DATE: August 11, 2021

SUBJECT: Special Supplemental Nutrition Program for Women, Infants, and Children
(WIC) Policy Memorandum #2021-9: Transition from The Integrity Profile to
the Food Delivery Portal

TO: Regional Directors
Special Nutrition Programs
All FNS Regional Offices

WIC State Agency Directors
All WIC State Agencies

As you know, in Fiscal Year (FY) 2022, USDA's Food and Nutrition Service (FNS) is planning
to replace The Integrity Profile (TIP) with the new Food Delivery Portal (FDP) as the system
WIC State agencies use to report vendor management activities per 7 CFR 246.12(j)(5). FDP is
designed to streamline the reporting process, improve program integrity and oversight in all areas
of WIC vendor management, and provide new features to help State agencies meet key
regulatory requirements. This memorandum provides WIC State agencies information necessary
to assess the resource levels needed to successfully transition to reporting required data in FDP
(i.e., "transition to FDP") and seeks State agency feedback on any anticipated funding needs[1].

FNS' FDP team has been working on this project for several years, while keeping WIC State
agencies involved along the way. As part of this collaboration, FNS met with key stakeholders to
understand the limitations of TIP and then worked to improve the data collection and
management capabilities in FDP. We understand that transitioning to a new system takes
significant effort, but we believe FDP will save State agencies valuable time and effort in the
long run. Additionally, FDP has been carefully designed with State agency input to:

- Track vendor information across years to reduce the amount of information State
  agencies must report annually, and to improve data consistency across FYs.

- Provide a flexible schedule for data entry so that State agencies can complete the
  necessary data entry on a convenient schedule.

- Provide access to key SNAP data to allow State agencies to streamline vendor
  application/authorization processes, as well as above-50-percent vendor assessments.

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[1]   The requirements and activities, and their associated burden, outlined in this memorandum and attachments, will be included in the
renewal of OMB Control Number 0584-0401 The Integrity Profile (TIP) Data Collection (which will be renamed Food Delivery Portal
(FDP) Data Collection), which expires on 9/30/21.

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We would like to thank WIC State agency representatives who attended the March 2021 FDP File Upload webinars and provided feedback on the new upload file formats. We have taken your comments into consideration and have determined which data elements will be required and optional in FDP. Additionally, we have identified a reduced list of data elements that will be required during the transition to FDP in FY 2022-2023 as WIC State agencies prepare to fully report in FDP. Additionally, we have determined a later submission timeframe for FY 2022 (FY 2021 data) is appropriate; WIC State agencies will not need to submit data to FDP until the summer of 2022, at the earliest.

The attachments to this memorandum provide additional information on the transition. Specifically, the attachments outline next steps in the transition to FDP, highlight new FDP resources developed for WIC State agencies, and request State agency input related to transition-related State agency system changes (including anticipated funding needs).

Thank you again for your dedication to the WIC Program, its mission, and the participants we serve. We look forward to working with you during this transition. If you have any questions, comments, or concerns please reach out through the FDP Help Desk at SM.fn.FDPHelp@usda.gov.

for
Dana Rasmussen
Acting Director
Supplemental Food Programs Division

Attachments:
Attachment 1: Transition to FDP: Next Steps
Attachment 2: Transition to FDP: Resources for WIC State Agencies
Attachment 3: Transition to FDP: Request for Input & Anticipated Funding Needs
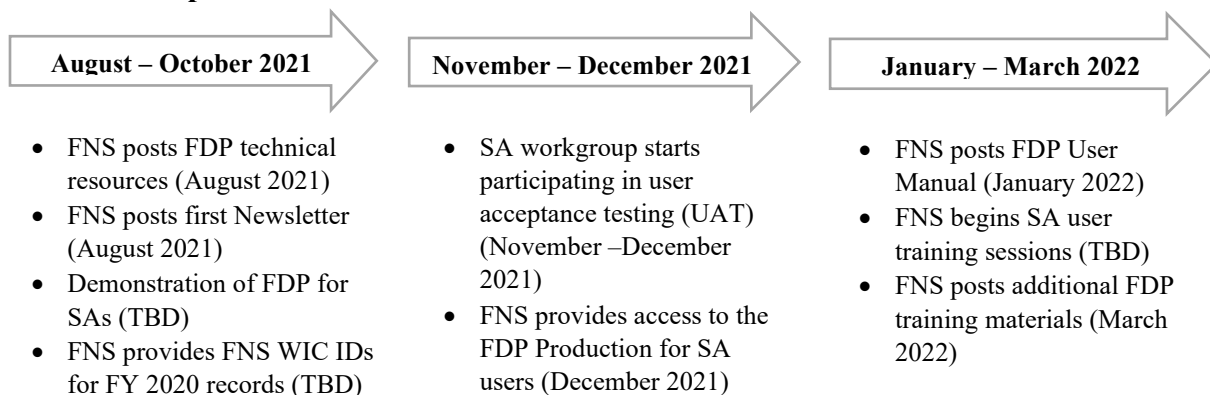
Transition to FDP: Next Steps

Next steps in the transition from TIP to FDP, as of August 2021, are described in this document.

