United States Department of Agriculture
Food and Nutrition Service
Program Integrity and Monitoring Branch
Supplemental Food Programs Division

Food Delivery Portal
File Upload Instructions

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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 the 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)

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Glossary

The table below contains the definitions of terms used throughout the Food Delivery Portal (FDP) File Upload Instructions.

Term	Definition
Account	A type of object in FDP that stores the core data for a collection of objects. In FDP, Food Delivery Entities, State Agency, and SNAP Store Information records are all account level objects. Accounts often have other objects under them (i.e., sub-objects) that store more details for that main account (e.g., the monthly redemption records for an FDE). Accounts can relate to other accounts (e.g., FDEs and SNAP Store Information records link to each other via the FNS Number value). Any related objects can be seen on the screen when an account is opened. For this document where Account/account is used, it means the account type topical to that document section.
Annual Data	A related sub-object to an FDE record. It tracks the fiscal year value, high-risk information, and if the FDE was active on October 1st of that fiscal year.
Claim Collections	A related sub-object to the FDE account record. It tracks the dates and amounts of claim related payments collected.
FDP File Upload Process	The process of State agencies uploading vendor monitoring and investigation activities data to FDP.
Field	A unique place within a record that holds a single piece of data (e.g., the date when the training was held is stored in the Training Date field and is unique for that record). In the file upload process, the fields are the heading of the columns in a .csv file, or the element tags in the .xml file.
File Upload Record	A record of the user, date, time, and status of an FDP upload action.

Term	Definition
FNS WIC ID	A globally unique ID that distinctly identifies each account object for any application built using Salesforce, called the Salesforce ID. Within FDP, this is labeled "FNS WIC ID", to uniquely identify an FDE. For the file upload process, the FNS WIC ID value links the records in the Annual Data and Training, Redemption, Investigation, Violation, and Sanction templates to the distinct FDE (i.e., marking them as belonging to that FDE).
Food Delivery Portal (FDP)	The application where WIC State agencies submit a summary of their vendor monitoring and investigation activities to FNS.
Food Delivery Entity (FDE)	A business that provides authorized supplemental foods to WIC participants. This can be a vendor, farmer, or farmers' market, 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. For FDP, the FDE is an account level object. The FDE File Upload Template will update the FDE records.
Investigations	A related sub-object to the FDE account record. It tracks the information related to a single compliance investigation conducted by or on behalf of the State agency for the FDE. It notes the start date, end date, status, outcome, and documents any administrative or judicial reviews for that investigation.
Object or Data Object	A database table used to store data in Salesforce. The following objects are used to store vendor monitoring and investigation data and can be updated via the file upload process: Food Delivery Entity, Annual Data, Trainings, Redemptions, Investigations, Violations, Claim Collections, and Sanctions. FDP also stores State agency data and SNAP data imported from STARS, which are both objects. The State agency and its related objects may only be updated using the FDP screens. SNAP Store Information objects are read only.

Term	Definition
Record	A set of data stored in a Salesforce object. A record consists of multiple fields that are all related in some way (e.g., Training Date, Training Type, and Training Format for a single training event is a single training record in FDP).
	The record usually has at least one key field that can relate it to other objects (e.g., a Training record contains the FNS WIC ID, which relates that record to the FDE).
	In the file upload process, the record is the single row in a .csv file, or the set of data enclosed in the element tags in the .xml files.
Redemptions	A related sub-object to the FDE account record that tracks the transaction month and year and total amounts of both Non-CVB and CVB WIC Redemptions.
Salesforce	The cloud-based software that was used to build FDP.
Sanctions	A related sub-object to the FDE account record that tracks the information related to a single sanction applied to the FDE. This sub-object notes the origin, type, and any disqualification date, disqualification length, fine amount, CMP amount, or claim amount for that Sanction, as applicable.
Sub-Record	A sub-record is set of data that belongs to or relates to a different object (e.g., training records are related to the FDE that received the training).
	For this document, the sub-records are objects related to an FDE.
	For the file upload process these are the templates other than FDE, which update these sub-record objects: Annual and Training Data, Redemptions, Investigations, Violations, and Sanctions and Claim Collections.
Template	A file that provides the column header or tag names, validation rules, and/or acceptable values for the FDP data object fields that are used within the file upload process.
	FDP has six templates: FDE, Annual and Training Data, Redemption, Investigation, Violation, and Sanctions and Claim Collections.

Term	Definition
	The FDP templates have been released in a spreadsheet format, that contains the information that would apply to either the .csv or .xml upload files.
Trainings	A related sub-object to the FDE account record. It tracks the date, type, and format of training provided to FDEs.
Violations	A related sub-object to the Investigations object of the FDE account. It tracks the specific violation observed, how many times it was observed, and if a pattern was established for this violation.

How to Upload a File into FDP

Purpose

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.

This document provides instructions to State agency (SA) users on how to submit their vendor monitoring data using the FDP's file upload process. This process is used to create new or update existing Food Delivery Entity (FDE), Annual Data, Trainings, Redemptions, Investigations, Claim Collections, Violations, and Sanctions object records.

Existing TIP Data in FDP

All TIP data from FY 2005 through FY 2020 was imported into FDP. SAs will not need to create FDE records for records that existed in TIP prior to the FY 2021 report. The migrated data from TIP was used to create FDE, Annual Data, Trainings, Investigations, Violations, and Sanctions records. The data migrated for these records should be checked and updated as necessary to correct discrepancies. The SA may update records using the screens or the file upload process.

Uniquely Identifying an FDE

Each FDE record stored in FDP is identified by a FNS WIC ID (i.e., a system generated unique ID). The FNS WIC ID is an 18-character identifier generated for new FDE records (e.g., 0013500000EMNdhAAH).

Each record that existed in TIP has been assigned a FNS WIC ID in FDP. A list of the new FNS WIC IDs for the FDEs that were imported into FDP was provided to SAs in July 2021 and can be generated in FDP when needed.

SAs will need to store or keep track of FNS WIC IDs in their Management Information System (MIS) or tracking system(s). During the FDP File Upload process, FDP uses the FNS WIC ID to determine if the data submitted is a new FDE or an update to an existing FDE. The FNS WIC ID also links the FDE to all its sub-records.

The FDE data object tracks the State WIC ID (formerly the Vendor ID). It is possible for a FDE record to have a blank State WIC ID (e.g., direct distribution contractors, applications that have not been approved). Therefore, the State WIC ID is a conditionally required field for file upload processing.

During file upload processing, FDP will attempt to match the combination of FNS WIC ID and State WIC ID given in the file for a row to exactly one FDE record. The system will reject any record where it cannot make an exact match to a single record for these two fields. This check applies to all templates.

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To add a State WIC ID value to an existing FDE record, please update the record using the FDP screens, prior to uploading data for that record.

Preparing Your Upload Files

SA users will prepare their data for upload using the examples provided in the FDP File Upload Template file. The data file submitted must match one of the 6 upload file templates (e.g., FDE, Annual and Training Data, Redemptions, Investigations, Violations, or Sanctions and Claim Collections). The actual files can be accepted in either of the following file extensions: .csv or. xml. To fully support all allowed special characters, please use the CSV UTF-8 .csv format.

Please reference the FDP User Manual for more information on the different data objects. The following sections provide more guidance on each of the 6 upload file templates:

FDEs Template

This template creates or edits records for the FDE account object.

- Each row in the submitted file template may create or edit a FDE record.
- Key information about FDE fields:
    - FNS WIC ID
        - Any record submitted without an FNS WIC ID will create a new FDE record.
        - If a FNS WIC ID is provided for a row, the file upload process will attempt an exact match on that value. If an exact match is found, the file upload process takes any of the data submitted and updates the matching FDE. If an exact match cannot be determined, the file will be rejected.
        - FNS WIC IDs are created when a FDE record is first saved. For the file upload process, this will happen during overnight processing.
        - FNS WIC IDs may be obtained by:
            - Running a report within FDP,
            - Searching for the FDEs within FDP, and
            - Viewing the FNS WIC ID number on any FDE related screens.
        - SAs will need to store or keep track of the FNS WIC ID for each FDE in their MIS or tracking system(s) to facilitate tracing the record from the MIS to FDP.
    - State WIC ID
        - This field holds the unique identifier for the FDE that is used in the SA's MIS.
        - This field is used with the FNS WIC ID to match to a single record in FDP.
            - The FNS WIC ID and the State WIC ID must exactly match a current FDE record.
            - If the State WIC ID is null in the FDE, then a row updating that record must have a blank State WIC ID.
            - Use the FDP screens to change State WIC ID values.

- For FNS Numbers that contain valid numbers but are less than 7 digits long, a warning will appear in the View Errors file. Unlike other warnings where the field is ignored, the number will be saved as 7 digits, left padded with 0's.
- The Peer Group field values are set by the SA in the Policy Settings area. Please see the Applying Policy Settings section of this document for more information.

Annual Data and Trainings Template

This template creates or edits records for two sub-account objects: Annual Data and Trainings.

