COLYAR TECHNOLOGY SOLUTIONS, INC.

CRRS

Child and Adult Care Food Program

User Manual

Ohio Department of Education

For Sponsor Users
FINAL V1.0

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Introduction

Welcome to the CRRS *user manual for the Child and Adult Care Food Program module.* CRRS *is a web-based software solution that provides administrators, state users, and Sponsors with efficient and immediate access to applications, claims, and related nutrition program functions.*

Web Site Benefits and Features

The Ohio Claims Reimbursement and Report System (CRRS) is a user-friendly web application that allows authorized users to submit and approve application, claims, and miscellaneous forms via the Internet, as their security rights permit. Key system features include:

- A software system that manages information regarding Sponsors, applications, claims, and reports.

- A single integrated database which serves all child nutrition programs.

- The ability to save partially completed forms on-line, allowing the user to complete the process at a later time.

- Individual User IDs and passwords for secure login to program functions and accurate tracking of user behavior.

- A robust security module that streamlines security setting controls by enabling administrators to easily assign users to numerous pre-defined groups and eliminating the need to manually set each user's security access.

User Manual

This user manual is intended for use by Sponsor users that participate in the CACFP Centers and Day Care Homes programs. It is designed to provide a general understanding of how to use the system in an effective and efficient manner. This manual will provide:

- A general explanation of each feature available.

- Screen examples of web site pages and forms.

- Step-by-step instructions for utilizing the web site features.

- Tips and notes to enhance your understanding of the system.

Getting Started

Before you can begin using the system, you must be assigned a user ID and password by the Help Desk that provides the required security rights. Once this setup is complete, you may use the Internet and your assigned user ID and password to access and log onto the web site.

Accessing the Web Site

You can access CRRS from any computer connected to the Internet by opening your Internet browser and entering the URL in the browser's address line.

The URL is: https://oh.cnpus.com/crrs/splash.aspx

TIP: You can add this URL to your browser's FAVORITES list or create a shortcut to the web site on your desktop for quicker access to the site. Refer to your browser or operating system help files for further information.

Figure 1: CRRS **Home Page**

About the Home Page

The system's Home Page consists of three major sections:

- Bulletin Board.

- Log on.

The bulletin board is managed by ODE and provides general information. It is important to remember that the bulletin board on the home page is viewable by the public.

The log on section is where authorized users enter their User ID and password.

Logging On

To log on

1. Access the system by typing the URL into the address line of your web browser.

2. Enter your assigned **User ID**.

3. Enter your **Password**.

4. Select **Log On**.

> **TIP:** The Password is case-sensitive, so be sure to use upper and lower-case letters, if necessary.

To change your password

If this is your first time logging on, the system will automatically require you to change your password.

1. Select a new password and enter it into the box provided.

2. Re-enter your new password for confirmation.

3. Select **Save** to continue to the Programs page.

> **Note:** Security configuration settings require a password eight (8) to twelve (12) characters in length.
>
> The password must contain at least one number, one uppercase character, and one special character (e.g., !, ?, /). Passwords are case-sensitive and must not be the same as the User ID.

Content Overview

Once you are logged in and have selected a, the top portion of the application contains key elements that provide basic information about your location within the system and the selected Sponsor.

Figure 2: Content Overview

Item	Description
Program Name	The selected program name appears in the gray area at the top of the page.
Menu Items	Menu items display on the blue menu bar at the top of the page. Selecting a menu item will take you to its menu page. Users may not have access to all menu items. If you are unable to select a particular menu item, you do not have the necessary security rights. Contact the Help Desk for assistance.
Breadcrumb Trail	The navigation, or breadcrumb trail, identifies your location within the web site. Selecting a specific portion of the trail will take you back to that particular screen.
Program Year	The selected Program Year displays on the right beneath the menu bar. Upon logging in, the system defaults to the most current active Program Year.
Information Box	The information box displays general information regarding the Sponsor / Site.
Logout	The logout button displays in the menu bar. It is recommended to select **Logout** to properly exit the system.

Screen Options

Data entry screens in the system offer the user some or all of the following options: **VIEW, MODIFY,** and **DELETE**. The Screen Options area is located on the top right side of the screen, directly beneath the colored bar.

Figure 3: Screen Options - example

The following table describes each of the possible screen options:

Item	Description
VIEW	Presents the screen information in 'view-only' mode. In this mode, the user cannot modify any data.
MODIFY	Presents the screen in 'modify' mode. In this mode, the user can modify field data and save the data after pressing the save button at the bottom of the screen.
DELETE	Deletes the current record displayed on the screen. The user will be presented with a confirmation screen to validate that they intend to delete the record.

Programs Page

Once you successfully log on, the Programs page is displayed. Actual access to specific modules is based on the user's security rights.

Figure 4: Programs Page

Selecting this button…	Provides…
School Nutrition Programs	Access to the School Nutrition Programs home page
Child and Adult Care Food Program	Access to the Child and Adult Care Food Program home page
Summer Food Service Program	Access to the Summer Food Service Program home page
Food Distribution Program	Access to the Food Distribution Program home page

Child and Adult Care Food Program Home Page

The Child and Adult Care Food Program home page contains the message board used by state administrators to post and maintain program-specific messages. Messages may contain important news regarding the submission due dates, upcoming training, legislative changes, or any other program-specific information.

To access the Child and Adult Care Food Program home page

1. Log on to the system web site.

2. On the Programs screen, select **Child and Adult Care Food Program**.

> **Note:** If a user only has access to the Child and Adult Care Food Program module, the Programs screen is not be displayed

3. The Child and Adult Care Food Program home page displays.

> **Note:** State administrators maintain the message boards for all system modules.

Figure 5: Child and Adult Care Food Program Home Page

Child and Adult Care Food Program menu options

From the Child and Adult Care Food Program home page, you can select a menu item from the blue menu bar at the top of the page. The Child and Adult Care Food Program menu bar contains only menu items specific to the Child and Adult Care Food Program. The table below describes the features available for each menu option, which the remainder of this manual will discuss in detail.

> **Note**: Individual users may have varying menu options due to the user's security rights.

Menu Item	Menu Features
Applications	Access to overall application-related items including: ▪ Application Packet (inc. Sponsor and Site/Provider applications as well as supporting submissions). ▪ Advance Requests (Day Care Homes only) ▪ Download Forms
Claims	Access to CACFP claim entry screens and Sponsor-specific payment history
Security	Access to an individual user's security-related item to change their password (authenticated user changing their password)
Search	Access to the Sponsor Search screen (available only to Sponsor users that may have security access granted to more than one Sponsor)

Error Processing

All information entered and saved on the system is verified to ensure it conforms to data entry guidelines and system rules. The site performs two types of checks on information entered: Input Edits and Business Rule Edits.

Input Edits

Whenever you save information or proceed to a new screen, the site checks for input errors. These errors may include entry errors such as an invalid data entry (such as entering a 4-digit Zip Code), or a non-logical entry (e.g., entering a greater number of eligible than enrolled children).

If a form contains an input error and the user selects **Save**, the screen either displays the error code and description in red at the top of the page (and the error code is a letter) or displays a message next to the field in error. Input errors must be corrected before you can proceed. The system will not save data entered on a screen that contains an input error. The user must correct the input errors and select **Save** again.

Figure 6: Examples of an Input Error (Partial Screen)

Business Rule Edits

Business rule edits are used to ensure that entered data on a form conforms to state-defined guidelines/requirements and federal regulation. Once the user initiates a save, the system will perform business rule edit checks after all input errors have been corrected and display a confirmation screen stating that data entered has been saved and identifies whether errors exist.

The user may correct business rule errors immediately or at another time. The entered data will not be lost. The errors will display at the top of the screen with an error code (usually 4-5 digits) and error description. Business rule edits do not prohibit the system from saving the data entered on the screen.

Figure 7: Example of a Business Rule Error (Partial Screen)

In addition, business rule edits have an error severity that indicates whether an error is considered an Error or a Warning. Errors appear in red and must be corrected before the form can be submitted. Warnings appear in blue and indicate an "out of the ordinary" data value. Warning errors do not need to be corrected prior to form submission.