First, to prepare for the first State agency data submissions in FY 2022, USDA FNS will migrate all information currently in TIP to FDP. This migration will save WIC State agencies time and effort, because a significant portion of the fields will be prepopulated by FNS with data each WIC State agency submitted previously for FYs 2005 to 2020. FDP allows WIC State agencies to reuse data for vendors that are authorized in multiple FYs, which means State agencies will no longer have to submit all new data for all vendors each year.

As announced in WIC Policy Memorandum #2021-9, The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC Program): Transition from The Integrity Profile to the Food Delivery Portal, for State agency data submissions in FY 2022-2023 (FY 2021 and 2022 data), FNS will only require a subset of the full FDP dataset, data elements in this subset are generally those already included in TIP data, and are needed to ensure effective program oversight throughout the transition. This will give State agencies additional time to update their systems and internal processes before submission of the full suite of data in FY 2024 (FY 2023 data). USDA FNS will continue to provide technical assistance, as needed, to make the transition a success.

The FDP Roadmap, below, is a list of important estimated milestones USDA FNS has planned for the coming months. This includes the development and posting of technical documents and training materials on PartnerWeb, and a timeline for upcoming demonstrations, stakeholder user acceptance testing (UAT) testing, and system training opportunities.

FDP Roadmap

August – October 2021	November – December 2021	January – March 2022
• FNS posts FDP technical resources (August 2021) • FNS posts first Newsletter (August 2021) • Demonstration of FDP for SAs (TBD) • FNS provides FNS WIC IDs for FY 2020 records (TBD)	• SA workgroup starts participating in user acceptance testing (UAT) (November –December 2021) • FNS provides access to the FDP Production for SA users (December 2021)	• FNS posts FDP User Manual (January 2022) • FNS begins SA user training sessions (TBD) • FNS posts additional FDP training materials (March 2022)

Transition to FDP: Resources for WIC State Agencies

USDA FNS will publish important resources on PartnerWeb, under "Vendor Management Resources" on the Program Integrity and Monitoring Branch's Vendor Management and Food Delivery page of the WIC-FMNP-SFMNP Community.

The following documents are available on PartnerWeb:

- FDP Transition Information for State Agencies: provides a summary of responses to the questions FNS received from State agencies regarding the transition and upload file formats.

- FDP Required Fields: 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.

- FDP Data Dictionary: provides a list of all fields in the FDP upload file formats and provides technical details for approved values.

- TIP upload column names to the corresponding FDP upload column names: intended to help WIC State agencies understand where the data they currently report in TIP goes in the FDP file upload formats and to identify new fields.

FNS will keep PartnerWeb up to date and will periodically post additional information for WIC State agencies.

The following documents will be available on PartnerWeb in the near future:

- Final upload file formats and file upload instructions.

- A monthly newsletter providing status updates on FDP.

- The lists of FNS WIC IDs for all migrated records (Date(s) to be determined based on FY 2021 TIP data cleanup).

- An FDP training manual (est. release in January 2022).

Attachment 3:

Transition to FDP: Request for Input & Anticipated Funding Needs

USDA FNS needs your input. WIC State agencies should review the above referenced documents and assess the impact on State-level resources of making changes necessary to complete the transition from TIP to FDP by FY 2024. FNS requests WIC State agencies email the following information to SM.fn.FDPHelp@usda.gov by **October 8, 2021**:

1. What else can FNS do to assist WIC State agencies in making this transition as seamless as possible? Please include all relevant details.

2. Similar to TIP, FDP will be maintained by FNS. Does the State agency expect a significant expenditure of WIC funds to transition to FDP (both in FY 2022-2023 and into FY 2024 when all data elements will be required)?

   a. FY 2022-2023: Yes/No. Please briefly explain.

   b. FY 2024: Yes/No. Please briefly explain.

3. If Yes to either above, does the State agency anticipate a need for additional funds from FNS (e.g., beyond NSA) to support the transition? Yes/No. If Yes, please provide the following:

   a. Estimated total transition cost and anticipated sources of funding;

   b. A brief description of activities to occur with the transition;

   c. Tentative date when you estimate the transition to be complete (month and year); and

   d. Challenges the State agency expects to encounter as a result of this work.

4. Does the State agency have any additional questions, concerns, or comments?

In your submission, please include your State agency name, along with the State agency representative's first and last name, title, and email address. If part of a multi-State technology project or consortia, please indicate if the submission is representative of an estimate for multiple State agencies. There are no guarantees on the provision of additional funding; FNS is requesting feedback from WIC State agencies to determine anticipated need.

If you would like to provide comments addressing the resources needed to report the full FDP dataset by FY 2024, but cannot meet the **October 8** deadline, please send an email to the address above by **October 8** with the comments you are able to provide and the date you plan to submit additional comments.