- Each row in the submitted file template may create or edit an Annual Data record, Trainings record, and/or both types of records.
- Each row in the submitted file template will need to match a specific FDE record using the FNS WIC ID and State WIC ID values.
  - The FDE record must already exist in FDP.
  - Annual Data records will require a Fiscal Year value.
  - Trainings records will require a Training Date value.
- How to document:
  - Only Annual Data, without updating Trainings:
    - Fill in FNS WIC ID, State WIC ID, and Fiscal Year with the correct values.
    - Add information into any of the other Annual Data fields.
    - Leave all of Trainings columns blank without removing the columns in a .csv format file.
    - Leave the Trainings tags empty in an .xml file.
  - Only Trainings, without updating Annual Data:
    - Fill in FNS WIC ID, State WIC ID, and Training Date with the correct values.
    - Add information into any of the other Trainings fields.
    - Leave all the other Annual Data columns blank without removing these columns in a .csv format file.
    - Leave all the other Annual Data fields empty without removing these fields in a .xml format file.
  - Multiple Training records in the same file:
    - There are two options for adding multiple trainings to .csv files. You may add additional columns, or you may add additional rows.
      - To add an additional set of Trainings columns to the end of the .csv file, the additional column headers should exactly match: Training Date, Training Type, and Training Format. You may leave these columns blank for records who do not need the additional training records documented.
      - To add an additional row, ensure the new row has the FNS WIC ID and State WIC ID to identify the correct FDE record. Then provide training

> details in the three training columns (Training Date, Training Type, and
> Training Format). When using this option, ensure that the Annual Data
> fields are left blank.
> - ▪ To submit multiple trainings in .xml files, all Training records will be placed
>   within the <trainings> </ trainings> element tags. Add additional <training> </
>   training> object with element tags for each additional training record.
- Key information for Annual Data fields:
  - o Fiscal Year
    - ▪ If the value submitted for Fiscal Year already exists, FDP will use the information
      in the submitted file to update that record.
    - ▪ If the value submitted for Fiscal Year does not exist for this FDE, FDP will create
      a new Annual Data record.
- Trainings field information
  - o The fields that belong only to the Trainings record are: Training Date, Training Type, and
    Training Format.
  - o Training Date
    - ▪ If the value submitted for the Training Date already exists, FDP will use the
      information in the submitted file to update that record.
    - ▪ If the value submitted for Training Date does not exist for this FDE, FDP will
      create a new Trainings record.
- The State Risk Reasons field values are set by the SA in the Policy Settings area. Please see the
  Applying Policy Settings section of this document for more information.

Redemptions Template

This template creates or edits records for the Redemptions object.

- Each row in the submitted file template will need to match to a specific FDE record using the
  FNS WIC ID and State WIC ID values.
  - o The FDE record must already exist in FDP.
  - o Redemptions records also require Calendar Year and Transaction Month for the system
    to make or update a unique record.
    - ▪ If the system is not able to make an exact match, it will create a new record.
- Redemptions data object records will also require a value for the Non-CVB Amount when
  creating a new record.

Investigations Template

This template creates or edits records for the Investigations sub-account object.

- Each row in the submitted file template will need to match to a specific FDE record using the FNS WIC ID, and State WIC ID values.
    - o The FDE record must already exist in FDP when you submit a file using the Investigations file format for processing.
    - o Investigations records also require the Investigation Start Date for the system to make or update a unique record.
        - ▪ If the system is not able to make and exact match, it will create a new record.
    - o To upload multiple investigation records for a single FDE, fill in more than one row or record. Each investigation record must start on a different Investigation Start Date, or the records will be rejected.

Violations Template

This template creates or edits records for the Violations object.

- Each row in the submitted file template will need to match to a specific FDE record, using the FNS WIC ID and State WIC ID values.
    - o Both FDE and Investigations data object records must exist in FDP when a Violations file template is submitted for processing.
    - o If either the FNS WIC ID or Investigation Start Date is missing or cannot be matched, the system will reject the file.
    - o Violations records will also require values for the Violation and State Violation (conditionally) fields.
        - ▪ State Violation is only required if the Violation field indicates that a State agency violation was observed.
- The State Violation field values are set by the SA in the Policy Settings area. Please see the Applying Policy Settings section of this document for more information.

Sanctions and Claim Collections Template

This template creates or edits records for two sub-account objects: Sanctions and Claim Collections.

- Each row in the submitted file template may create or edit a Sanctions record, Claim Collections record, and/or both types of records.
- Each row in the submitted file will need to match to a specific FDE record, using the FNS WIC ID, and State WIC ID values.
    - o The FDE record must already exist in FDP when a Sanctions and Claim Collections file template is submitted for processing.
    - o Sanctions records will require an Investigation Origin:
        - ▪ If the Investigation Origin is "WIC investigations", the following fields may be required: WIC Sanction Type, State Sanction (conditionally), Disqualification Date (conditionally), and Disqualification Length (conditionally).

- ▪ If the Investigation Origin is "SNAP investigations", then SNAP Sanction Type is also required.
  - o Claim Collections records will require a Claim Payment Date.
- ● The State Sanction list values are set by the SA in the Policy Settings area. Please see the Applying Policy Settings section of this document for more information.
- ● How to document:
  - o Only Sanctions, without updating Claim Collections:
    - ▪ Fill in FNS WIC ID, State WIC ID, and Investigation Origin with the correct values.
    - ▪ Add information into any of the other Sanctions fields.
    - ▪ Leave all of Claim Collections columns blank without removing those columns in a .csv format file.
    - ▪ Leave the "claims" tags empty in an .xml file.
  - o Only Claim Collections, without updating Sanctions:
    - ▪ A Sanction record with a Claim Amount must already exist in FDP.
    - ▪ Fill in FNS WIC ID, State WIC ID, Origin, WIC Sanction Type, Claim Payment Date, and Claim Amount Received columns with the correct values.
    - ▪ Leave all the other Sanctions columns blank without removing those columns in a .cvs format.
    - ▪ Do not add tags for those other fields into an .xml format file.
  - o Multiple Claim Collections records in the same file:
    - ▪ There are two ways to submit multiple claim records in the same file, you may add additional columns, or you may add additional rows.
      - ● To add an additional set of Claim Collections columns to the end of the .csv file, the additional column headers should exactly match: Claim Payment Date, and Claim Amount Received. You may leave these columns blank for records who do not need the additional claim records documented.
      - ● To add additional row, make sure the new row has data in the FNS WIC ID, State WIC ID, Origin, WIC Sanction Type, SNAP Sanction Type, and/or State Sanction fields to be able to correctly identify the correct Sanction record. Then provide specific claim information in the two claim fields.
    - ▪ In an .xml file, all Claims records will be placed within the <claims> </claims > element tags. Add additional <claim> </claim> object with element tags for each additional claim record.
- ● Key information for Sanctions fields:
  - o Investigation Origin
    - ▪ "WIC investigations" document any compliance investigations that are credited to the State agency.
    - ▪ "SNAP investigations" indicate that the sanction is a reciprocal action.

- ▪ "Other WIC oversight activity" means the sanction is imposed due to a non-investigation action.
- Key information for Claims fields:
  - o The Claim Amount Received field for a specific day should be the total amount collected from the FDE on that date.

Additional Information for Uploading Your File Templates

The following items apply to any/all upload file templates:

- All file templates may be:
  - o Used to create and update records at the same time.
  - o Submitted for a single record, or
  - o Used to submit multiple records at the same time.
- Required fields must be completed in when creating and editing records. When editing an existing record, you only need to provide values for required fields and the field you would like to change.
- Submitting multiple records varies by the record type and file format.
  - o In .csv files the Redemptions, Investigations, and Violations file templates, submit more than one record of that type by putting each record in its own row.
  - o In .csv files, the Annual and Training Data and Sanctions and Claim Collections templates each update more than one data object.
    - ▪ Adding multiple rows in a .csv file will add multiple records to the primary data object (i.e., Annual Data or Sanctions).
    - ▪ To update multiple Trainings or Claim Collections records you add multiple columns to these template files.
  - o In .xml files, the multiple data records are added by adding additional singular tags inside of the plural tabs (i.e., <training> record inside of the <trainings> file section). This operates the same for all templates.
- If the file upload process encounters an issue when processing the upload files, it will produce an error file. Users will receive two types of messages within the error file:
  - o Errors cause records to be rejected.
  - o Warnings will not cause a record to be rejected; however, the value that caused the warning will not be saved in that field.
- The acceptable apostrophe character for the File Upload process is: ' (the straight vertical apostrophe), and not the ' (slightly slanted apostrophe). Spreadsheet and text programs like Excel use the straight vertical apostrophe by default, however many word processing tools like Word default to using the slanted apostrophe. Please take care when copying and pasting data to paste the values, and not the formatting.
- The acceptable hyphen character for the File Upload process is: - (short hyphen not a long dash).
- The acceptable date formats for the File Upload process are: MM/DD/YYYY or MM-DD-YYYY.