Figure 8: Example of a Warning

Selecting a Program Year

Information for Sponsors and sites is displayed based on the selected program year. Upon logging on to the system, the "active" program year is the default selection and displays in the top-right corner in the blue bar. In order to view information from a prior year, you will need to change the program year.

Note: A Sponsor will be unable to select a new year if they have not been granted the security right. Contact the Help Desk and request access to the **Select Year** security right if you think this is in error.

To select a program year

1. Select **Year** on the blue menu bar at the top of the page. The Year Select screen displays.

2. Select the year.

   Note: The selected year is indicated by **< Selected**.

3. Use the menu bar to return to your task in the program.

Year Select

Select Year	
2015 - 2016 **< Selected**	
2014 - 2015	
2013 - 2014	
2012 - 2013	

Figure 9: Year Select screen

Sponsor Search

Note: If you are associated with only one Sponsor, you will be unable to access the Sponsor Search screen. The system will always default to the Sponsor's data.

If you are associated with multiple Sponsors, you must search for and select a Sponsor using the Sponsor Search function before beginning any task. When the Sponsor Search screen displays, you can search for the Sponsor using all or part of the IRN, Sponsor Name, or any other combination of parameters provided on this screen.

To search for a Sponsor

1. On the menu bar, select **Search**. Then select **Sponsor Search**. [If the Sponsor Search screen is already displayed, begin at Step 2.] The Sponsor Search screen displays.

2. Enter search parameters (see table for additional information on using the search parameters).

3. Select **Search.**

4. Select the Sponsor you wish to access.

> **TIP:** The Sponsor List displays based upon the search criteria entered. If no selections were made, the list displays all available Sponsors with the designated status (default is "Active"). To display all Sponsors, leave all search parameters blank and select **Search.**

Search for Sponsors

IRN:		Packet Status:	
Sponsor Name:		Field Service Rep:	
FEIN:		Packet Assigned To:	
County:		Region:	
		Program Status:	
Sponsor Status:	Active	Program:	Both
☐ Search all available Programs			

Figure 10: Sponsor Search screen

Note: Sponsor users will only see Sponsors associated with their user account.

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The search parameters follow a specific set of rules. These are described in the following table.

If the type of search is identified as "includes", the system will search for any Sponsor that includes the parameter in any portion of the selected field. For example, if the user entered "011" in the IRN parameter, the system will retrieve all Sponsors with IRNs containing "011" (e.g. 18011, 48011, and 118011)

If the type of search is "exact match", the system will search only for any Sponsor that exactly matches the parameter. For example, if the user selected "Butler" in the County parameter, the system will retrieve all Sponsors associated with the county of Butler.

Parameter	Type of Search	Search Features
IRN	"includes"	▪ If in combination with the Sponsor Name, the IRN takes precedence ▪ If in combination with any other parameter, all parameters are used to perform the search
Sponsor Name	"includes"	▪ If in combination with the IRN, the IRN takes precedence; this parameter is ignored ▪ If in combination with any other parameter, all parameters are used to perform the search
FEIN	"includes"	▪ If in combination with the IRN, the search is performed using both the IRN and this parameter ▪ If in combination with any other parameter, all parameters are used to perform the search
County **Packet Status** **Field Service Rep** **Packet Assigned To** **Region** **Program Status**	"exact match"	▪ If in combination with the Agreement, the search is performed using both the IRN and this parameter ▪ If in combination with any other parameter, all parameters are used to perform the search
Sponsor Status	"exact match"	▪ Required; defaults to "Active" ▪ If in combination with any other parameter, all parameters are used to perform the search
Program	"exact match"	▪ Required ▪ Defaults to "Both"; can filter by Centers or DCH ▪ If in combination with any other parameter, all parameters are used to perform the search

The system will ignore all search criteria except for the IRN and Sponsor Status. If the Contracting Name is entered, and no IRN is entered, the system will ignore all search criteria except for Sponsor Name. If no parameters are entered, the system will retrieve all Sponsors in all programs.

Search for Sponsors

IRN:		Packet Status:	
Sponsor Name:		Field Service Rep:	
FEIN:		Packet Assigned To:	
County:		Region:	
		Program Status:	
Sponsor Status:	Active	Program:	Both

☑ Search all available Programs

Search

Sponsors   **Found: 4297**

IRN	Sponsor Name	SNP	SFSP	CACFP	FDP	Status
000012	XYZ	✔	✔	✔	✔	Active
000103	City of Moraine Parks & Recreation		✔	✔	✔	Active
000106	HOPE Project Ministries					Active
000108	Pump House Ministries		✔			Active
000110	Van Wert Family YMCA			✔		Active

Figure 11: Sponsor Search screen – Search all available Programs example

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Applications

Now that you know how to access and log on to the system, the remainder of the manual will explore the functions of the Child and Adult Care Food Program module. Let's first look at the Applications component of the system, where users manage enrollment of Sponsors and Sites.

About the Program Year Enrollment Process

In order to participate in the Child and Adult Care Food Program, Sponsors must submit an Application Packet to the State for review and approval. Before beginning the Application Packet, Sponsors must select the "Add" action on the Application Packet screen. The user is then transferred to a blank CACFP Sponsor application screen. A new Application Packet must be submitted and approved for each program year. Once the Application Packet is approved, monthly claims for reimbursement may be submitted.

			Packet Assigned To: unassigned
Action	**Form Name**	**Latest Version**	**Status**
Add	Sponsor Application		Not Started

Figure 12: Enrolling in a New Program Year

Submitting an Application Packet

The Sponsor can submit the Centers or Day Care Home Application Packet to the State once the application is deemed complete by the system. In order to be able to submit an Application Packet, the packet must contain:

- A completed Sponsor Application with no errors.

- At least one completed CACFP Site/Provider Application with no errors.

- A Board of Directors/Principals Members List must exist and contain no errors.

- A completed Budget Detail with no errors.

- A completed Management Plan with no errors.

- A completed Sponsor Certification form.

- All items in the Checklist are identified as submitted to ODE.

Once the Application Packet has been submitted to the State for approval, the packet history section of the Application Packet screen will display the event and the packet status changes to **Submitted for Approval.**

Packet History		
Event	**Event Date/Time**	**User**
The application packet was approved.	7/22/2014 10:57:47 AM	Developer
The application packet was submitted.	7/22/2014 10:57:40 AM	Developer
The application packet was changed requiring it to be submitted.	7/22/2014 10:56:51 AM	Developer

Figure 13: Packet History (sub-section of the Application Packet screen)

Applications Menu

The Applications menu is the starting point for all tasks related to the annual Child and Adult Care Food Program enrollment process. Menu items are based on security levels.

To access the Applications Menu

1. On the blue menu bar, select **Applications.** The Applications Menu displays.

2. Select an application item to access that application function.

Application Packet

In order to participate in the Child and Adult Care Food Program (CACFP), Sponsors must submit an Application Packet to the State for review and approval. At the beginning of each program year, Sponsor data is rolled over and must be verified by Sponsors prior to submitting any claims.

There are two types of CACFP Application Packets—a Center Packet and a Day Care Home Packet. The overall application process is the same for both types, though some forms differ in content.

Generally, the Application Packet contains the Sponsor application, Site/Provider application(s), Board of Directors/Principals, Budget Detail, Management Plan, Sponsor Certification, and any required Checklist items. After selecting Application Packet from the Applications menu, each required packet item and its status displays. A red arrow displays beside packet items that are not complete, while a green arrow displays for packet items that have been completed without error.

Note: Sponsors may not submit claims until their Application Packet has been approved for the respective program year.

Note: Once an Application Packet has been approved, the Application Packet must be re-submitted for approval if any of the following items have been revised:

- Sponsor Application

- Center Application

- Board of Directors/Principals

- Budget Detail

- Management Plan

An Application Packet **does not** need to be re-submitted for DCH Provider Application modifications or revisions.

Application Packet – Center and DCH Sponsors

Note: The sections below apply to both Center and DCH Application Packets. The forms displayed in the following screenshots may apply to one or both application packet types.

To access the Application Packet

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.

