

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.

Welcome!
Work on leads, register deals, and track progress with analytics.

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

Create a New Food Delivery Entity

Food Delivery Entity Information
Please enter your information in the fields below to set up the new FDE.

* Business Name

State WIC ID

DBA

Peer Group
- none -
 Peer Group 3
 Peer Group 4
 Peer Group 2
 IS
 LRT Peer group
 Peer Group 2
 Peer Group 1
 PGI
 PGI
 LRT

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).

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

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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 entry: 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. At the top, there is a navigation bar with 'HOME', 'MY STATE AGENCY', 'FOOD DELIVERY ENTITIES', and 'More'. A search bar is on the right. Below the navigation bar, the page title is 'Redemption Bob's Grocery' with an 'Edit' button. The main content area is divided into two columns. The left column contains a table with the following data:

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

Below the table are two expandable sections. The first is 'Redemption Data' with the following fields:

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

The second section is 'System Information' with the following data:

Field	Value
Redemption ID	RD-00000045
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
Business Name	Bob's Grocery

The right column contains 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. At the top, there is a navigation bar with 'HOME', 'MY STATE AGENCY', 'FOOD DELIVERY ENTITIES', and 'More'. A search bar is on the right. Below the navigation bar, the page title is 'Investigation Bob's Grocery' with an 'Edit' button. The main content area is divided into two columns. The left column contains a table with the following data:

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

Below the table are two expandable sections. The first is 'Investigation Data' with the following fields:

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

The second section is 'Administrative Reviews' with the following fields:

- Administrative review requested?:
- Administrative Review Status/Outcome: (empty)
- Judicial review requested?:
- Judicial Review Status/Outcome: (empty)

The third section is 'System Information' with the following data:

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

The right column contains three expandable sections. The first is 'Violations (2)' with 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 second section is 'Sanctions (1)' with the following table:

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

The third section is 'Claim Collections (0)'.

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 on the right. 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-00000062
 - Investigation ID: INV-00000044
 - 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 main content area, 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 record details are as follows:

Field	Value
State Agency Name	Virginia
FNS WIC ID	0012560000FILGJAMV
State WIC ID	0000001
Status	Authorized

Sanctions Data

Investigation Origin	WIC
WIC Sanction Type	Mandatory Federal disqualification
SA Sanctions	
Disqualification Date	4/22/2016
Disqualification Length	3 years
Monetary Penalties	
Administrative Fine Amount	
System Information	
Business Name	Bob's Grocery
Sanction ID	SAW-0000043
Investigation ID	INV-0000044
Migrated disqualification?	<input type="checkbox"/>

Date Referred to SNAP: 5/5/2016
SNAP Sanction Type:
Date Referred to WIC:
OMP Amount:

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

Buttons: Edit Sanction

Message: No related lists to display

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. The form includes the following fields and options:

- Check this box if vendor operates 24 hours a day.** (with a tooltip)
- Open 24 hours?**
- Day**: Monday (dropdown menu)
- Open Time**: (time picker)
- Close Time**: (time picker)
- System Information**
- Hours ID**: (text field)
- Business Name**: Bob's Grocery (dropdown menu)

Buttons: Cancel, Save & New, Save

Footer: HRS-0000019, Wednesday

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 is a table with the following data:

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

Below the table, there are two main sections. The left section, titled "Payment Collected", is highlighted with a red border and contains the following information:

- Amount: \$250.00
- Date Received: 11/12/2020
- System Information:
 - Claim Collections ID: CC-00000024
 - Investigation ID: INV-00000044
 - Business Name: Bob's Grocery
 - Created By: Virginia State Agency User, 12/10/2020 7:50 AM
 - Last Modified By: Virginia State Agency User, 12/10/2020 7:50 AM

The right section, titled "Claim Collections History (1)", contains a table with the following data:

Date	Field	User	Original Value	New Value
12/10/2020 7:50 ...	Created	Virginia State Agen...		

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 bar with the text "New Hours of Operation: WIC Store Hours". Below this, there is a blue callout box that says "Check this box if vendor operates 24 hours a day." followed by a checkbox labeled "Open 24 hours?". Below the checkbox, there is a "Day" dropdown menu set to "Monday". There are two input fields for "Open Time" and "Close Time", each with a clock icon. Below these fields, there is a "System Information" section with a "Hours ID" field. At the bottom, there is a "Business Name" field with a dropdown menu set to "Bob's Grocery". At the bottom right, there are three buttons: "Cancel", "Save & New", and "Save". At the bottom left, there is a footer with the text "HRS-00000019" and a checkbox. At the bottom right, there is a footer with the text "Wednesday".