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- Boolean Fields will accept: Yes/No, True/False, Y/N.
- Picklists fields allow you to select from a list of valid options:
    - Single value picklist fields only store a single value.
    - Multiple value picklist fields store the values separated by semicolons within that same field. No spaces should be used before or after each semicolon.
- For .csv files only, there are special steps that need to be followed in order to submit a value containing a comma (,).
    - If a field value contains a comma (,) the entire string entered must be enclosed in double quotation marks (" "). This applies to both single and multi-select picklist values, as well as free text fields.
    - For a multi-select picklist, the double quotes should enclose all of the selected values, which are separated by a semicolon. No spaces should be used before or after a semicolon. Spaces are acceptable within the values. For example: "string 1;string, 2;string 3"
    - Some spreadsheet tools (e.g., Excel) will do this for you if you create/edit the file in Excel, and then save it in the .csv format.
    - For example, the following picklist value would be submitted as: "Receiving, transacting, and/or redeeming through unauthorized channels."
- For .xml files only, below are some additional tips:
    - Each XML file to be uploaded MUST match the structure of the sample template that has been provided for the given template type. If the structure of all fields/elements do not match, unexpected behavior may be experienced.
    - Before uploading an XML file, verify that the structure of the file contains all expected elements and match the sample templates provided. This can be done by opening the file in Notepad, Notepad++ or other text editors.
    - If a value for a certain field is to be left blank, DO NOT completely remove the element tags. Removing the tags may cause unexpected behavior. To properly pass an empty value, use either of the following (where element _name is the XML field name):
        >
        >
        > Or
        >
        >
    - If a field value is to use the ampersand character (&), the "&" must be replaced with "&" in order to pass the value. Example of the Name field of the FDE xml file passing "M&M Store" as the value:
        > <Name>M&M Store</Name>
    - DO NOT save a file as "XML Spreadsheet 2003 (*.xml)" if working on a spreadsheet in Excel. Doing so will create a file with an invalid structure and will fail to process as intended.
    - If creating data through an Excel spreadsheet, it is suggested to save the file as a CSV UTF-8 file. Use the appropriate column header names of the CSV template. Upload the file as CSV. (Please refer to the FDP State Agency File Upload Templates spreadsheet for the correct header names)
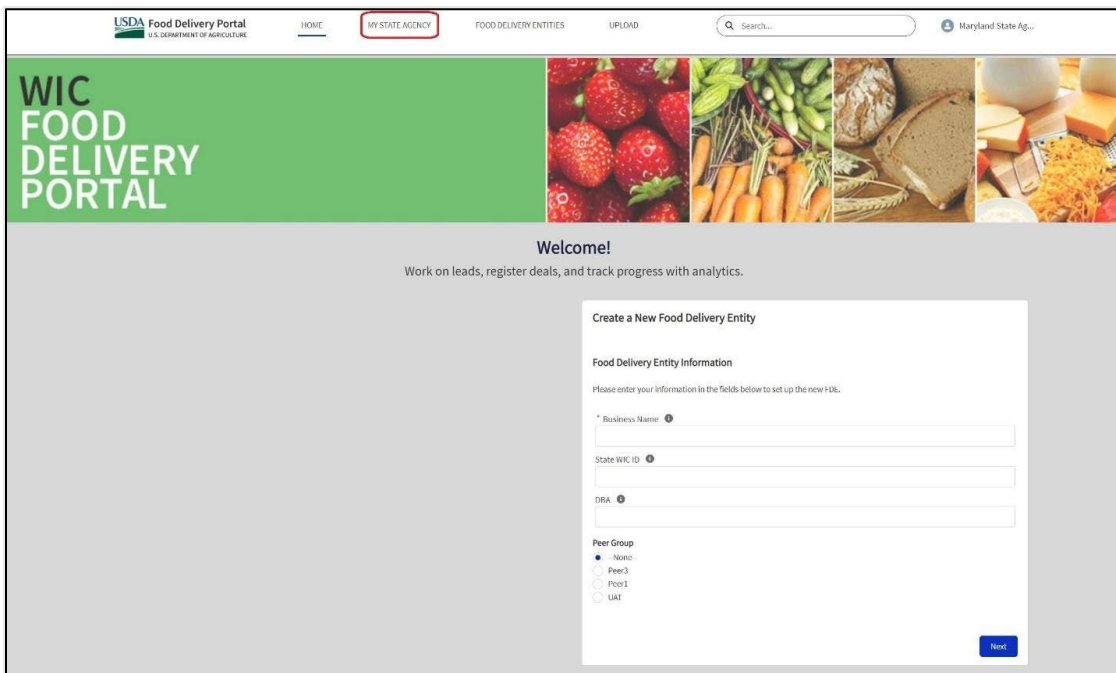
Applying Policy Settings

FDP provides a mechanism for SAs to create custom Policy Setting values for the Peer Groups, State Violations, State Sanctions, and State Risk Reasons fields.

Each SA must set Policy Settings before uploading any data into FDP. Setting up the Policy Settings will enable SAs to use the values during the submission of their data based on the SA's defined policies.

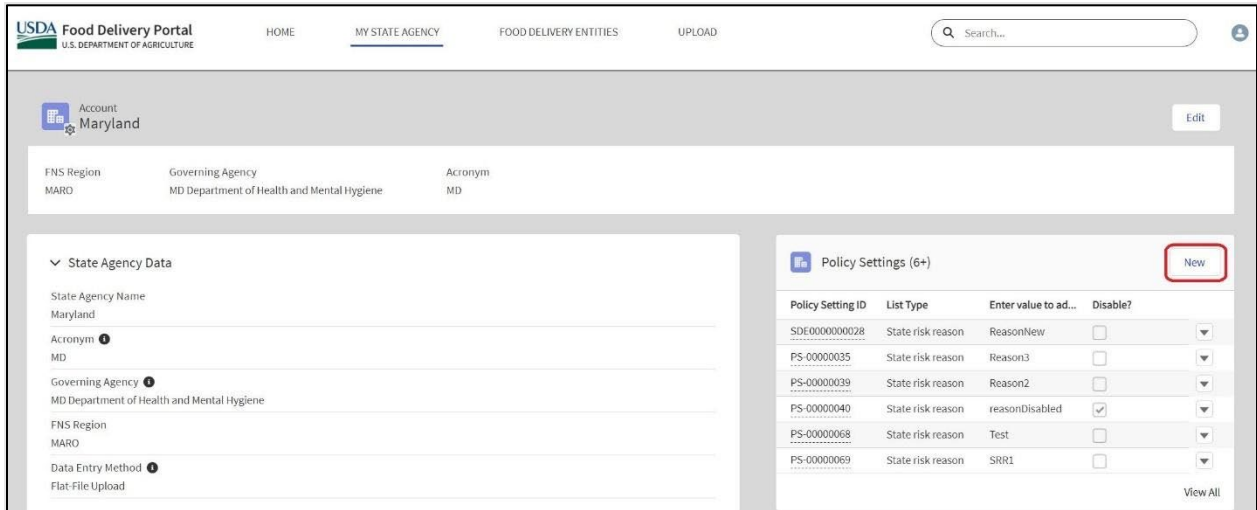The Policy Settings are assigned at the SA level; each SA must maintain its own list of values in FDP.

1. From the Home page, select the "My State Agency" menu.

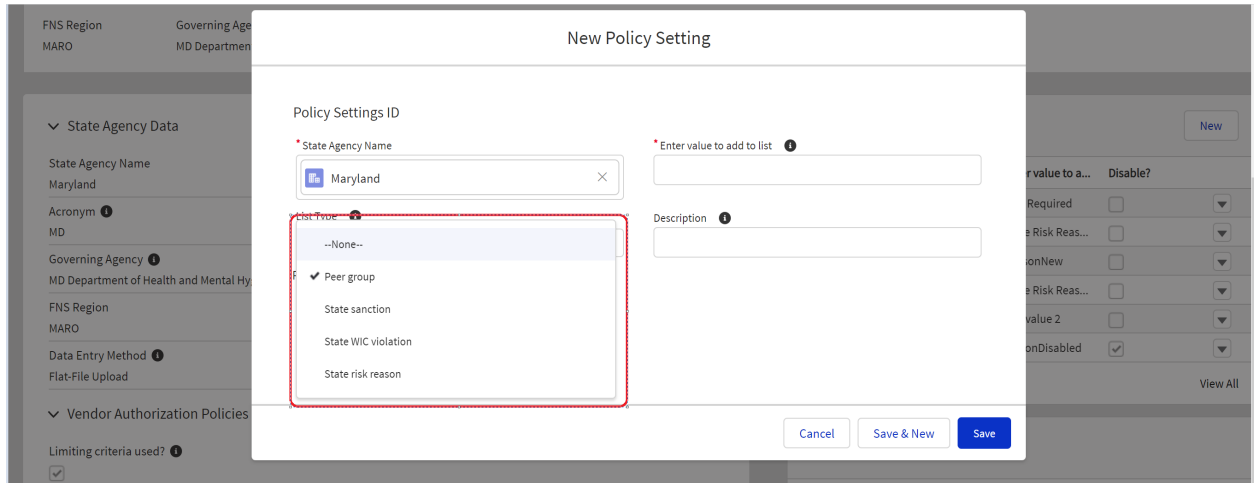2. Click on the "New" button in the Policy Settings section.

3. The "New Policy Setting" window is displayed. The SA name will default to the SA of the user.
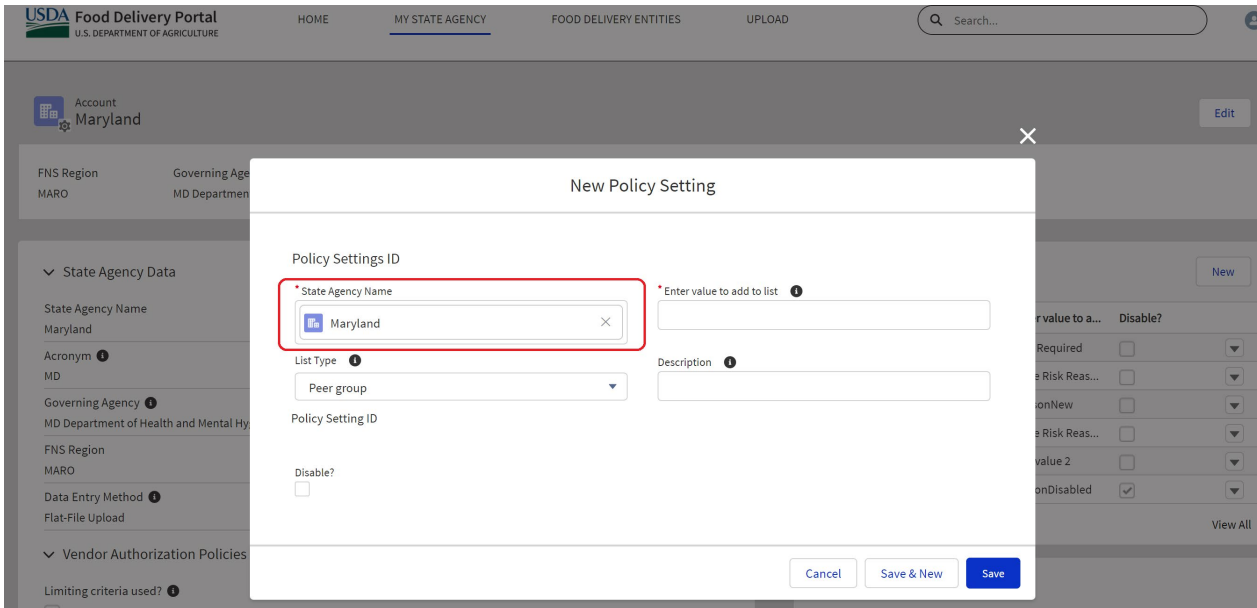
4. Select the "List Type" for one of the four types of Policy Settings. As an example, we will create a new Peer Group for the state of Maryland.