2. On the menu, select **Application Packet – Center** or **Application Packet – DCH**. If necessary, search for and select a Sponsor. The Application Packet screen displays.

3. Select the packet item you want to access.

Action	Form Name	Latest Version	Status
View | Modify	➡ Sponsor Application	Original	Pending Validation
Add	➡ Board of Directors/Principals		
Add	➡ Sponsor Budget Detail		
Add	➡ Sponsor Management Plan		
Add	➡ Sponsor Certification		
Details	Checklist		
View	Application Packet Notes for Sponsor		

	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Site Application(s)	1	0	0	0	0	0	1

Figure 14: Application Packet – Center screen

Action	Form Name	Latest Version	Status
View | Modify	➡ DCH Sponsor Application	Original	Pending Validation
Add	➡ DCH Board of Directors/Principals		
Add	➡ DCH Budget Detail		
Add	➡ DCH Management Plan		
Add	➡ Sponsor Certification		
Details	Checklist Summary		
Details	Application Packet Notes		
View	Application Packet Notes for Sponsor		

	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Provider Application(s)	✔	1166	0	0	0	0	0	1166

Figure 15: Application Packet – Day Care Home Sponsor screen

If the Application Packet has been submitted for approval by the Sponsor, it becomes "read only" to the Sponsor. The Application Packet screen is displayed with the following message to help make the Sponsor aware that they can no longer modify the submitted packet during this time.

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> The Application Packet is currently under review by the State and is unavailable for changes.

Figure 16: Application Packet screen – Message

CACFP Sponsor Application

The Sponsor Application screen provides access to the Sponsor's annual application for the Child and Adult Care Food Program. The Sponsor is required to complete a new Sponsor application annually; however, if an application is contained within the system from the previous year, the State has identified select application data that rolls over from the previous year and pre-fills a new year's application.

To view a Sponsor application (Original)

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet – Center** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select View next to the **Sponsor Application** packet item. The Sponsor Application for the designated program year is displayed.

   > **Note:** If there are multiple versions of a Sponsor application within the system (i.e., revisions exist), the system defaults to the version with the most current Application Effective Date designated on the Sponsor Application's Internal Use Only section.

To view a Sponsor application (Revision)

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet – Center** or **Application Packet – DCH**. The most current year's Application Packet screen displays.

3. Select the revision link under the **Latest Version** column. The Sponsor Application History for the designated program year is displayed.

4. Select the application version you would like to view.

   > **TIP:** The View option appears in two situations: 1) If the user only has view-access security rights or 2) If the user has modify-access security rights BUT the Application Packet has been submitted to the State and is under State review and therefore can no longer be modified.

To add a Sponsor application (New Sponsor)

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet – Center** or **Application Packet – DCH**. The most current year's Application Packet screen displays.

3. Select Add next to the **Sponsor Application** packet item. The Sponsor Application for the designated program year is displayed.

4. Enter required information.

5. Select **Save**. A confirmation screen displays.

6. Select **<Edit** to return to the Sponsor Application screen.

   -OR-

   Select **Finish** to return to the Application Packet screen.

   TIP: If a Sponsor had an application in the previous year and has elected to enroll in the new year, the prior year's application information is rolled over into the new year's application as a starting point.

To modify a Sponsor application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet – Center** or **Application Packet – DCH**. The most current year's Application Packet screen displays.

3. Select Modify next to the **Sponsor Application** packet item. The Sponsor Application for the designated program year is displayed.

4. Modify any desired information.

5. Select **Save**. A confirmation screen displays.

6. Select **<Edit** to return to the Sponsor Application screen.

   -OR-

   Select **Finish** to return to the Application Packet screen.

   TIP: The Modify option only appears when the Application Packet has not been submitted. Once an application has been submitted and approved by the State, a revised application must be submitted (i.e., the Revise option is displayed).

To delete a Sponsor application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet – Center** or **Application Packet – DCH**. The most current year's Application Packet screen displays.

3. Select Modify next to the **Sponsor Application** packet item. The Sponsor Application for the designated program year is displayed.

4. Select **DELETE** on the Edit menu in the top-right corner.

5. The system transfers you to the bottom of the screen and a warning message is displayed.

6. Select the **Delete** button at the bottom of the page. A confirmation message displays.

> **WARNING**: A Sponsor application can only be deleted if the Sponsor has not yet submitted any claims for the program year.
>
> Once the application has been deleted, it is permanently removed and cannot be restored. Use caution before deleting an application.

To revise a Sponsor application

Note: Only state-approved applications can be revised. Once a Sponsor revises the Sponsor Application, the Application Packet must be re-submitted and the state review and approval process starts again.

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet – Center** or **Application Packet – DCH**. The most current year's Application Packet screen displays.

3. Select Revise next to the **Sponsor Application** packet item. The Sponsor Application for the designated program year is displayed.

4. Modify any desired information.

5. Select **Save**. A confirmation screen displays.

6. Select **<Edit** to return to the Sponsor Application screen you just modified.

    -OR-

    Select **Finish** to return to the Application Packet screen.

> **TIP:** The Revise option only appears when the previously submitted Application Packet has been approved by the state.

CACFP Centers: Site Application(s)

Sponsors serving as CACFP Centers must complete a Site Application for each of their sites. The Site Application screen provides access to the annual application for the Child and Adult Care Food Program for

both new and renewing sites. Applications must be completed annually; however, if an application is contained within the system from the previous year, **the State** has identified select application data that rolls over from the previous year and pre-fills a new year's application.

To access the Sponsor's site list

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet** - **Center**. (If you have not selected a Sponsor, the Sponsor Search screen displays.) The most current year's Application Packet screen displays for the selected Sponsor.

3. Under Site Applications, select **Site Application(s)**. The CACFP - Application Packet Site List displays.

Child & Adult Care Food Program
Application Packet - Site List for 2015 - 2016

000183   Status: Active
Childrens Laugh N Learn LLC
DBA:
10702 US Rt 68 N
Kenton , OH 43326-9206
County: Hardin
FEIN: 23-1247891

Action		Site #	Site Name	Type	Latest Version	Status
View | Revise	✔	50005957	Childrens Laugh N Learn LLC	CC	Rev. 2	Approved
Add Site						

Total Sites Enrolled: 1

Figure 17: Application Packet – CACFP Site List screen

To add a new site (only available to Sponsors)

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet** - **Center**. (If you have not selected a Sponsor, the Sponsor Search screen displays.) The most current year's Application Packet screen displays for the selected Sponsor.

3. Under Site Applications, select **Site Application(s)**. The CACFP - Application Packet Site List displays.

4. At the bottom of the site list, select **Add Site.** The Available Site(s) screen displays.

    Note: The sites displayed on this screen are sites that are designated as CACFP sites on the Site Profile screen, but who do not have a site application.

5. If the site you would like to add an application for is listed, select the site. If the site you would like to add an application for is not listed, select **Add New Site.** If selecting 'Add New Site', the 'Quick' Site Profile screen displays.

6. The system automatically defaults the Site ID to the next available ID for this Sponsor. For new sites, this value can be overridden if needed.

> **TIP:** For most Sponsors, it is highly recommended that you use the Site ID assigned by the system. The system has verified that the assigned ID is unique and is the next available Site ID for the Sponsor.

7. For new sites, enter the Site Name and County.

8. Select **Save.** The Site Application for the new site is displayed.

Site Information

Site ID:	200001417
Site Name:	
County:	

Figure 18: 'Quick' Site Profile screen

To view a Site Application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet** - **Center**. (If you have not selected a Sponsor, the Sponsor Search screen displays.) The most current year's Application Packet screen displays for the selected Sponsor.

3. Under Site Applications, select **Site Application**(**s**). The CACFP - Application Packet Site List displays.

4. Select **View** next to the site whose application you would like to view. The site's Site Application is displayed.

To modify a Site Application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet** - **Center**. (If you have not selected a Sponsor, the Sponsor Search screen displays.) The most current year's Application Packet screen displays for the selected Sponsor.

