WIC Food Delivery Portal:
Transition Information for State Agencies

Last Updated: 08/11/2021

In March 2022, the new Food Delivery Portal (FDP) will officially replace TIP as the system WIC State agencies use to report vendor management activities to FNS. The new system is designed to improve program oversight and integrity in all areas of WIC vendor management, streamline the reporting process, and provide new features to help State agencies meet key regulatory requirements.

This resource was created as a response to questions received from WIC State agencies concerning the transition from TIP to FDP. Topics include information about the transition, the upload file formats, the file upload process, and more. Please view the appendix for definitions of commonly used terms.

Additional Resources

We have created an area dedicated to FDP on PartnerWeb to publish important resources, which can be found under "Vendor Management Resources" on the Program Integrity and Monitoring Branch's Vendor Mgmt. and Food Delivery page of the WIC-FMNP-SFMNP Community. This includes:

- TIP upload column names to the corresponding FDP upload column names
- FDP Required Fields
- FDP Data Dictionary

General

The table below includes information on the transition from TIP to FDP.

Question	Answer
When will State agencies be required to report in FDP instead of TIP?	State agencies will be required to submit their FY 2021 data in FDP. FNS plans to extend the deadline from the normal Q1/2 reporting timeline to Q3/4 of FY 2022. FNS will work closely with State agencies on this transition.
How many people will be able to access FDP in my State agency?	Licenses are needed to access FDP. FNS will provide two licenses to most WIC State agencies in FY 2022 (the first data reporting year). FNS will work with State agencies to determine whether additional licenses are necessary for future years.

Question	Answer
What web browsers are supported by FDP?	State agencies can access FDP through Apple Safari, Google Chrome, Microsoft Edge, Microsoft Chromium Edge, or Mozilla Firefox. State agencies cannot access FDP through Internet Explorer because Microsoft discontinued this product.
We are already partially through federal fiscal year 2021. **If we have not yet collected/compiled/recorded some of the information newly required by FDP; will the expectation be that we will "look back" to add this information?**	Although the format of data submissions will change as we transition to FDP, FNS will require State agencies to report a minimum amount of data in FY 2021 and FY 2022. FNS has identified this to be the minimal amount of data necessary to ensure effective program oversight and much of the data is already collected/maintained at the State agency level to meet WIC requirements. Additional requirements may be considered for future fiscal years but are expected to remain in line with data that State agencies already have. Examples: Many of the fields/columns in FDP are similar to fields/columns that already exist in TIP, but: • Some fields will have new labels (e.g. Vendor ID is now called State WIC ID). • Other fields will be condensed (e.g. the multiple reason for sanction fields are now contained in the Violation field). • Many of the new fields are optional (e.g. Latitude and Longitude).
Will FNS provide information to help streamline FDP reporting in the first year?	FNS has created the TIP Upload Column Names to the Corresponding FDP Upload Column Names file (located in the area dedicated to FDP on PartnerWeb). This provides instructions for how to convert a TIP upload file into the FDP upload file format.
Will my FY 2020 TIP data be migrated to FDP to ensure that reporting the first year goes smoothly?	Yes. All vendor data currently in TIP will be migrated so that State agencies can simply add

Question	Answer
	new information for existing vendors (rather than reestablishing each vendor file). State agencies do not have to recreate vendor files each year. However, if a vendor is not in the system, State agencies will need to submit the data in the FDP upload file format or complete the on screen process to add a vendor.
How can State agencies prepare for the transition to FDP?	FNS will make the final FDP upload file formats available on PartnerWeb. We recommend that State agencies collaborate with their system contractors to implement any necessary changes to produce the new upload file formats. We also recommend that State agencies add the FNS WIC ID to their MIS system as a field so that FDP-ready reports can be produced.
Why does FNS collect this information?	FNS collects data from State agencies as a part of federal administration and oversight of the program. FDP data will be used to monitor compliance with program requirements, respond to stakeholders, conduct research, and analyze trends.
How are records matched to State agencies?	FDP does not require agency codes. Each account is tied to a specific State agency. Therefore, when a State agency creates a record, the data is automatically linked to the State agency.
What type of store is considered "Other WIC Vendor"?	Each Food Delivery Entity (FDE) represents a single WIC authorized store or contractor. If a single business entity owns more than one store, this field asks the State agency to identify how many of the total number of stores owned are also WIC authorized. This field is named "Number of WIC Authorized Vendors" on the display screen, but is named "Other WIC Vendor" in the file upload templates.