5. Enter text into the "Enter value to add to the list" and "Description" fields for the Policy Setting.
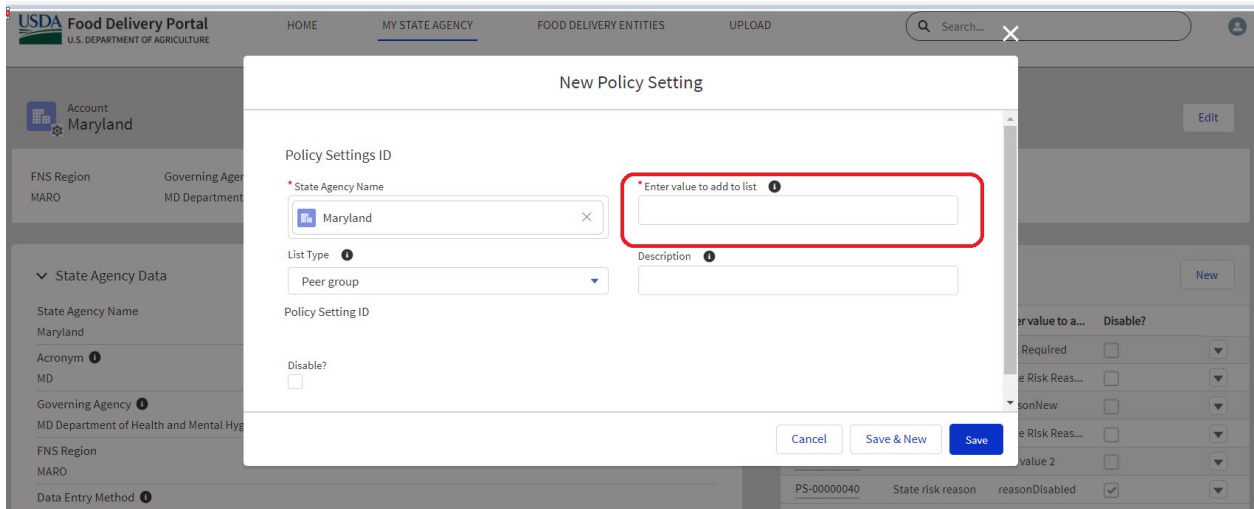
6. Click the "Save" button to create the new Policy Setting.
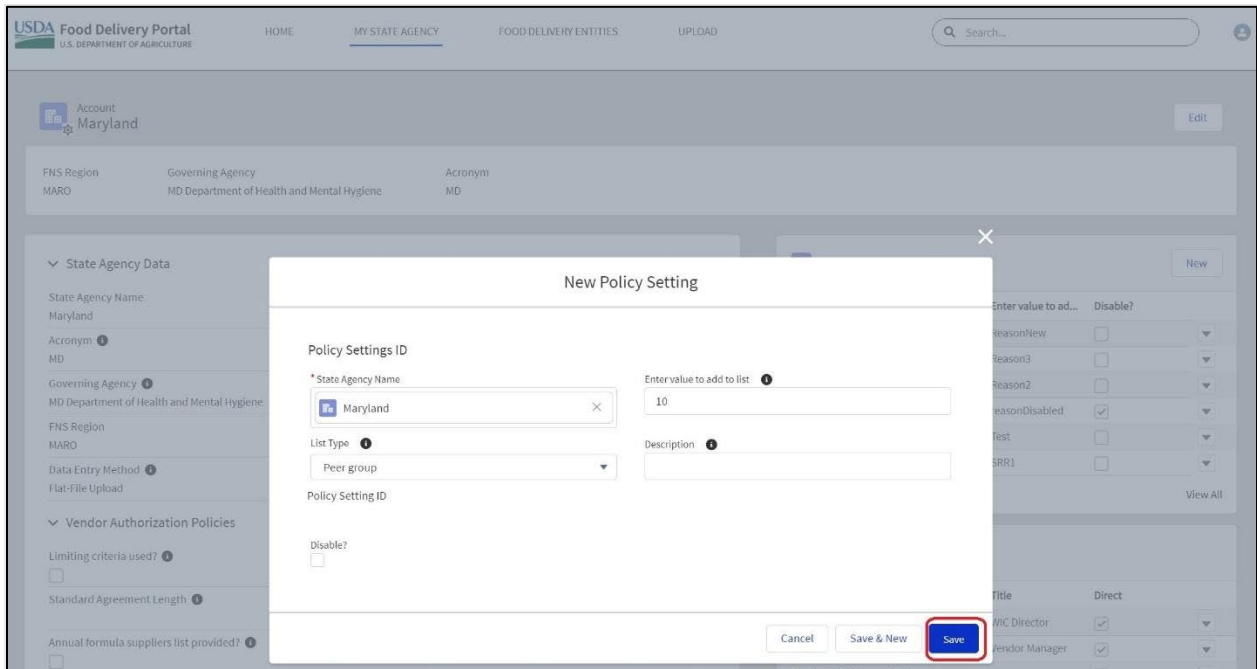
7. A message confirms that the Policy Setting was created.
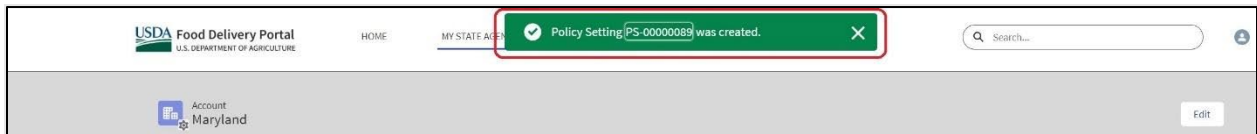
8. You can create Policy Settings by repeating steps 2-7 for all list types. The list types available are: Peer group, State sanction, State WIC violation, and State risk reason.