3. Under Site Applications, select **Site Application**(**s**). The CACFP - Application Packet Site List displays.

4. Select **Modify** next to the site whose application you would like to view. The Site Application is displayed.

5. Modify any desired information.

6. Select **Save**. A confirmation screen displays.

7. Select **<Edit** to return to the Site Application screen.

   -OR-

   Select **Finish** to return to the CACFP Site List screen.

8. Repeat **Steps** 4 through 7 for each site that will participate in the program.

To delete a Site Application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet** - **Center**. (If you have not selected a Sponsor, the Sponsor Search screen displays.) The most current year's Application Packet screen displays for the selected Sponsor.

3. Under Site Applications, select **Site Application**(**s**). The CACFP - Application Packet Site List displays.

4. Select **Modify** next to the site whose application you would like to delete. The Site Application is displayed.

5. Select **DELETE** on the Edit menu in the top-right corner.

6. The system transfers you to the bottom of the screen and a warning message is displayed.

7. Select the **Delete** button at the bottom of the page. A confirmation message displays.

WARNING: Only a site application that has not been approved can be deleted. Once the application has been deleted, it is permanently removed and cannot be restored. Use caution before deleting an application.

To revise a Site Application

Note: Only state-approved applications can be revised. An application that has been submitted BUT is currently under review by the State CANNOT be revised.

Once a Sponsor revises a Site Application, the Application Packet must be re-submitted and the state review and approval process starts again.

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet** - **Center**. (If you have not selected a Sponsor, the Sponsor Search screen displays.) The most current year's Application Packet screen displays for the selected Sponsor.

3. Under Site Applications, select **Site Application**(**s**). The CACFP - Application Packet Site List displays.

4. Select **Revise** next to the site whose application you would like to revise. The Site Application is displayed.

5. Modify any desired information.

6. Select **Save**. A confirmation screen displays.

7. Select **<Edit** to return to the Site Application screen.

   -OR-

   Select **Finish** to return to the CACFP Site List screen.

TIP: The Revise option only appears when the previously submitted Application Packet has been approved by the state.

Closing a Site

A site may be closed within the system, whereby applications cannot be submitted for the site.

To close a Site

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet** - **Center**. (If you have not selected a Sponsor, the Sponsor Search screen displays.) The most current year's Application Packet screen displays for the selected Sponsor.

3. Under Site Applications, select **Site Application**(**s**). The CACFP - Application Packet Site List displays.

4. Select the link under the Latest Version column for the desired site. The Application History screen is displayed.

5. Select **Close Site**. The End Site Agreement screen is displayed.

6. Enter the **Closed/Terminated Date**. If the Sponsor is entering site level claims, the Days of Operation fields for this site will edit check with this date to ensure meals aren't claimed after the entered date.

7. Select the **Closed/Terminated Code**.

8. Enter the **Closed/Terminated Reason**.

9. If desired, provide a description as to why the site is being closed in the **Closed/Terminated Comment**.

10. Select **Save**. The Site Application History screen is displayed with a message stating that the site's enrollment is closed.

Action	Effective Claim Period	Version	Status	Approved Date
View	Oct 2014	3 (Rev. 2)	Error	
View	Oct 2013	2 (Rev. 1)	Approved	07/22/2014
View	Oct 2012	1 (Original)	Approved	04/18/2014

The Site's enrollment was closed/terminated as of: 08/11/2014.

< Back   Re-Open Site

Figure 19: Example of a Confirmation of a Closed Site

To re-open a closed Site

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet** - **Center**. (If you have not selected a Sponsor, the Sponsor Search screen displays.) The most current year's Application Packet screen displays for the selected Sponsor.

3. Under Site Applications, select **Site Application(s)**. The CACFP - Application Packet Site List displays.

4. Select the link under the Latest Version column for the desired site. The Site Application History screen is displayed. If accessing Provider Application(s), first select **View** next to the Provider.

5. Select **Re-Open Site** or **Edit Provider Closure**. The End Site Agreement screen is displayed.

6. Delete the **Closed/Terminated Date.**

7. Select the blank space from the drop-down menu for the **Closed/Terminated Code**.

8. Delete the **Closed/Terminated Reason**.

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9. Delete the **Closed/Terminated Description**.

10. Once all fields are blank, select **Save**. The Site Application History screen is displayed.

CACFP Day Care Homes: Provider Application(s)

Sponsors must complete a Provider Application for each of their Providers. The Provider Application screen provides access to the annual application for the Child and Adult Care Food Program for both new and renewing Providers. New applications must be completed annually. Existing Provider applications are automatically "rolled over" and do not require additional submission if no changes are made. The system will automatically set them to an Approved status upon rollover. If the Sponsor changes a Provider application, it is moved into a Pending Validation status.

To access the Sponsor's Provider list

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet** - **DCH**. (If you have not selected a Sponsor, the Sponsor Search screen displays.) The most current year's Application Packet screen displays for the selected Sponsor.

3. Under Site Applications, select **Provider Application(s)**.

		Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Provider Application(s)	✔	1166	0	0	0	0	0	1166

Figure 20: Application Packet –Provider Applications screen

4. The CACFP - Application Packet DCH Provider List displays.

Note: Selecting a link in the Provider Totals section will limit the list of Providers displayed below. You may also search for a specific Provider by License Number, Provider Name or Alternate Provider ID.

Provider Totals

Approved: 1166	Unapproved: 0	Total: 1166	Closed: 0	Self-Cancelled: 0	Terminated: 0
Applications Pending Approval: 0			Applications with Errors (Inactive): 0		

Provider Search

Show All Providers or Search By: [⌄] [ ] [Search]

☐ Include **All** closed Providers

[< Back]   [Add Provider]

Figure 21: Application Packet – DCH Provider List screen

To add a new Provider (only available to Sponsors)

1. At the bottom of the CACFP - Application Packet DCH Provider List screen, select **Add**

Provider. The Add Provider screen displays.

2. Enter the applicable search criteria and click **Search**.

3. If the Provider you would like to add an application for is listed, select the **Add** link. If the Provider you would like to add an application for is not listed, enter the first and last name and select **Add New Provider** button**.** A new Provider Application displays.

Provider Information

Provider Date of Birth	07/02/1984 (mm/dd/yyyy)
SSN Last Four Digits	9512
Last Name (if applicable)	Smith

There were no matches in the system for the search information entered.
Please enter the following Provider information to begin the enrollment process:

Provider Date of Birth	07/02/1984 (mm/dd/yyyy)
SSN Last Four Digits	9512
First Name:	
Last Name:	Smith

< Back   Search   Add New Provider

Figure 22: Add Provider screen

Note: If the Provider is currently active with another DCH Sponsor, the system will issue an error message stating that the Provider cannot be added.

A fatal error has occurred while trying to process the Add Provider. Some or all of the information could not be processed.

Code	Error Description
*	Provider cannot be added. A Provider with the same ID is currently actively participating.

Figure 23: Example of an Error Notification

To view a Provider Application

1. From the CACFP - Application Packet DCH Provider List screen, select **Details** next to the Provider whose application you would like to view.

2. Select **View** next to view the respective version of the application.

Provider Applications

Action	Effective Claim Period	Version	Tier	Status	Approved Date
View	Jun 2015	7	Tier I	Approved	10/27/2014
View	Oct 2014	6	Tier I	Approved	10/27/2014
View	Dec 2013	5	Tier I	Approved	12/6/2013
View	Oct 2013	4	Tier I	Approved	12/19/2012
View	Dec 2012	3	Tier I	Approved	12/19/2012
View	Nov 2012	2	Tier I	Approved	11/21/2012
View	Oct 2012	1	Tier I	Approved	11/21/2012

Figure 24: Provider Application Effective Dates screen (View)

To modify a Provider Application

1. From the CACFP - Application Packet DCH Provider List screen, select **Details** next to the Provider whose application you would like to modify.

2. Select **Modify** next to the Provider whose application you would like to modify. The Provider Application is displayed.

Provider Applications

Action	Effective Claim Period	Version	Tier	Status	Approved Date
View | Modify	Jun 2015	8	Tier I	Error	
View	Jun 2015	7	Tier I	Approved	10/27/2014

Figure 25: Provider Application Effective Dates screen (Modify)

3. Modify any desired information.

4. Select **Save**. A confirmation screen displays.

To delete a Provider Application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet** - **DCH**. (If you have not selected a Sponsor, the Sponsor Search screen displays.) The most current year's Application Packet screen displays for the selected Sponsor.