Question	Answer
Should State agencies store their data in their MIS or in FDP?	State agencies may choose where to maintain their data, as long as they meet all federal and State recordkeeping requirements. Most State agencies have indicated that they will develop MIS reports using the FDP upload file formats to report to FDP. Some State agencies may choose to store their data in FDP for convenience, particularly if data was previously stored outside of the MIS (e.g., in Excel workbooks).
What store registers should we include in the total?	State agencies may use their own definition of register, where applicable. If a State agency does not have a measure of registers, then the State may identify and count all registers used to transact any food sales within a store location.

Upload File Formats

The table below includes information on the upload file formats used to report information in FDP. The template is the example file that contains all 6 formats of upload files.

Question	Answer
How many upload file formats are State agencies required to submit and how long will FDP take to process them?	Upload files are processed overnight. There are 6 upload file formats, 3 are required for all records and 3 are designed to be used as needed. We recommend that State agencies perform their initial data submission at least a week before any deadline to allow time to correct any errors that may be identified.
Are the upload file formats pre-populated with the FNS WIC ID and State WIC ID?	No, the State agency will have to fill in these values before upload. FDP can provide the FNS WIC ID, State WIC ID, and Name fields so that State agencies can set up their upload file formats.

Question	Answer
What fields are mandatory, conditionally required, or optional?	To provide some flexibility during the transition, certain fields will be optional for FY 2021 and FY 2022. Additional fields will be required in FY 2023. FNS has created the FDP Required Fields file which identifies which fields are required for FY 2022-2023 (FY 2021 and 2022 data) submissions and will help State agencies plan for the full field list required for FY 2023 data submissions.
If FDP supports XML and CSV, can the MIS system generate data using both file types during an upload?	In FDP, files are processed individually, so State agencies can use more than one file type during the file upload process.
What date format should the State agency MIS system use when preparing files?	FDP will support both 'mm-dd-yyyy' and 'mm/dd/yyyy' date formats, in both XML and CSV files. If the State agency exports data from their MIS with the incorrect date format, they can adjust it using spreadsheet software tools.
Do we have to match all upload file formats to an FNS WIC ID or State WIC ID?	Yes. The FNS WIC ID, State WIC ID, and some key date fields (when applicable), are used to identify the exact record the State agency wants to update. Without these fields, the system will not be able to process the request, or it may create duplicate records.
What file formats, in addition to XML and CSV, will be available in the future (e.g., JSON)?	FDP does not support other file extension types like JSON at this time. FNS will work with State agencies to determine what additional file extension types are necessary for future years.
Do we add a space in fields when no data is present?	No. FDP uses CSV and XML file extension types so there is no need to add extra spaces to fields (i.e., no text padding required).
When do we use the FDE upload file formats?	The FDE upload file formats create or update FDE records.

Question	Answer
	New FDEs should be created for any business authorized by the WIC State agency that is not already in the system. After uploading the file format, the system will create a new record overnight, and the FNS WIC ID will be available in reports the next day. The FDE upload file format should also be used when updating business name, address, status, and any other details that do not typically change on an annual basis.
For the redemptions upload file format, do we include only vendors with redemptions?	Yes. If an FDE has no redemptions, then the State agency would not need to include that FDE in the Redemptions upload file format.
Can Policy Settings (required for initial upload) be uploaded to the system via an upload file format?	No. Policy Settings must be set up using the display screens in FDP. This is a one-time process. Upload file formats cannot be processed without these values; they will be used when the State agency submits data via the FDE, Annual and Training Data, Investigations and Collections, Violations, and Sanctions upload file formats. The Policy Settings also provide custom pick list options (on the display screens) that match the State agency's sanction schedule and peer groups.

Upload Process

The table below in includes information on the FDP file upload process.

Question	Answer
How often should we upload data?	State agencies must report data at least annually, by fiscal year. FDP allows more frequent reporting at State agency option.
If I use the file upload process to update an existing record, will the old record be deleted?	The existing record will be updated. FDP will overwrite (i.e., replace) the existing field value when an upload includes a value in that cell in

Question	Answer
	the spreadsheet. Fields the State agency does not want to change may be left blank in the upload file. The system tracks change history on some key fields, but other fields will not retain a record.
How will I know if my upload is successful?	The FDP system will process the files overnight. After processing, the system will send an email to the State agency advising them of the status of their upload. If the upload includes errors or warnings, the State agency will be able to download a spreadsheet that contains all errors and warnings on the file upload page in FDP.
If an upload file has errors/warnings, is there a way to reject the whole file instead of committing partial updates from the file?	There is no way to reject the whole file, however, the State agency can make updates to the original file and re-submit for processing.
Is it possible to use the file upload process to update data from prior fiscal years?	Yes, the State agency may use the file upload process to update data in the current or prior fiscal years. The State agency will need to make sure that any fields that identify the record being updated use the correct values (e.g., FNS WIC ID, State WIC ID, Investigation Start Date). The State agency may run the file upload process for a single record.