Uploading Your Files

1. After logging into FDP, click on the "Upload" menu.
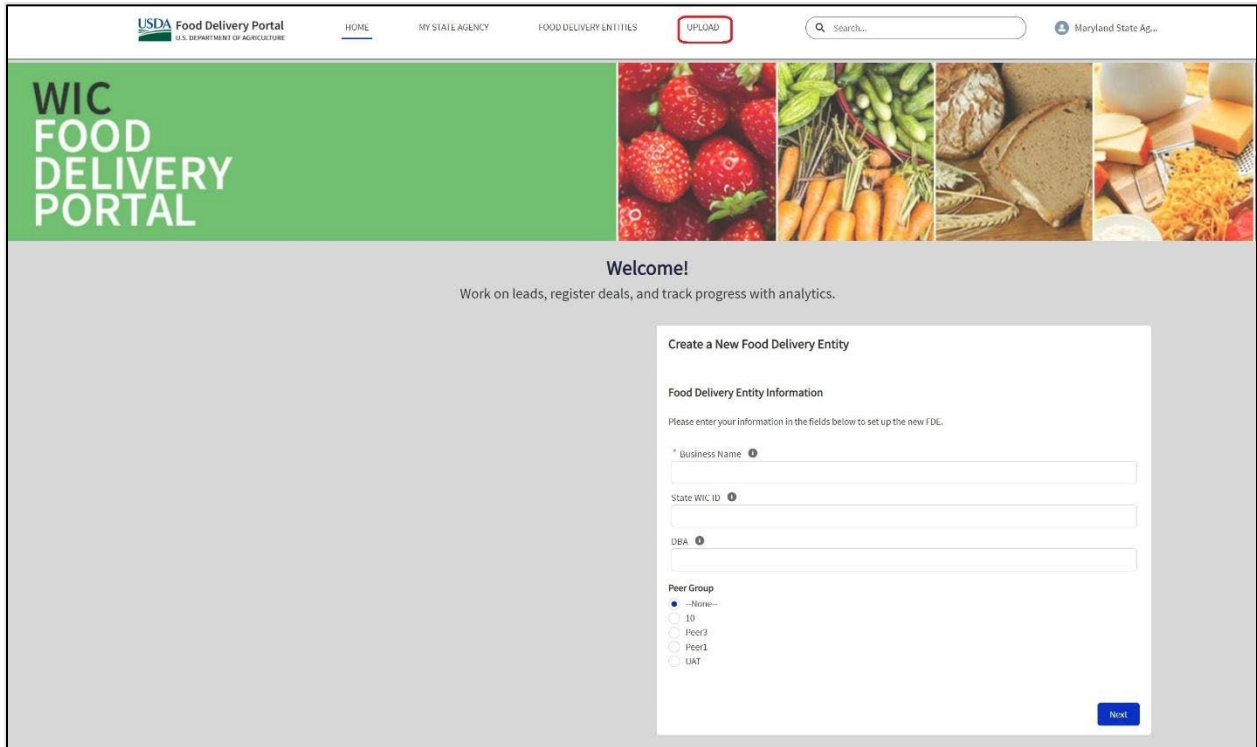
2. The File Upload screen will be displayed.
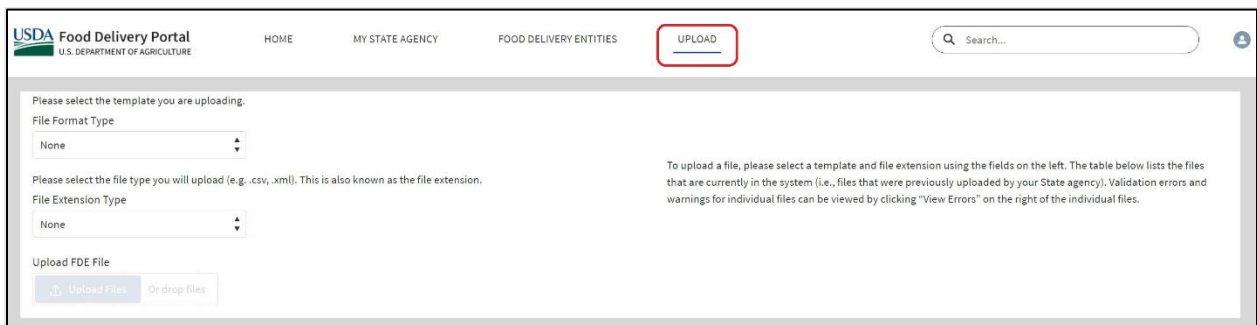
3. Select the "File Format Type." We will select "Sanction" as an example.
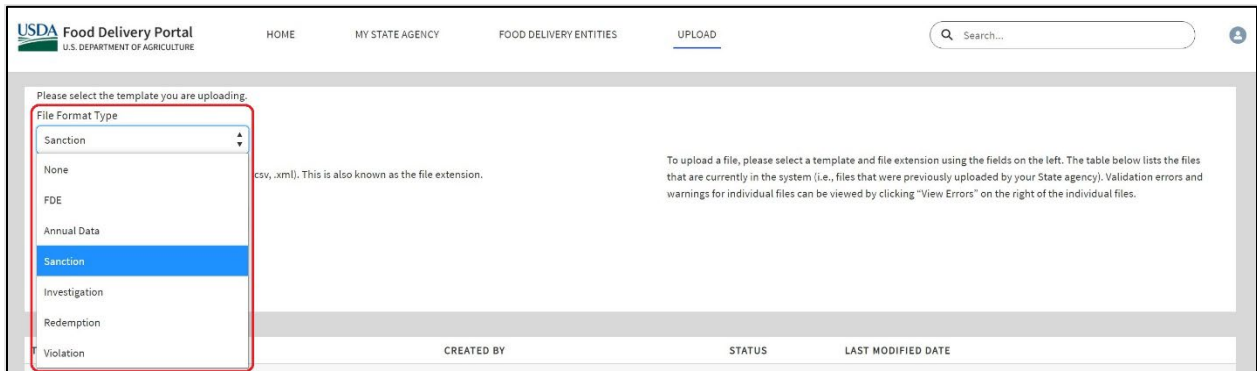
4. Select the "File Extension Type." We will select ".csv" as an example.
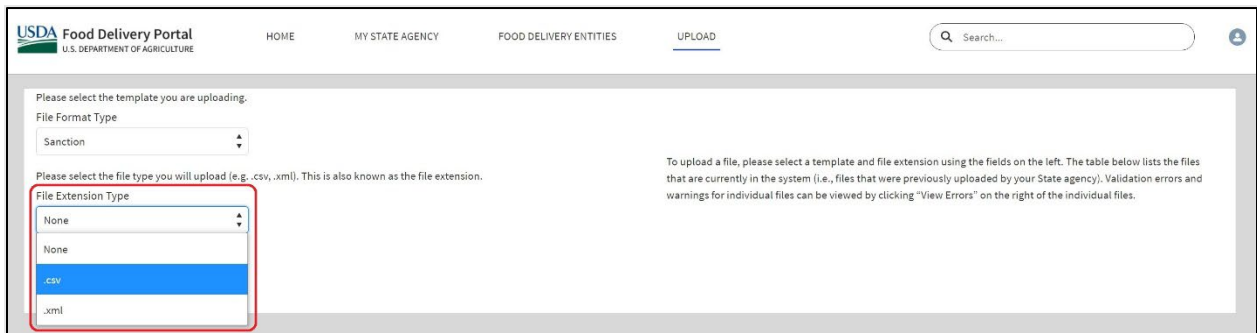
5. Click on the "Upload Files" button. Once Format and Extension are selected, the "Upload Files" button will be enabled.
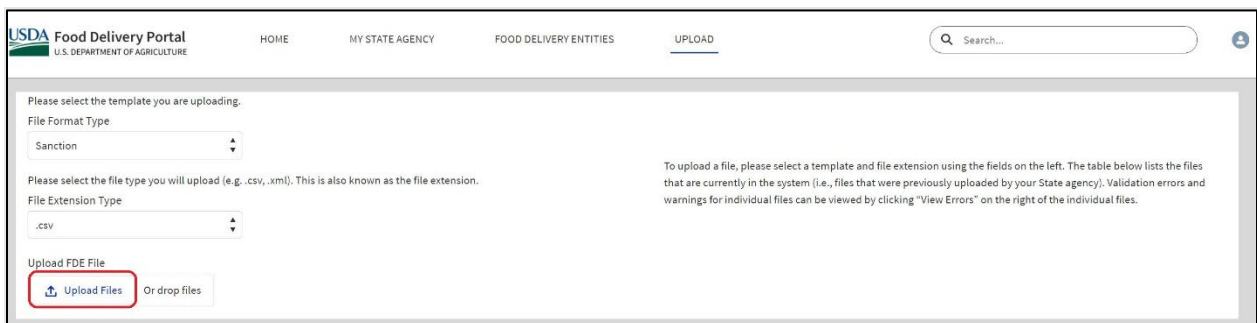
6. Select the file to upload.
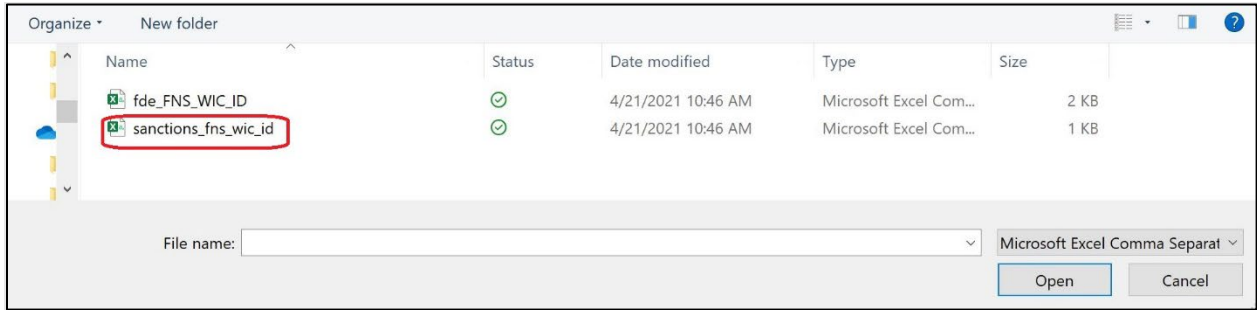
7. Click "Open" when the file is selected.
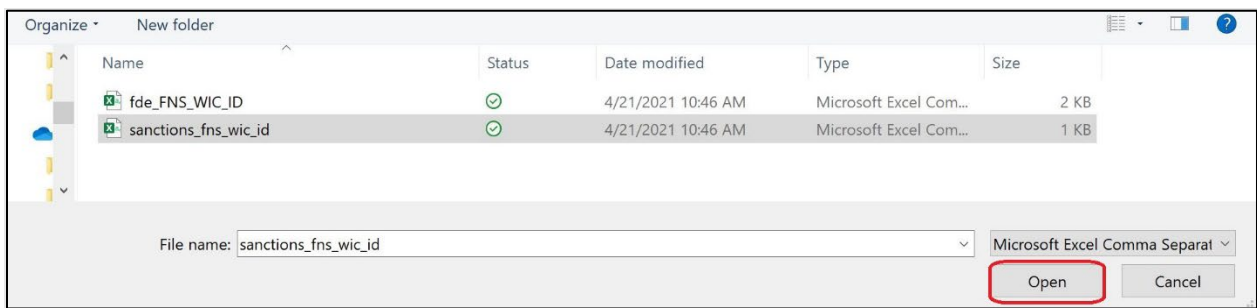
8. Once the File Upload is complete, FDP will show an Upload Files message. Click "Done."
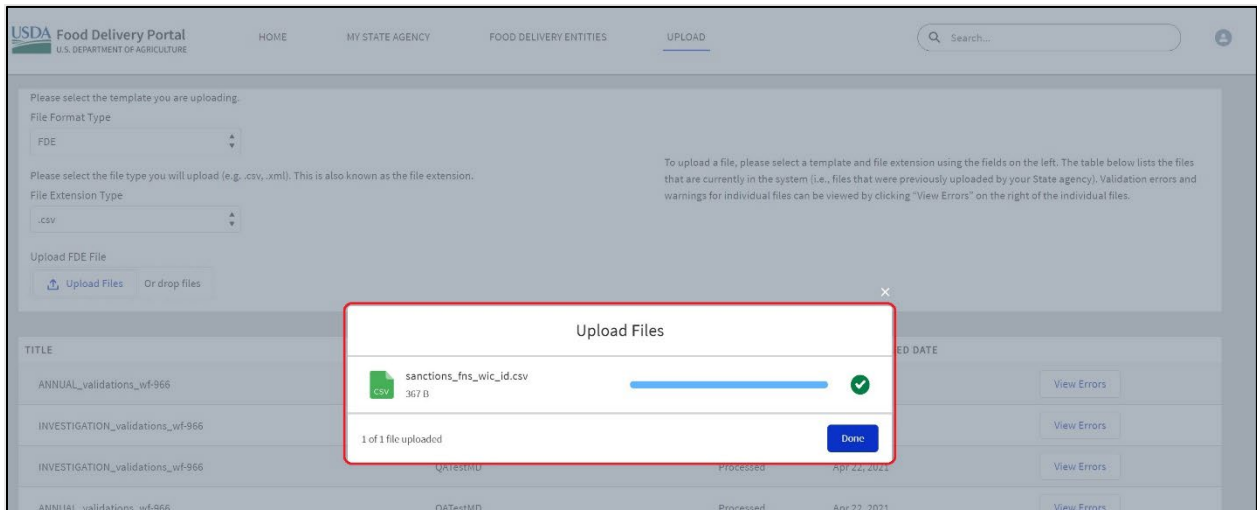
9. When the file is created in Salesforce, FDP will display a success message and the status of the file will be updated to "Received."
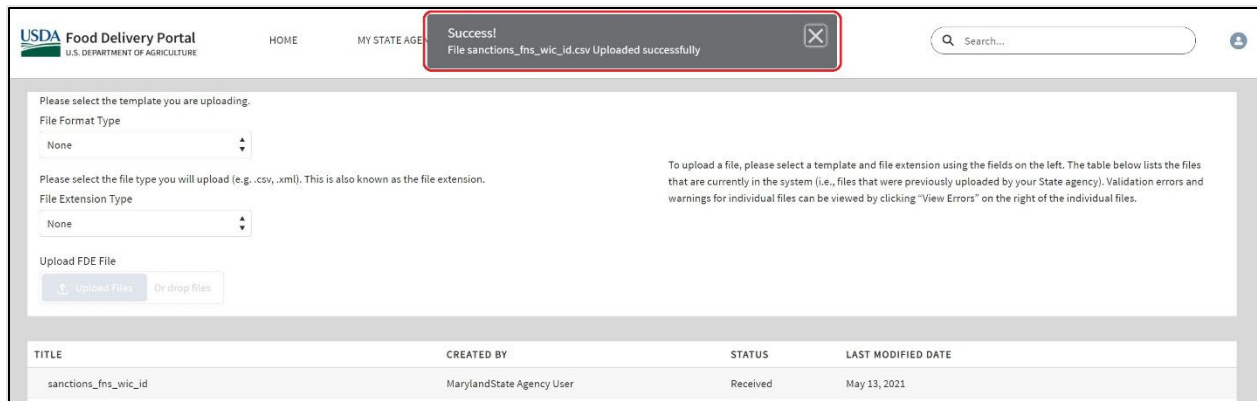
10. Once the file processing is complete, the file will show a "Status" of "Processed." The SA user will then receive either a success email or an error email from FDP.
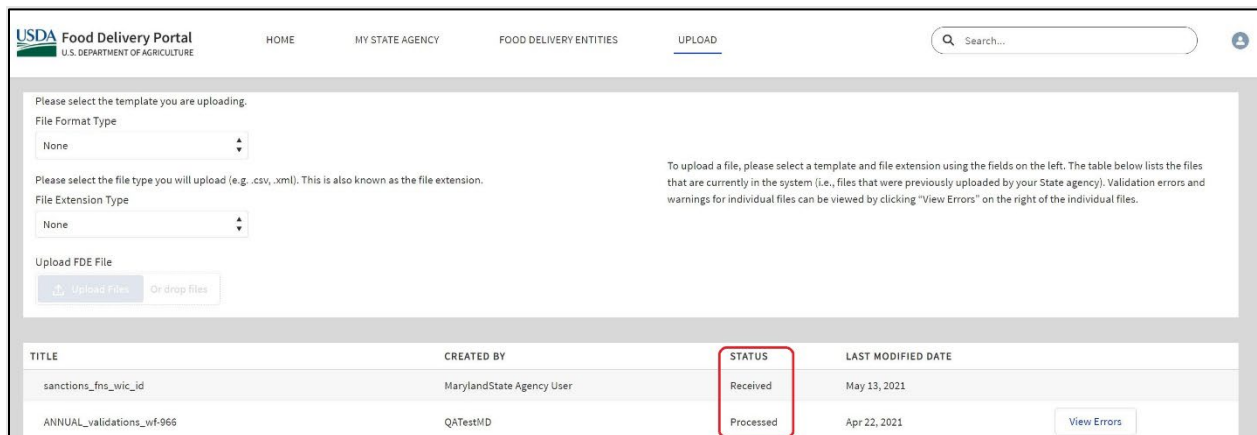
System Notifications - File Upload Success