3. Select **Provider Application**(**s**). The CACFP - Application Packet DCH Provider List displays.

4. Select **Details** next to the Provider whose application you would like to delete.

5. Select the **Modify** link for the desired application version. The Provider Application is displayed.

6. Select **DELETE** on the Edit menu in the top-right corner.

7. The system transfers you to the bottom of the screen and a warning message is displayed.

8. Select the **Delete** button at the bottom of the page. A confirmation message displays.

WARNING: Only a Provider application that has not been approved can be deleted. Once the application has been deleted, it is permanently removed and cannot be restored. Use caution before deleting an application.

To revise a Provider Application

Note: Only state-approved applications can be revised. An application that has been submitted BUT is currently under review by the State CANNOT be revised.

The Application Packet does not need to be re-submitted for review and approval if a Sponsor revises a Provider Application.

1. From the CACFP - Application Packet DCH Provider List screen, select **Details** next to the Provider whose application you would like to modify.

2. Select **Details** next to the Provider whose application you would like to revise.

3. Select the **Revise Application** button. The Provider Application is displayed.

Provider Checklist Items

Action	Total Items	Submitted Items	Approved Items
View | Modify	0	0	0

[< Back]   [Revise Application]   [Close Provider]

Figure 26: Provider Application Effective Dates screen (Revise Application)

4. Modify any desired information.

5. Select **Save**. A confirmation screen displays.

> **TIP:** The Revise option only appears when the previously submitted Application Packet has been approved by the state.

Closing a Provider

A Provider may be closed within the system, whereby applications cannot be submitted for the Provider.

To close a Provider

1. From the CACFP - Application Packet DCH Provider List screen, select **Details** next to the Provider whose application you would like to modify.

2. Select **Close Provider** button. The End Site Agreement screen is displayed.

Provider Checklist Items

Action	Total Items	Submitted Items	Approved Items
View | Modify	0	0	0

[< Back]   [Revise Application]   [Close Provider]

Figure 27: Provider Application Effective Dates screen (Close Provider)

3. Enter the **Closed/Terminated Date**. If the Sponsor is entering site level claims, the Days of Operation fields for this site will edit check with this date to ensure meals aren't claimed after the entered date.

4. Select the **Closed/Terminated Code**.

5. Enter the **Closed/Terminated Reason**.

6. If desired, provide a description as to why the site is being closed in the **Comment(s)**.

7. Select **Save**. The Site Application History screen is displayed with a message stating that the site's enrollment is closed.

Provider closure information has been saved.
The Provider's enrollment was closed with code: 'Provider Transfer'.

Provider Applications

Action	Effective Claim Period	Version	Tier	Status	Approved Date
View	Oct 2012	1	Tier I	Approved	8/4/2014 10:01:48 AM

Figure 28: Example of a Confirmation of a Closed Provider

To re-open a closed Provider

1. From the CACFP - Application Packet DCH Provider List screen, check the checkbox nest to Include **All** closed Providers and select **Details** next to the Provider whose application you would like to modify.

2. Select **Edit Provider Closure**. The End Site Agreement screen is displayed.

3. Delete the Closed/Terminated Date.

4. Select the blank space from the drop-down menu for the Closed/Terminated Code.

5. Delete the Closed/Terminated Reason.

6. Delete the Closed/Terminated Description.

7. Once all fields are blank, select **Save**.

Transferring a Provider

A Provider may be transferred from one Sponsor to another within the system. This capability allows for a Provider's information to be retained even though it may be associated with a different Sponsor upon the transfer. The transfer capability is enabled when a new Provider is attempted to be added to a Sponsor. The system will first verify if the Provider already exists in the system and if so, it will provide the user the ability to transfer the Provider to the Sponsor.

To transfer a Provider from another Sponsor

1. At the bottom of the CACFP - Application Packet DCH Provider List screen, select **Add Provider.** The Add Provider screen displays.

2. Search for the desired Provider by type, license number and/or last name. If the Provider is eligible to be transferred, a **Transfer** link displays next to the Provider Name.

3. Select **Transfer**. The Provider Transfer screen displays.

4. Enter the **Transfer Start Date**. (The Transfer Start Date must occur after the Transfer Close Date and cannot occur in the same month as the Transfer Close Date.)

5. Enter the **Close Date**.

6. Enter the **Transfer Reason**.

7. If desired, enter any comments.

8. Select **Save**

Board of Directors/Principals/Principals

The Board of Directors/Principals Member List details all board members associated with the Center or Day Care Home. This form must be completed as part of the Application Packet. There is no variance between a Board of Directors/Principals screen for a Center or a Day Care Home.

To add a Board of Directors/Principals list

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Add** for the Board of Directors/Principals.

4. Select **Add Member**. The Board of Directors/Principals – Member Information screen displays.

5. Complete the Board Member Information.

6. Select **Save.**

7. Select **Finish** to return to the Board of Directors/Principals Member List.

Board Member Information

1. Board Member Type: [▼]
2. Length of Time on Board: [   ]

	Salutation	First Name	Last Name

3. Name: [▼] [   ] [   ]
4. Date of Birth: [   ] (mm/dd/yyyy)
5. Email Address: 🔲 [   ]
6. Phone: [   ] Ext: [   ] Fax: [   ]
7. Occupation: [   ]
8. Current Employer: [   ]

Current Employer Address

9. Address 1: [   ]
10. Address 2: [   ]
11. City: [   ]
12. State: [OH] Zip: [   ] USPS Zip Code Lookup

Home Address

13. Address 1: [   ]
14. Address 2: [   ]
15. City: [   ]
16. State: [OH] Zip: [   ] USPS Zip Code Lookup

17. Is this member related to other board members or staff of this organization? ○ Yes   ○ No

If **Yes**, please specify Name and Position held: [   ]

Figure 29: Board of Directors/Principals – Member Information

To view or modify the Board of Directors/Principals

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Details** for the Board of Directors/Principals Board Member List.

Action	Name	Board Position	Phone
View | Modify	Brandi Smith 2135 W Main St Any Town, OH 58048 DOB: 05/01/1967	Chairman of the Board	(555) 951-4156

Figure 30: Board of Directors/Principals Member List screen

4. Select **View** or **Modify** to access Board of Directors/Principals – Member Information.

5. Modify any desired information.

6. Select **Save.**

7. Select **Finish** to return to the Board of Directors/Principals Member List.

To add a member to the Board of Directors/Principals

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Details** for Board of Directors/Principals Board Member List.

4. Select **Add Member**.

5. Complete the Board of Directors/Principals – Member Information screen.

6. Select **Save.**

To delete a member from the Board of Directors/Principals

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Details** for Board of Directors/Principals Board Member List.

4. Select **Modify** for the member you wish to delete.

5. Select **Delete** in the top-right corner.

6. Select **Delete** at the bottom of the screen to confirm**.**

Sponsor Budget Detail

The Sponsor Budget Detail screen must be completed by all Center and Day Care Home Sponsors. The budget screen varies depending if the budget is for a Center or for a Day Care Home. The system will not allow an Application Packet to be submitted without an error-free Budget. Once a Budget is approved, a revision (i.e., a new version) must be created.

To add a Budget

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Add** next to **Budget Detail**. The Budget screen displays.

4. For each line item, select the respective link to expand the section to enter budget detail information.

   Note: You <u>must</u> click the Close link (Close) in the bottom-right of the expanded section in order to save your data.

5. For some line items (e.g., Executive Staff), a new screen displays. Complete the information on

the screen and select **Save.**

6. Complete all applicable line items in the budget.

7. Centers Only: If requesting a waiver for administrative costs over 15%, select the "Waiver Requested?" checkbox.

8. Complete the Additional Questions section.

9. Select the Certification checkbox and click **Save**. A confirmation screen displays.

10. Select **<Edit** to return to the Budget Detail screen.

    -OR-

    Select **Finish** to return to the Application Packet screen.