Data Management

The table below includes information on how FDP can help State agencies manage their data.

Question	Answer
Can the FDP system pull from STARS data?	Yes. FDP can pull key data from STARS. This data includes information needed for WIC vendor authorization and A50 vendor assessments.

Question	Answer
	This will allow State agencies to streamline vendor authorization work previously done in STARS and A50 vendor assessments.
Will we be able to change vendor names in FDP? **As background, TIP reverted store names to what was previously housed in the system.**	The State agency may change vendor names using the FDP display screens, or through the file upload process. On the FDP display screens, the State agency will have the option to import Store Name from STARS.
Can we use special characters and symbols?	Yes, most fields will allow the use of special characters and symbols in the display screens. Please see the Data Dictionary for specific characters that may be used in the FDP upload file formats.
How can we assign a vendor to a new peer group?	State agencies will create a list of custom values for their peer groups in the Policy Settings section of the system. To assign a vendor, the State agency may edit the Peer Group field through the file upload process or the display screens.
How do I correct data validation errors or warnings that FDP identifies?	There are two ways to update data. The State agency may use the FDP display screens, or the file upload process. To use the file upload process (best for situations where there is a lot of data), the State agency can start with creating a copy of the originally submitted file, removing the records that did not have errors, and correcting the applicable fields. If the State agency only needs to correct a few warnings or errors, it may be easier to use FDP's display screens to make quick changes. Another benefit of using the display screens is that they do not require additional processing time.

Question	Answer
If a vendor is authorized with a CMP, do we have to manually change the status after the disqualification period has passed?	Yes. The record can be updated through the file upload process or manually to reflect the current status.
Do we have to assess every store for participant access on a yearly basis?	State agencies should assess participant access according to their approved policies. If a store was identified as necessary for participant access within that fiscal year, please check the box or upload a "Yes" value for that FDE record.

Monitoring and Investigation Data

The table below includes information on processes related to monitoring and investigations.

Question	Answer
How are investigations tracked in FDP?	Investigation data is linked to a single FDE record. State agencies will be able to edit and upload new information when necessary. The Investigation End Date and Status are used to track completed investigations that will count towards federal investigation requirements.
Can State agencies report investigations conducted by outside entities in FDP?	Yes, however, State agencies should only include investigations that count as investigations for the WIC program. Please note that FDP does not track who conducted each investigation.
What is the difference between Administrative and Judicial review?	Administrative reviews are provided when a vendor appeals an adverse action. If the review decision upholds the adverse action against the vendor, the vendor may pursue judicial review.
What types of violations should we include in FDP?	Using the Policy Settings, the State agency can enter the violations and sanctions that are applicable for their State agency. This creates a custom pick list field in the State agency Violation field that provides State specific violations. There is a separate field for federal violations.

Question	Answer
How many violation types can we select per investigation?	The State agency has the option to add all violations identified in the investigation. The State agency will be able to choose from all violation types listed in federal regulations, as well as all State agency violation types that have been entered into the Policy Settings section. To document the same violation multiple times in the investigation, enter the total times it was observed in the Number of Violations field.
Do we have to tie a vendor disqualification to a specific sanction or investigation?	Yes. FDP ties vendor sanctions to an investigation.
Do we have to create clear distinctions between State agency and federal sanctions?	The Policy Settings are used to document State agency sanctions, and the system will use these values to create custom pick lists in the display screens. Since federal sanctions are already outlined in the system, these will be automatically categorized.

Claims Data

The table below includes information on the claim collection records.

Question	Answer
When are State agencies required to report claims information?	Claims information is required when the State agency has completed an investigation, documented a claim, and received payment. State agencies will not be required to report claims information in FDP until FY 2023.
How many claims can we report? What if a claim is collected across fiscal years?	FDP can support an unlimited amount of collection records. Claim dates are collected and are able to cross fiscal years.

Redemption Data

The table below includes information on redemption data.

Question	Answer
How does FDP collect redemption data?	FDP captures Redemption Amounts by month, rather than by year, and identifies the CVB and non-CVB redemptions separately. State agencies will need to provide redemption records for each authorized FDE, who had a non-zero redemption amount for a month. Please see the FDP Required Fields, file for more information.

FDE Authorization Data

The table below includes information on how to document the authorization of a Food Delivery Entity (FDE).

