the following information:

- Business Name: Bob's Grocery
- Created By: Virginia State Agency User, 12/3/2020 12:46 PM

Violation Screen

This is the screen shown to system users when they open a Violation record.

The screenshot displays the USDA Food Delivery Portal interface. At the top, there is a navigation bar with links for HOME, MY STATE AGENCY, FOOD DELIVERY ENTITIES, and UPLOAD, along with a search bar and a user profile icon. Below the navigation bar, the page title is "Violation" for "Bob's Grocery", with an "Edit Violation" button. A summary table shows the following information:

State Agency Name	FNS WIC ID	State WIC ID	Status
Virginia	001350000FELGAMU	0000001	Authorized

The main content area is divided into two sections. On the left, a red-bordered box highlights the "Violations Data" section, which includes:

- Violations Data**
 - Violation: Overcharging
 - State agency violation:
 - Pattern established:
 - Number of Violations: 3
- Investigation Data (Read Only)**
 - Investigation Status: Completed
 - Investigation Outcome: Sanction
 - Investigation Start Date: 1/11/2016
 - Investigation End Date: 4/5/2016
- System Information**
 - Business Name: Bob's Grocery
 - Violation ID: VLN-00000002
 - Investigation ID: INV-00000004
 - Created By: Virginia State Agency User, 12/3/2020 12:48 PM
 - Last Modified By: Virginia State Agency User, 12/3/2020 12:48 PM
- Notification sent?**
- Documented non-notification?**
- Deactivate record?**

On the right side of the page, there is a message: "No related lists to display".

Content continues on next page

Sanction Screen

This is the screen shown to system users when they open a Sanction record.

The screenshot shows the 'Sanction' record for 'Bob's Grocery' in the USDA Food Delivery Portal. The page includes a navigation bar with 'HOME', 'MY STATE AGENCY', 'FOOD DELIVERY ENTITIES', 'UPLOAD', and 'More'. A search bar is located in the top right. The main content area displays the following information:

State Agency Name	FNS WIC ID	State WIC ID	Status
Virginia	0012500000FILGJAMV	0000001	Authorized

Below this table is a section titled 'Sanctions Data' which is highlighted with a red border. It contains the following fields:

- Investigation Origin: WIC
- WIC Sanction Type: Mandatory Federal disqualification
- SA Sanctions: [Empty]
- Disqualification Date: 4/22/2016
- Disqualification Length: 3 years
- Monetary Penalties: Administrative Fine Amount, CMP Amount
- System Information: Business Name (Bob's Grocery), Sanction ID (SAN-0000043), Investigation ID (IW 0000044), Migrated disqualification? (checkbox)
- Date Referred to SNAP: 5/5/2016
- SNAP Sanction Type: [Empty]
- Date Referred to WIC: [Empty]
- Created By: Virginia State Agency User, 11/4/2020 9:05 AM
- Last Modified By: Virginia State Agency User, 11/4/2020 9:05 AM

To the right of the 'Sanctions Data' section, there is a message: 'No related lists to display'. An 'Edit Sanction' button is located in the top right corner of the main content area.

Create Hours of Operation

This is the screen shown to system users when they open an Hours of Operation record.

The screenshot shows the 'New Hours of Operation: WIC Store Hours' form. It includes the following fields and options:

- Check this box if vendor operates 24 hours a day. (checkbox)
- Open 24 hours? (checkbox)
- Day: Monday (dropdown menu)
- Open Time: [Empty]
- Close Time: [Empty]
- System Information: Hours ID
- * Business Name: Bob's Grocery (dropdown menu)
- Buttons: Cancel, Save & New, Save

At the bottom of the form, the ID 'HRS-0000019' and the day 'Wednesday' are displayed.

Claim Collection Screen

This is the screen shown to system users when they open a Claim record.

The screenshot shows the USDA Food Delivery Portal interface. At the top, there is a navigation bar with links for HOME, MY STATE AGENCY, FOOD DELIVERY ENTITIES, and UPLOAD, along with a search bar. The main content area is titled "Claim Collections" for "Bob's Grocery". Below this, there are fields for State Agency Name (Virginia), FNS WIC ID (001350000FNS_gIAAV), State WIC ID (0000001), and Status (Authorized). A red box highlights the "Payment Collected" and "System Information" sections. The "Payment Collected" section shows an amount of \$250.00 and a date received of 11/12/2020. The "System Information" section includes Claim Collections ID (CC-00000024), Investigation ID (INV-00000044), and Business Name (Bob's Grocery). It also shows the user who created and last modified the record: Virginia State Agency User, 12/10/2020 7:50 AM. To the right, there is a "Claim Collections History (1)" table with columns for Date, Field, User, Original Value, and New Value. The history entry shows a date of 12/10/2020 7:50 AM, Field of Created, and User of Virginia State Agen... with a "View All" link.

Create store owner

This is the screen shown to system users when they open a Store Owner record.

The screenshot shows the "New Hours of Operation: WIC Store Hours" form. At the top, there is a title "New Hours of Operation: WIC Store Hours". Below this, there is a blue box with the text "Check this box if vendor operates 24 hours a day." and a checkbox labeled "Open 24 hours?". The "Day" field is a dropdown menu currently set to "Monday". The "Open Time" and "Close Time" fields are text input boxes with time selection icons. Below these is the "System Information" section, which includes a "Hours ID" field and a "Business Name" field with a dropdown menu currently set to "Bob's Grocery". At the bottom of the form, there are three buttons: "Cancel", "Save & New", and "Save". The footer of the page shows "HRS-00000019" and "Wednesday".