To view a Budget

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. To view the most current Budget Detail, select **View** next to Sponsor Budget Detail. The Budget Detail screen displays.

    –OR-

    To view a prior Budget Detail, select the revision link under the **Latest Version** column. The Sponsor Budget History for the designated program year is displayed.

Version	Status	Approved Date
Revision 1	Pending Validation	
Original	Approved	04/21/2011

    Figure 31: Sponsor Budget History screen

4. Select the budget version you would like to view.

To modify a Budget

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Modify** next to **Budget Detail**. The Budget Detail screen displays with the most current, un-submitted budget data.

4. Modify any desired information.

5. Select **Save**. A confirmation screen displays.

6. Select **<Edit** to return to the Budget Detail screen.

   -OR-

   Select **Finish** to return to the Application Packet screen.

To revise a Budget

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Revise** next to **Budget Detail**. The Budget Detail screen displays with the most current budget data.

4. Modify any desired information.

5. Select **Save**. A confirmation screen displays.

6. Select **<Edit** to return to the Budget Detail screen.

   -OR-

   Select **Finish** to return to the Application Packet screen.

> **TIP:** When creating a revision, the system maintains the previously-approved budget that can be accessed via the Sponsor Budget History screen.

To delete a Budget

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Modify** next to **Budget Detail**. The Budget Detail screen displays.

4. Select **Delete** in the top-right corner.

5. Select **Delete** at the bottom of the screen to confirm.

Sponsor Management Plan

The Sponsor Management Plan screen must be completed by all Sponsors in order to submit the Application Packet.

Once a Management Plan is approved, a revision (i.e., a new version) must be created if any changes are to be made.

To add a Sponsor Management Plan

Note: If there are multiple versions of a budget within the system (i.e., revisions exist), the system defaults to the most current version.

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Add** next to **Sponsor Management Plan**.

4. Complete the form.

5. Select **Save**. A confirmation screen displays.

6. Select **<Edit** to return to the **Sponsor Management Plan** screen.

   -OR-

   Select **Finish** to return to the Application Packet screen.

To view a Sponsor Management Plan

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. To view the most current Management Plan, select **View**.

   –OR-

   To view a prior Management Plan, select the revision link under the **Latest Version** column. The Management Plan History for the designated program year is displayed.

Version	Status	Approved Date
Revision 1	Pending Validation	
Original	Approved	08/13/2014

Figure 32: Management Plan History screen

4. Select the version you would like to view.

To modify a Management Plan

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Modify** next to Management Plan.

4. Modify any desired information.

5. Select **Save**. A confirmation screen displays.

6. Select **<Edit** to return to the Management Plan screen.

    -OR-

    Select **Finish** to return to the Application Packet screen.

To revise a Management Plan

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Revise** next to Management Plan.

4. Modify any desired information.

5. Select **Save**. A confirmation screen displays.

6. Select **<Edit** to return to the Management Plan screen.

    -OR-

    Select **Finish** to return to the Application Packet screen.

> **TIP:** When creating a revision, the system maintains the previously-approved budget that can be accessed via the Management Plan History screen.

To delete a Management Plan

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Modify** next to Management Plan.

4. Select **Delete** in the top-right corner.

5. Select **Delete** at the bottom of the screen to confirm.

Sponsor Certification

Sponsors must certify to a series of statements annually during the Application Packet renewal process.

To complete the Sponsor Certification

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Add** for the Sponsor Certification.

4. Read each statement and click the respective textboxes to certify.

5. Select **Save**.

Checklist

A checklist is automatically generated based upon answers to specific questions from the Sponsor and site applications. The checklist identifies supplemental documents that need to be submitted to the state. The Checklist feature allows Sponsors to keep track of documents and their dates of submission. State users use this feature to identify when documents have been received and to denote the status of the documents.

To access a Checklist

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Details** for the Checklist. The Checklist Summary screen displays.

Sponsor	Total Items	Submitted Items	Approved Items
Brighton Center Inc	2	0	0

Child & Adult Care Food Program Sites	Total Items	Submitted Items	Approved Items
Brighton Center Inc	0	0	0
Homeward Bound Shelter	0	0	0

Figure 33: Checklist Summary screen

To view a Checklist

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Details** for the Checklist. The Checklist Summary screen displays.

4. Select the Sponsor or Site/Provider whose checklist you wish to view. The Checklist screen displays.

   Note: Only Sponsors and sites who have completed their applications and who have additional required documents will have a checklist.   Checklist items are generated based on ODE business rules associated with the respective Sponsor or Site Application data.

To update a Checklist

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Details** for the Checklist. The Checklist Summary screen displays.

4. Select the Sponsor or Site/Provider whose checklist you wish to update. The Checklist screen displays.

5. Identify whether the document has been submitted and the submission date. The Date Submitted to ODE field automatically defaults to the system date. This can be changed by the user. A checklist is not considered complete until all checklist items are identified as having been submitted to ODE.

6. Select **Save**. The Checklist Summary screen displays.

To upload an attachment to a Checklist item

Note: If the checklist item has a paper clip icon next to it, you can upload an attachment. Files in the following formats can be uploaded: .doc, .xls, .pdf, and .jpg.

1. Select the paper clip. The Checklist File Upload Details screen displays.

2. Use the **Browse** button to select the file to upload. If desired, enter a brief comment (field is not required).

3. Select **Save**.

Figure 34: Checklist File Upload Detail screen

Application Packet Notes for Sponsor

The Application Packet Notes for Sponsor screen allows sponsor users to read notes from the State Agency regarding their Application Packet.

To view an application note

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **View** for Application Packet Notes for Sponsor. The Application Packet Notes screen displays.

Advance Requests

The Advance Requests function enables DCH Sponsors to submit advance requests to the State. The Sponsor can specify the percentage amounts for Administrative requests, which are then reviewed by the State.

To request an Advance Request (DCH Sponsors)

1. On the blue menu bar, select **Applications**.
2. Select **Advance Requests**.
3. Select **Day Care Home Program (DCH)**.
4. Select **Create New Request**.

Figure 35: Advance Request screen

5. Select the checkbox for DCH Administrative and select the Percent Requested from the dropdown list.

6. Select the Certification Statement checkbox.

7. Select **Save.**

Advance Types

☐   DCH Operating   Percent Requested:
                       [0% ▽]

Figure 36: Advance Request Detail screen

To modify a new advance request

1. Access **Advance Requests** through the Applications menu.

2. Select **Day Care Home Program (DCH)**.

3. Select the checkbox to request an advance.

4. For each checked box, select the desired advance percentage from the dropdown list.

5. Select the checkbox for the certification statement.

6. Select **Save.**

> **Note**: Once an advance has been processed and or approved, the advance request amount/percentage cannot be changed, and the option to delete is no longer available.

To delete an advance request

1. Access **Advance Requests** through the Applications menu.

2. Select **Day Care Home Program (DCH)**.

3. Select DELETE in the top-right corner.

4. Select the **Delete** button at the bottom of the screen to confirm.

Download Forms

The Download Forms function allows users to view, download and/or print all forms and documents made available on the site by the State.

To download or view a form

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.

2. On the menu, select **Download Forms**. The Download Forms screen displays a list of all available forms.

3. Select the Form ID of the form you wish to download. If the form is a document, a gray dialog box appears.

4. Select **Open** to view the form.
   - OR -

Select **Save** to save the form to your computer.

> **Note:** The software application associated with the form will initiate the opening of the form. For example, if the form is a Microsoft Word document, Microsoft Word on your desktop will initiate the opening of the form. This is also true with Microsoft Excel or Adobe Acrobat forms.

5. Select the **<Back** button to return to the previous screen.

Download Forms

View: Grouped ▾

	Form ID	Description	Last Modified	New Sponsor?
−				
+	Child Nutrition General Forms (8)			
−	CACFP General Forms (16)			
	Financial Audit Questionnaire	Required for sponsors that expend more than $500,000 in federal funds annually	04/23/2013	Y
	CACFP Sample Policy & Procedures	Sample Fiscal Operational, Nondiscrimination, Outside Employment, Recruitment, Unserved Facility	11/04/2012	Y

Figure 37: Download Forms screen (partial screen)

> **TIP:** The "New Sponsor?" column indicates whether the form is required for submission by Sponsors new to the Child and Adult Care Food Program.