Question	Answer
If we do not authorize a vendor, do we have to gather and include their data in FDP?	FDP is programmed to support the entire vendor agreement cycle, including the application process.
What is the difference between Application Pending, Application Denied, and Never Authorized?	Processing steps for vendor agreements vary across State agencies. FDP has many different status values to support the entire vendor agreement life cycle. The specific status values for this question are: Application Pending: The application has been received, but no final decision has been executed (e.g., executing a vendor agreement, sending a denial letter). Application Denied: The application was denied (i.e., the vendor was not authorized). Never Authorized: This status should only be used when the State agency needs to report

Question	Answer
	investigation data for a store that has not been authorized during the fiscal year of the investigation.
What is the Initial Authorization Date?	The Initial Authorization Date is the first date a vendor was authorized by the State agency, or the first date the vendor was authorized after a break in authorization. Each State agency may use dates in line with their policies.
If two State agencies authorize the same vendor, how will FDP distinguish them?	Each State agency will have a separate record for the FDE in FDP. Data submitted by each State agency will be tracked separately in FDP.
What situations would be reflected in "failure to continue to meet terms of vendor agreement"?	This means the store has failed to meet a term of the vendor agreement, resulting in termination of the agreement for cause, without a corresponding disqualification.

Annual and Training Data

The table below includes information on reporting annual and training data.

Question	Answer
When do we report High Risk indicators?	If the State evaluates a vendor during a fiscal year, and that vendor is deemed high risk, then the High Risk Indicator should be reported for that fiscal year. If a vendor is not deemed high risk, then the High Risk Indicator should be left blank.
Is the training date a required field?	Yes, in order to log a training record, the State agency has to document the Training Date and Training Format (Interactive or Not Interactive).
How many trainings can the FDP system track per year?	FDP can track an unlimited amount of trainings for each FDE. State agencies should conduct trainings in line with Program rules and regulations.

Question	Answer
	To upload more trainings, add 3 columns to the Annual Data record (Training Date, Training Type, and Training Format). This 'group of three columns' can be repeated as many times as necessary.
Is there an option to report when a training did not occur for legitimate reasons?	No. The State agency can provide this information to their Regional Office when they receive their annual compliance checks.

FNS WIC ID

The table below includes information on the FNS WIC ID field.

Question	Answer
What is the FDP Salesforce ID, or FNS WIC ID?	The FDP Salesforce ID (also known as the FNS WIC ID) is a vendor-specific ID that will be assigned by FDP. This ID is required for future uploads.
Should State agency MIS track the FNS WIC ID?	Yes, FNS recommends that State agencies add the FNS WIC ID to their MIS. In the interim, it is possible to quickly add the FNS WIC ID to the upload file manually. FNS will work with State agencies throughout the transition, as needed.
Where can I find the FNS WIC ID for my vendors?	These numbers will be generated after all FY 2020 data is finalized in TIP. We expect to be able to provide a spreadsheet mapping State WIC IDs and store names to a FNS WIC ID by Fall 2021. In the future, State agencies will be able to pull a system report with this information.

Question	Answer
What is the State WIC ID?	The State WIC ID is the new label for State Vendor ID. State agencies will continue to control the creation, issuing, and retiring of State WIC IDs. The name was adjusted to capture other business models authorized by WIC but not covered under the definition of 'vendor' (e.g. home delivery contractors, direct distributors, etc.)
What happens if the FNS SNAP ID on the WIC file does not match the FNS SNAP ID in STARS?	Data in FDP will be matched to data in STARS based on the FNS Number (SNAP) field. The systems will pull an exact match based on the number provided. Once the State agency reviews the information, they can authorize the system to use it. If the number provided does not match the intended store, the system will be unable to provide SNAP data. FDP will not automatically use SNAP data or overwrite fields without the State agency's approval.

Appendix

Below is a list of definitions for commonly used terms in this document:

Term	Definition
Food Delivery Entities (FDEs)	Businesses that provide authorized supplemental foods to WIC participants. This can be a vendor authorized under a retail food delivery system, or a business entity that contracts with a State agency to provide authorized supplemental foods via direct distribution or home food delivery.
FNS WIC ID	A vendor-specific ID that will be assigned by FDP. IT is also known as the FDP Salesforce ID.
Pick List	Pick Lists are a Salesforce equivalent for drop down lists. A Custom Pick List is a Salesforce equivalent for drop down lists created by the State agency.

Term	Definition
State WIC ID	The new label for State Vendor ID, but reflects other business models authorized by WIC but are not vendors (e.g. home delivery contractors, direct distributors, etc.)
Template	The "Template" is the example upload file that illustrates all 6 upload file formats. There are 6 upload file formats, 3 are required for all records and 3 are designed to be used as needed.