FDP will send an email notifying the SA user when file processing is complete. The email will notify the user when the uploaded file has no errors. An example of the email notification is provided below:

> The recent file(s) submitted to the WIC Food Delivery Portal (FDP) have been processed.
>
> No validation errors were found, and all data has been successfully uploaded.
>
> To view your records or make any changes, please log in to FDP by visiting https://wicgateway.fns.usda.gov.

System Notifications - File Upload Error

FDP will send an email notifying the SA user when the uploaded file contains errors. An example of the email notification is provided below:

> The recent file(s) submitted to the WIC Food Delivery Portal (FDP) have been processed.
>
> Some records contain validation errors and/or warnings. Please visit the upload file page to view or download a detailed status report.
>
> To log in to FDP, please visit https://wicgateway.fns.usda.gov.   The FDP user guide provides information on how to correct validation errors.
>
> Records without errors or warnings have been successfully uploaded.

1. Once the file has been processed, FDP will show a "View Errors" link on the Upload page. This link is located next to the Last Modified Date of the file. The link is only available when there are errors/warnings found while processing the file. Click on the "View Errors" button to download the errors file.

FDEs Template Troubleshooting

The following table contains a list of common file upload issues that will result in an error or warning reported in the error file for an FDE upload file. Errors cause records to be rejected. Warnings will not cause a record to be rejected; however, the value that caused the warning will not be saved in that field.

Template Field (On screen field name, if different)	Error/Warning Actual Message	Message Type	Explanation
FNS WIC ID	FNS WIC ID provided is invalid	Error	The FNS WIC ID value submitted cannot be matched to an existing Food Delivery Entity.
State WIC ID	State WIC ID is required for Retail vendors	Error	The State WIC ID value submitted cannot be matched for the FDE WIC ID submitted.
State WIC ID	Invalid State WIC ID format	Error	The State WIC ID value submitted is too long or uses characters that cannot be saved. This value may be up to 32 characters in length.
FNS Num (FNS Number)	FNS Number provided is invalid	Error	The FNS Num value submitted does not have the correct number of digits. The value must be seven digits in length.
FNS Num (FNS Number)	FNS Number has an invalid format. An FNS Number must be 7-digits.	Error	The FNS Num value submitted is less than seven digits. The value must be seven digits in length.
Name (Business Name)	Invalid Name	Error	The Name value submitted contains too many characters or characters that cannot be saved. This value may be up to 60 characters in length.

Template Field (On screen field name, if different)	Error/Warning Actual Message	Message Type	Explanation
DBA	DBA Name contains invalid characters	Warning	The DBA value submitted contains too many characters or characters that cannot be saved. This value may be up to 60 characters in length.
Store Num (Chain Store Number)	Invalid Chain Store num	Warning	The Store Num value submitted contains too many characters or characters that cannot be saved. This value may be up to 8 characters in length.
Street Num (Street Number)	Invalid Street num	Error	The Street Num value submitted contains too many characters or characters that cannot be saved. This value may be up to 20 characters in length.
Street Name	Valid Street name is required when No Physical Address is No	Error	The Street Name value submitted is null, but No Physical Address value is "No".
Suite Unit Num (Suite/Unit/ Other)	Invalid Suite/ Unit number value	Warning	The Suite Unit Number value submitted contains too many characters or characters that cannot be saved. This value may be up to 100 characters in length.
City	Valid City is required	Error	The City value submitted contains too many characters or characters that cannot be saved. This value may be up to 40 characters in length.

Template Field (On screen field name, if different)	Error/Warning Actual Message	Message Type	Explanation
City	Valid City is required	Error	A City value is required for all submissions.
State	Invalid State Code	Error	The State value submitted doesn't match any value in the picklist.
Zip Code	Invalid zip code	Error	The Zip Code is in an incorrect format.
County	Invalid County	Error	The County value submitted contains too many characters or characters that cannot be saved. This value may be up to 40 characters in length.
Location Description	Location description is required when No physical address is Yes	Error	The Location Description field has a value, but the No Distinct Phy Address field value is "Yes".
Latitude	Invalid Latitude	Warning	Latitude is in an invalid format.
Longitude	Invalid Longitude	Warning	Longitude is in an invalid format.
Peer Group	Invalid Peer group	Error	The Peer Group submitted value does not match any of the values in the picklist.
Initial Auth Date (Initial Authorization Date)	Invalid date format	Warning	Initial Auth Date is in an invalid date format.

Template Field (On screen field name, if different)	Error/Warning Actual Message	Message Type	Explanation
Delivery Method (Food Delivery Method)	Invalid Delivery method	Error	The Delivery Method value submitted does not match any of the values in the picklist.
Delivery Method (Food Delivery Method)	The Food Delivery Method field is required and must be one of the allowed options.	Error	A Delivery Method value is required for a new FDE.
Delivery Method (Food Delivery Method)	Once created, the Food Delivery Method may not be changed. Please contact the FDP Helpdesk for assistance.	Error	The Delivery Method does not match any of the values for this field in the existing FDE record. This field may not be changed. Please check your records and create a new FDE, if necessary.
Retail Category	Retail category required when Delivery method is Retail	Error	The Retail Category value submitted is null, but the Food Delivery Method submitted value is "Retail".
Retail Category	The Retail Category must not be filled in unless the food delivery method is set to Retail	Error	The Retail Category field has a submitted value that matches a picklist item, but the Food Delivery Method field value is not "Retail".

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Template Field (On screen field name, if different)	Error/Warning Actual Message	Message Type	Explanation
Retail Category	Invalid Retail category	Error	The Retail Category value submitted does not match any of the values in the picklist.
Contractor	Contractor contains invalid characters	Error	The Contractor value submitted contains too many characters or characters that cannot be saved. This value may be up to 60 characters in length.
Contractor	The Contractor must not be filled in unless the food delivery method is set to Direct Distribution or Home Delivery	Error	The Contractor field has a submitted value, but Food Delivery Method is neither "Direct Distribution", nor "Home Delivery".
Contract Information	Contract Information value must not be filled in unless the food delivery method is set to Direct Distribution or Home Delivery	Error	The Contract Information field has a submitted value, but Food Delivery Method is neither "Direct Distribution", nor "Home Delivery".
Contract Information	Contract Information contains invalid characters	Warning	The Contract Information value submitted contains too many characters or characters that cannot be saved. This value may be up to 500 characters in length.