4

Claims

The Claims component allows Sponsors to submit monthly online reimbursement claim requests to the State, review claim rates, and review historical payment summaries.

About the Claims Process

A Sponsor submits a reimbursement claim to the State for every month in which one or more sites participates in the Child and Adult Care Food Program. Sponsors may enter Sponsor and site information into the monthly claim form beginning at the first of every month. Sponsors have fifteen days from the last day of the claim month/year to submit an original claim

Note: Claims cannot be created for a month if there is no approved Application Packet in effect for that period. If you cannot access claims for a specific month, be sure your Application Packet has been approved. If your Application Packet has been approved and you still cannot enter a claim for a specific month, contact the State Agency to validate the effective date of the Sponsor application and Site application.

At the time claims are submitted, they are checked by the system to ensure they conform to established business rules governing reimbursement claim eligibility and approval.

The following table identifies the steps related to submitting and processing a claim:

Performed by	Task
Sponsor	Complete the Claim for Reimbursement form(s) for the selected claim month. Submit error-free claim to the State for processing.
State	Review and approve claim. Select claim for inclusion in the payment process. Send payment information to the appropriate State agency for payment.

Claims Menu

Sponsors use the Claims Menu to access CACFP claim functions, view current claim rates, or view payment summaries. From the menu, select a claims item to access that claim function.

Item	Description
Claim Entry - Centers	Center Claim Entry (Breakfast, Lunch, Supper, Supplements)
Claim Entry - DCH	DCH Claim Entry (Breakfast, Lunch, Supper, Supplements)
Claim Rates - Centers	Adult and Child Care Center Claim Rates - View current claim rates
Claim Rates - DCH	Day Care Home Provider Claim Rates - View current claim rates
Payment Summary	Payment Summary

Figure 38: Claims Menu

Claim Dates

The table below lists and describes the various dates used throughout the Claims functions of the system:

Date	Description
Date Created	This date is set to the current system date when the claim is initially created.
Date Modified	This date is set to the current system date when the claim is initially created and each time the claim is saved.
Date Received	This date is typically set to the date the claim was first submitted to the State. The value of this field is used to validate the 15/30 day claim rules.
Date Accepted	This date is set to the current system date each time the claim is submitted for payment and contains no errors. If errors are detected during the submit process, the date is not set. These claims are identified with a status of "Accepted". Accepted claims can be modified until they are included in a payment batch.
Date Processed	This is the date that the claim was added by the State into the batch payment process (via Payment Tracking in the Accounting module). Once the claim has been added to a batch (i.e., "batched"), it cannot be modified. These claims are identified with a status of "Accepted*" until the batch process has completed. When the batch process is completed, the status of the claim is "Processed". If a change is required to a claim that has a status of "Accepted*" or "Processed", a revised claim must be entered into the system.

Claim Entry

The Claim Entry function is used to enter, modify, and view claims. The system provides the ability to submit claims at the Sponsor or site level. Original and upward adjusted claims cannot be submitted if the received date is more than 15 days from the last day of the claim month/year. In order to create a claim in a given month, an approved Application Packet must be in effect for the period.

Note: The general claims functionality is the same for both Centers and Day Care Homes.

To access claim entry

1. On the blue menu bar, select **Claims**.

    On the Claims menu, select **Claim Entry – Centers** or **Claim Entry - DCH**.

    If a Sponsor has already been selected, the Claim Summary screen displays.
    If no Sponsor has been selected, use the Sponsor Search to search for and select a Sponsor.

2. Select the Claim Month you would like to submit a claim. The Claim Month Details screen displays.

    > **Note:** The current program year is the default year if no other program year has been selected. For help selecting a new program year, see **_Selecting a Program Year_**.

Claim Year Summary

The Claim Year Summary summarizes information regarding the claim for each claim month in the designated year:

- Adj Number: identifies the number of revisions associated with the claim. Each revision must be re-processed by the state.

- Claim Status: identifies the current status of the claim.

- Date Received: identifies the date the system initially received the claim submission. Note: the State has the authority to modify this date.

- Date Processed: identifies the date the claim was included in the payment batch process.

- Earned Amount: identifies the current value of the claim.

    > **Note:** Only months that are identified as valid operational months for the Sponsor are enabled to submit claims.

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Oct 2014	0	Processed	12/10/2014	12/15/2014	$6,663.32
Nov 2014	0	Processed	12/30/2014	01/06/2015	$5,381.99
Dec 2014	0	Processed	02/05/2015	02/06/2015	$5,338.66
Jan 2015	0	Processed	03/31/2015	03/31/2015	$5,475.17
Feb 2015	0	Processed	04/13/2015	04/17/2015	$5,284.19
Mar 2015	0	Accepted	05/04/2015		$5,689.24
Apr 2015					$0.00
May 2015					$0.00
Jun 2015					$0.00
Jul 2015					$0.00
Aug 2015					$0.00
Sep 2015					$0.00
				Year to Date Totals	$33,832.57

Figure 39: Claim Year Summary screen

Claim Month Details

From the Claim Month Details screen, you can access a specific claim form or a summary of the submitted claim.

If the claim has been processed, the options are View (to view the completed claim form) or Summary (to view the calculated payment summary related to the claim).

Claim Month: February 2015

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View	Summary	0	04/13/2015	04/13/2015	04/17/2015	$5,284.19	Processed
				Total Earned	$5,284.19	

Figure 40: Claim Month Details screen – Example of Processed Claims

If the claim has not been processed, the options are View (to view the completed claim form), Modify (to enter a new claim or modify an existing claim) or Summary (to view the calculated payment summary related to the claim).

Claim Month: March 2015

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View	Modify	Summary	0	05/04/2015	05/04/2015		$5,689.24	Accepted
				Total Earned	$5,689.24	

Figure 41: Claim Month Details screen – Example of Non-Processed Claims

Note: Claims can be modified UNTIL they have been added by the State into the batch payment process. Once a claim has been included in a payment batch, the status of the claim is "Accepted*" until the batch process has completed. When the batch process has completed, the status of the claim is "Processed".

Claim Site List

If the Sponsor has been identified by the State as performing site-level claiming on the Sponsor Profile screen, the Sponsor would use the Claim Site List screen to select the site whose claim to add, view, or modify.

Note: Only active sites will have a link to open the Claim for Reimbursement screen.

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Apr 2015	0				

Actions	Site #	Site Name	Type	Errors	Status
Add	0001	Adventureland Childcare & Preschool	CC		

Figure 42: Claim Site List screen

To add an original claim

Claims can be entered for each eligible month in the program year. Eligible months are determined based on an approved Application Packet and the designated application effective date (identified by the State Agency in the Sponsor and Site applications).

1. From the Claims menu, select **Claim Entry – Centers** or **Claim Entry - DCH**. The Claim Year Summary screen displays.

2. Select the desired Claim Month. The Claim Month Details screen displays.

3. Select **Add Original Claim** button. If the Sponsor is performing Sponsor -level claiming, the Claim for Reimbursement screen displays.

   If the Sponsor is performing site-level claiming, the Claim Site List screen displays. Under Actions, select **Add** to the left of the Site Name you wish to add an original claim. The Claim for Reimbursement screen displays.

Claim Month: June 2014

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
There are no claims for this month.						
				Total Earned	$0.00	

< Back   Add Original Claim

Figure 43: Claim Month Details screen – Add Original Claim

Note: The **Add Original Claim** button will only display on Claim Month Details screens that currently have no claims created.

4. Enter claim information for all enrolled programs. Only the programs identified in an approved Application Packet with the appropriate effective date will be available for data entry.

5. Select **Save**. The Claim Month Details screen displays.

6. Review the information.

   To make a modification or correction to the claim, select the **<Back** button to return to the Claim for Reimbursement screen.

To submit the claim, check the Certification box and select the **Submit for Payment** button.

> **Note**: When the **Submit for Payment** button is selected, the system performs additional edit checks (e.g., 15/30 day rule, etc.). If the system identifies errors, the errors must be corrected before the user can submit the claim for payment.