Template Field (On screen field name, if different)	Error/Warning Actual Message	Message Type	Explanation
Primary Contract Record (Primary Contract Record?)	The Primary Contract Record? value must be one of the values allowed (please see the user guide)	Error	The Primary Contract Record value submitted does not match any of the values in the picklist.
Primary Contract Record (Primary Contract Record?)	The Primary Contract Record? value must not be filled in unless the food delivery method is set to Direct Distribution or Home Delivery	Error	The Primary Contract Record field has a submitted value, but Food Delivery Method is neither "Direct Distribution", nor "Home Delivery".
WIC Only Vendor (Identified as WIC Only?)	The WIC Only value must be one of the values allowed (please see the user guide)	Error	The WIC Only Vendor value submitted does not match any of the values in the picklist.
Unauth Store (Investigated Unauthorized Store?)	The Unauthorized Store value must be one of the values allowed (please see the user guide)	Error	The Unauth Store value submitted does not match any of the values in the picklist.

Template Field (On screen field name, if different)	Error/Warning Actual Message	Message Type	Explanation
Authorized as Mobile Vendor	The Mobile Vendor value must be one of the values allowed (please see the user guide)	Error	The Authorized a Mobile Vendor value submitted does not match any of values in the picklist.
Authorized as Internet Vendor	The Online Vendor value must be one of the values allowed (please see the user guide)	Error	The Authorized as Internet Vendor value submitted does not match any of the values in the picklist.
Internet Ordering Options	Invalid Internet ordering options	Warning	The Internet Ordering Options value submitted does not match any of values in the picklist.
Store Registers (Number of Registers)	Invalid number	Warning	The Number of Store Registers value submitted is either not a number or has too many digits. This value may be up to two digits in length.
Store Sq Ft (Square Footage)	Invalid Store Sq Ft	Warning	The Store Sq Ft value submitted is invalid and is either not a number or contains too many digits. This value may be up to six digits in length.
Status	Invalid Status	Error	The Status value submitted does not match any of the values in the picklist.

Template Field (On screen field name, if different)	Error/Warning Actual Message	Message Type	Explanation
Participant Access Reason	The Participant Access Reason field is required and must be one of the allowed options	Error	The Participant Access Reason field is required when the status equal "Authorized for participant access".
Participant Access Reason	The Participant Access Reason must not be filled in unless the vendor is authorized for participant access.	Error	The Participant Access Reason has a submitted value that matches the picklist, but the status does not equal Authorized for participant access.
Participant Access Reason	Valid Participant access reason is required when status is Authorized for participant access	Warning	The Participant Access Reason value submitted does not match any of the values in the picklist.
Assessed for Participant Access (Assessed for participant access?)	The Assessed for Participant Access value must be one of the values allowed (please see the user guide)	Error	The Assessed for Participant Access value submitted does not match any of the values in the picklist.

Template Field (On screen field name, if different)	Error/Warning Actual Message	Message Type	Explanation
Denial Reason	Valid denial reason is required when status is Application denied	Error	The Denial Reason field has a submitted value that matches a picklist item, but the status is "Application Denied".
Denial Reason	The Denial Reason must not be filled in unless the vendor application is set to denied	Error	The Denial Reason field has a submitted value that matches a picklist item, but the vendor application field is "Application denied".
Other Denial Reason	Valid Other denial reason is required when Denial reason is Other	Error	The Other Denial Reason is required when denial reason equals "Other".
Other Denial Reason	The Other Denial Reason must not be filled in unless the denial reason is set to Other	Error	The Other Denial Reason has a value but Denial Reason is not "Other".
Agreement Start Date	A valid Agreement record is required for the status	Error	The Agreement Start Date is required when it equals one of the following values: Authorized, Authorized with CMP, Authorized for participant access, Disqualified, Agreement Terminated, or Agreement expired.

Template Field (On screen field name, if different)	Error/Warning Actual Message	Message Type	Explanation
Agreement End Date	Agreement end date cannot be before or the same as the Agreement Start date.	Warning	The Agreement End Date is equal to or after the Agreement Start Date.
Agreement End Date	Valid Agreement end date is required when Agreement start date is not null	Warning	Agreement Start Date has a value and Agreement End Date does not have a value.
Agreement End Date	The Agreement Start Date is required and must be in one of the allowed date formats.	Error	The Agreement Start Date is null or is in a format that cannot be used.
Agreement Termination Date	Valid Agreement Term date is required when status is Agreement terminated	Error	The Agreement Termination Date submitted is null but the Status value equals "Agreement terminated".
Agreement Termination Date	Agreement term date cannot be before the Agreement Start date	Warning	The Agreement Termination Date value is equal to or before the Agreement Start Date.

Template Field (On screen field name, if different)	Error/Warning Actual Message	Message Type	Explanation
Termination Reason	Valid Term reason is required when status is Agreement terminated	Error	The Termination Reason submitted does not match any of the values in the picklist and is required if Status equals "Agreement terminated".
Termination Reason	The Termination Reason must not be filled in unless the vendor agreement is set to terminated	Error	The Termination Reason field has a value that matches a picklist item, but the Status value does not equal "Agreement terminated".
Other Termination Reason	Valid Other term reason is required when Termination Reason is Other	Error	The Other Termination Reason is required when the termination reason equals "Other".
Other Termination Reason	The Other Termination Reason must not be filled in unless the termination reason is set to Other	Error	The Other Termination Reason value is required when the termination reason equals "Other".
Total Num of Stores Owned (Total Number of Stores Owned)	Invalid number	Warning	The Number of Stores Owned value submitted is either not a number or has too many digits. The value may be up to four digits in length.

Template Field (On screen field name, if different)	Error/Warning Actual Message	Message Type	Explanation
Num of Other WIC Stores (Number of WIC Authorized Vendors)	Invalid number	Warning	The Number of Other WIC Vendors value submitted is either not a number or is not in the correct format. The value may be up to seven digits in length.
No Distinct Phy Address (No Physical Address?)	The No Physical Address value must be one of the values allowed (please see the user guide)	Error	The No Distinct Phy Address submitted does not match any values in the picklist.

Annual Data and Trainings Template Troubleshooting

The following table contains a list of common file upload issues that will result in an error or warning reported in the error file for an Annual Data and Training upload file. Errors cause records to be rejected. Warnings will not cause a record to be rejected; however, the value that caused the warning will not be inserted into the Food Delivery Portal (FDP).

Template Field (On screen field name, if different)	Error/Warning Message	Message Type	Explanation
FNS WIC ID	Invalid FNS WIC ID	Error	The FNS WIC ID submitted cannot be matched to an existing FDE.
State WIC ID	Invalid State WIC ID for the FNS WIC ID provided	Error	The State WIC ID value submitted cannot be matched for the FDE WIC ID submitted.
Fiscal Year	FY should be valid	Error	Fiscal Year is either not a number or does not have the correct number of digits. The value must be four digits in length.
Auth on Oct 1 (Authorized on October 1?)	The Auth on Oct 1 value must be one of the values allowed (please see the user guide).	Error	The Auth on Oct 1 is in an invalid format. The value submitted must be either Yes/No, Y/N, or True/False.

Template Field (On screen field name, if different)	Error/Warning Message	Message Type	Explanation
Num of RMVs This Year (Number of RMVs completed this year)	Invalid Num of RMVs Completed This Year	Warning	The Num of RMVs This Year is either not a number or has too many digits. The value may be up to two digits in length.
High risk (Identified as high risk?)	The High Risk value must be one of the values allowed (please see the user guide)	Error	The High Risk value is invalid value. The value submitted must be either Yes/No, Y/N, or True/False.
High Risk Reasons (High Risk Reason(s))	Invalid High Risk Reasons	Warning	The High Risk Reasons submitted do not match any of the values in the picklist.
High Risk Reasons (High Risk Reason(s))	At least one High Risk or State Risk Reason is required when high risk =Yes	Warning	The High Risk field equals "Yes" but there are no submitted values for either High Risk Reasons or State Risk Reasons.
State Risk Reasons (State High Risk Reason)	Invalid State Risk Reasons	Warning	The State Risk Reasons submitted do not match any of the values in the picklist.

Template Field (On screen field name, if different)	Error/Warning Message	Message Type	Explanation
State Risk Reasons (State High Risk Reason)	At least one High Risk or State Risk Reason is required when High Risk = Yes	Warning	The High Risk field equals "Yes" but there are no submitted values for either High Risk Reasons or State Risk Reasons.
Training Date	Invalid Training Date	Error	The Training Date is in an invalid date format.
Training Type	Invalid Training Type	Warning	The Training Type submitted does not match any of the values in the picklist.
Training Format	Invalid Training format	Warning	The Training Format submitted does not match any of the values in the picklist.

Redemptions Template Troubleshooting

The following table contains a list of common file upload issues that will result in an error or warning reported in the error file for a Redemptions upload file. Errors cause records to be rejected. Warnings will not cause a record to be rejected; however, the value that caused the warning will not be inserted into FDP.

Template Field (On screen field name, if different)	Error/Warning Message	Message Type	Explanation
FNS WIC ID	Invalid FNS WIC ID	Error	The FNS WIC ID submitted cannot be matched to an existing FDE.
State WIC ID	State WIC ID is required for Retail vendors	Error	The State WIC ID value submitted cannot be matched for the FDE WIC ID submitted.
Calendar Year	Invalid Year	Error	The Calendar Year is in an invalid date format.
Transaction Month	Invalid Month	Error	The Transaction Month is in an invalid date format.
Non-CVB Amount (Non-CVB Redemptions)	Cannot accept value	Warning	The Non-CVB Amount is not a number or has too many digits. The value may be up to nine digits in length, including two decimal points.
Non-CVB Amount (Non-CVB Redemptions)	Non-CVB amount is required	Error	The Non-CVB Amount is required for all submissions.

Template Field (On screen field name, if different)	Error/Warning Message	Message Type	Explanation
CVB Amount (CVB Redemptions)	Cannot accept value	Warning	The CVB Amount is either not a number or has too many digits. The value may be up to nine digits in length, including two decimal points.

Investigations Template Troubleshooting

The following table contains a list of common file upload issues that will result in an error or warning reported in the error file for an Investigations upload file. Errors cause records to be rejected. Warnings will not cause a record to be rejected; however, the value that caused the warning will not be inserted into FDP.

Template Field (On screen field name, if different)	Error/Warning Message	Message Type	Explanation
FNS WIC ID	Invalid FNS WIC ID	Error	The FNS WIC ID submitted cannot be matched to an existing FDE.
State WIC ID	Invalid State WIC ID for the FNS WIC ID provided	Error	The State WIC ID value submitted cannot be matched for the FDE WIC ID submitted.
Investigation Start Date	Investigation start date is required	Error	An Investigation Start Date is required for all submissions.
Investigation Start Date	Invalid Investigation start date	Error	Investigation Start date is in an invalid date format.
Investigation End Date	Invalid Investigation end date	Warning	Investigation End Date is in an invalid date format.
Investigation End Date	Investigation start date cannot be after the Investigation end date	Warning	The Investigation Start Date value submitted must be earlier than the Investigation End Date value submitted.

| Template Field

(On screen field name, if different)	Error/Warning Message	Message Type	Explanation
Investigation Status	Investigation Status is required	Error	The Investigation Status is required.
Investigation Status	Invalid Investigation Status	Error	The Investigation Status value submitted does not match any of the values in the picklist.
Reason Closed	Invalid Reason Closed	Warning	The Reason Closed value submitted contains too many characters or characters that cannot be saved.
Investigation Outcome	Invalid Investigation Outcome	Warning	The Investigation Outcome value submitted does not match any of the values in the picklist.
Number of Compliance Buys	Invalid Num of Compliance Buys	Warning	The Number of Compliance Buys value submitted is either not a number or is not in the correct format. The value may be up to two digits in length and must be positive.
Inventory Audit Completed

(Inventory audit completed?) | The Inventory Audit Completed value must be one of the values allowed (please see the user guide) | Error | The Inventory Audit Completed value submitted does not match any of the values in the picklist. |

Template Field (On screen field name, if different)	Error/Warning Message	Message Type	Explanation
Administrative Review Requested	The Administrative Review Requested value must be one of the values allowed (please see the user guide)	Error	The Administrative Review Requested value submitted does not match any of the values in the picklist.
Admin Review Status or Outcome (Administrative Review Status/ Outcome)	Invalid Administrative Review Status or Outcome	Warning	The Admin Review Status or Outcome value submitted does not match any of the values in the picklist.
Judicial Review Requested	The Judicial Review Requested value must be one of the values allowed (please see the user guide)	Error	The Judicial Review Requested value submitted does not match any of the values in the picklist.

Template Field (On screen field name, if different)	Error/Warning Message	Message Type	Explanation
Judicial Review Status or Outcome (Judicial Review Status/ Outcome)	Invalid Judicial Review Status or Outcome	Warning	The Judicial Review Status or Outcome value submitted does not match any of the values in the picklist.

Violations Template Troubleshooting

The following table contains a list of common file upload issues that will result in an error or warning reported in the error file for a Violations upload file. Errors cause records to be rejected. Warnings will not cause a record to be rejected; however, the value that caused the warning will not be inserted into FDP.

Template Field (On screen field name, if different)	Error/Warning Message	Message Type	Explanation
FNS WIC ID	Invalid FNS WIC ID	Error	The FNS WIC ID value submitted cannot be matched to an existing FDE.
State WIC ID	Invalid State WIC ID for the FNS WIC ID provided	Error	The State WIC ID value submitted cannot be matched for the FDE WIC ID submitted.
Investigation Start Date	Investigation start date is required	Error	An Investigation Start Date value is required for all submissions
Investigation Start Date	A valid investigation could not be found for this record	Error	The Investigation Start Date value submitted cannot be matched to an existing Investigation.
Violation	Violation is required	Error	A Violation value is required for all submissions.
Violation	Invalid Violation	Error	The Violation value submitted does not match any of the values in the picklist.

Template Field (On screen field name, if different)	Error/Warning Message	Message Type	Explanation
State Violation (State agency violation)	Invalid State Violation	Error	The State Violation value submitted does not match any of the values in the picklist.
State Violation (State agency violation)	The State Agency Violation must not be filled in unless the violation is set to state violation	Error	The State Violation field has a submitted value that matches a picklist item, but the violation field value is not a "State Agency Violation".
Num of Violations (Number of Violations)	Number of Violations should be a whole number	Warning	The Num of Violations is either not a number or has too many digits. The value may be up to two digits in length and should be positive.

Sanctions and Claim Collections Template Troubleshooting

The following table contains a list of common file upload issues that will result in an error or warning reported in the error file for a Sanctions and Claim Collections upload file. Errors cause records to be rejected. Warnings will not cause a record to be rejected; however, the value that caused the warning will not be inserted into FDP.

Template Field (On screen field name, if different)	Error/Warning Message	Message Type	Explanation
FNS WIC ID	Invalid FNS WIC ID	Error	The FNS WIC ID submitted cannot be matched to an existing FDE.
State WIC ID	Invalid State WIC ID for the FNS WIC ID provided	Error	The State WIC ID value submitted cannot be matched for the FDE WIC ID submitted.
Investigation Start Date	A valid investigation could not be found for this record	Error	The Investigation Start Date value submitted cannot be matched to an existing Investigation.
Investigation Start Date	Investigation Start Date must be empty if Origin is not WIC investigation	Error	The Investigation Start Date has a submitted value, but the Origin field value is not "WIC Investigation".
Origin	Invalid Origin	Error	The Origin value submitted does not match any of the values in the picklist.
WIC Sanction Type	WIC Sanction Type is required	Error	A WIC Sanction Type value is required when Origin equals "WIC investigation".
WIC Sanction Type	Invalid WIC Sanction Type	Error	The WIC Sanction Type value submitted does not match any of the values in the picklist.

Template Field (On screen field name, if different)	Error/Warning Message	Message Type	Explanation
WIC Sanction Type	The WIC Sanction Type must not be filled in unless the origin value is related to WIC	Error	The WIC Sanction Type field has a submitted value that matches a picklist item, but the Origin value is not "WIC investigation".
SNAP Sanction Type	SNAP Sanction Type is required	Error	A SNAP Sanction Type value is required when Origin equals "SNAP investigation".
SNAP Sanction Type	Invalid SNAP Sanction Type	Error	The SNAP Sanction Type value submitted does not match any of the values in the picklist.
SNAP Sanction Type	The SNAP Sanction Type must not be filled in unless the origin value is related to SNAP	Error	The SNAP Sanction Type field has a submitted value that matches a picklist item, but the Origin field value is not "SNAP investigation".
State Sanction (SA Sanction)	State Sanction is required	Error	A State Sanction value is required when WIC Sanction Type equals "State Agency Sanction".
State Sanction (SA Sanction)	Invalid State Sanction	Error	The State Sanction value submitted does not match any of the values in the picklist.
State Sanction (SA Sanction)	The SA Sanction type must not be filled in unless the type of WIC sanction is set to state sanction.	Error	The State Sanction field has a submitted value that matches a picklist item, but the WIC Sanction Type field value is not "State agency sanction".

Template Field (On screen field name, if different)	Error/Warning Message	Message Type	Explanation
Disqualification Date	Invalid Disqualification date	Warning	The Disqualification date is in an invalid date format.
Disqualification Length	Invalid Disqualification length	Warning	The Disqualification Length value submitted does not match any of the values in the picklist.
Disqualification Length	Disqualification length is required	Warning	The Disqualification Length is null but the submitted Disqualification Date has a value.
Disqualification Length	The Disqualification Date must be filled in if there is a Disqualification Length.	Error	The Disqualification Date is null, but the submitted Disqualification Length has a value.
Date Referred to SNAP	Invalid Date referred to SNAP	Warning	The Date Referred to SNAP is in an invalid date format.
Date Referred to WIC	Invalid Date referred to WIC	Warning	The Date Referred to WIC is in an invalid date format.
CMP Amount	Invalid CMP Amount	Warning	CMP Amount is either not a number or has too many digits. The value may be up to nine digits in length, including a decimal point.
Administrative Fine Amount	Invalid Administrative Fine Amount	Warning	Administrative Fine Amount is either not a number or has too many digits. The value may be up to nine digits in length, including a decimal point.

Template Field (On screen field name, if different)	Error/Warning Message	Message Type	Explanation
Claim Amount	Invalid Claim Amount	Warning	Claim Amount is either not a number or has too many digits. The value may be up to eight digits in length, including a decimal point.
Claim Payment Date	Claim Payment Date is required	Error	The Claim Payment Date is null, but the submitted Claim Payment Amount has a value.
Claim Payment Date	Invalid Claim Payment Date	Error	Claim Payment date is in an invalid date format.
Claim Amount Received	Claim Amount Received is required	Error	The Claim Amount Received is null, but the submitted Claim Payment Date has a value.
Claim Amount Received	Invalid Claim Amount Received	Error	The Claim Amount Received value submitted is either not a number or has too many digits. The value may be up to nine digits in length, including a decimal point.