> ⚠️ **WARNING**: An original claim cannot be submitted by a Sponsor if the received date is more than 60-days since the last day of claim month/year. For exceptions to this rule, contact the Help Desk.

To modify an un-processed claim

Claims can be modified as many times as desired until the claim has been submitted **and** processed by the State for payment distribution.

1. From the Claims menu, select **Claim Entry – Centers** or **Claim Entry - DCH**. The Claim Year Summary screen displays.

2. Select the desired Claim Month. The Claim Month Details screen displays.

3. If the Sponsor is performing Sponsor -level claiming, select **Modify.** The Claim for Reimbursement screen displays.

   If the Sponsor is performing site-level claiming, the Claim Site List screen displays. Under Actions, select **Modify** to the left of the Site Name you wish to view. The Claim for Reimbursement screen displays.

Claim Month: July 2014						
Claim Items	**Adj Number**	**Date Received**	**Date Accepted**	**Date Processed**	**Earned Amount**	**Status**
View | Modify | Summary	0	08/13/2014			$0.00	Pending
				Total Earned	$0.00	

Figure 44: Claim Month Details screen – Modify an Un-processed Claim

> **Note**: The Summary link is not active until a claim has been submitted with no errors.

4. Update claim information.

5. Select **Save**. The Claim Month Details screen displays.

6. Review the information.

   To make a modification or correction to the claim, select the **<Back** button to return to the Claim for Reimbursement screen.

   To submit the claim, check the Certification box and select the **Submit for Payment** button.

> **Note**: When the **Submit for Payment** button is selected, the system performs additional edit checks. If the system identifies errors, the errors must be corrected before the user can submit the claim for payment.

> ⚠️ **WARNING**: An original claim cannot be submitted by a Sponsor if the received date is more than 60-days since the last day of claim month/year.

To revise a processed claim

Claim revision resulting in a downward adjustment may be submitted at any time. Claim revisions resulting in an upward adjustment may be submitted if the date of submission is within 30 days of the last day of the original claim month. Revised claims must be re-processed by the State regardless of their original status.

1. From the Claims menu, select **Claim Entry – Centers** or **Claim Entry - DCH**. The Claim Year Summary screen displays.

2. Select the desired Claim Month. The Claim Month Details screen displays.

3. If the Sponsor is performing Sponsor -level claiming, select **Add Revision** button. The Claim for Reimbursement screen displays.

Claim Month: June 2014

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View | Summary	0	08/13/2014	08/13/2014	08/13/2014	$28.88	Processed
				Total Earned	$28.88	

< Back   Add Revision

Figure 45: Claim Month Details screen – Add Revision

If the Sponsor is performing site-level claiming, the Claim Site List screen displays. Under Actions, select **Revise** to the left of the Site Name whose claim you wish to revise. The Claim for Reimbursement screen displays.

Note: The **Add Revision** button will only display on Claim Month Details screens that currently have no claims created.

4. Make any necessary changes to the claim.

5. Select **Save**. The Claim Month Details screen displays.

6. Review the information.

   To make a modification or correction to the claim, select the **<Back** button to return to the Claim for Reimbursement screen.

   To submit the revised claim, check the Certification box and select the **Submit for Payment** button.

Note: Revised claims must be re-processed by the State regardless of their original status.

WARNING: An upward adjusted claim cannot be submitted by a Sponsor if the received date is more than 30-days since the last day of claim month/year.

To view a claim

1. From the Claims menu, select **Claim Entry – Centers** or **Claim Entry - DCH**. The Claim Year Summary screen displays.

2. Select the desired Claim Month. The Claim Month Details screen displays.

3. If the Sponsor is performing Sponsor -level claiming, select **View.** The Claim for Reimbursement screen displays.

   If the Sponsor is performing site-level claiming, the Claim Site List screen displays. Under Actions, select **View** to the left of the Site Name you wish to view. The Claim for Reimbursement screen displays.

To view a Claim Summary

The Claim Summary allows you to view a summary of the month's claim in an easy-to-read or print format. No modifications can be made from this page.   A Claim Summary is not available until a claim has been submitted with no errors.

1. From the Claims menu, select **Claim Entry – Centers** or **Claim Entry - DCH**. The Claim Year Summary screen displays.

2. Select the desired Claim Month. The Claim Month Details screen displays.

3. Select **Summary.** The Claim for Reimbursement Summary screen displays.

To delete a claim

If the Contracting Entity has entered a claim in error and the claim has **not** been included in the batch payment process (i.e., the status of the claim is NOT "Accepted*" or "Processed"), the claim can be deleted.

1. From the Claims menu, select **Claim Entry – Centers** or **Claim Entry - DCH**. The Claim Year Summary screen displays.

2. Select the desired Claim Month. The Claim Month Details screen displays.

3. If the Sponsor is performing Sponsor -level claiming, select **Modify.** The Claim for Reimbursement screen displays.

   If the Sponsor is performing site-level claiming, the Claim Site List screen displays. If you wish to delete a claim for only one of the sites, under Actions, select **Modify** to the left of the Site Name you wish to view. (If you wish to delete the entire claim, skip this step.) The Claim for Reimbursement screen displays.

4. Select **Delete** in the Edit menu in the upper-right corner.

5. The system transfers you to the bottom of the screen and a warning message is displayed.

6. Select the **Delete** button at the bottom of the page. A confirmation message displays.

7. Select **Finish**.

WARNING: Once the claim has been deleted, it is permanently removed from the application and cannot be restored. Use caution before deleting a claim.

Claim Rates

The system provides a screen to view claim for reimbursement rates by year. The rates displayed apply for the rate year defined at the top of the page. Meals are reimbursed based on the designated rate established by the USDA. Annually, the reimbursement rates are entered by authorized ODE staff through the Claim Rate Maintenance screens in the Maintenance and Configuration module.

To access Claim Rates

1. From the Claims menu, select **Claim Rates – Centers** or **Claim Rates - DCH**. The applicable Claim Rates screen displays.

2. Use the **<Back** button to return to the Claims menu.

Claim Rates for CACFP

Federal Reimbursement Operating Rates - July 1, 2013 to June 30, 2014

Breakfast	Maximum Reimbursement		Lunch	Maximum Reimbursement		Supper	Maximum Reimbursement
Free	1.5500		Free	2.8600		Free	2.8600
Reduced	1.2500		Reduced	2.4600		Reduced	2.4600
Paid	0.2700		Paid	0.2700		Paid	0.1700
			CIL	0.2275		CIL	0.2275

Snack	Maximum Reimbursement		At Risk Snack	Maximum Reimbursement		At Risk Supper	Maximum Reimbursement
Free	0.7800		Free	0.7800		Free	2.8600
Reduced	0.3900						
Paid	0.0700						

Figure 46: Claim Rates for CACFP – Centers screen

Claim Rates for DCH

Federal Reimbursement Meal Rates - July 1, 2014 to June 30, 2015

Breakfast	Maximum Reimbursement		Lunch/Supper	Maximum Reimbursement		Snacks	Maximum Reimbursement
Tier I	0.0000		Tier I	0.0000		Tier I	0.0000
Tier II High	0.0000		Tier II High	0.0000		Tier II High	0.0000
Tier II Low	0.0000		Tier II Low	0.0000		Tier II Low	0.0000

Federal Reimbursement Home Rates - July 1, 2014 to June 30, 2015

Number of Homes	Maximum Reimbursement
1-50	0.0000
51-200	0.0000
201-1000	0.0000
1000+	0.0000

Figure 47: Claim Rates for CACFP – Day Care Homes screen

TIP: The Claim Rates screen defaults to the designated program year identified at the top right of the screen. To view the claim rates for a previous year, see Selecting a Program Year.

Payment Summary

The Payment Summary screen provides a list of all payment batch schedules processed for the Sponsor for the selected program year. Each schedule number and process date represents payments that have been scheduled. Payments from payment batches are grouped by program and sorted by date.

To access Payment Summary

1. From the Claims menu, select **Payment Summary**. The Payment Summary List screen displays.

2. Use the **<Back** button to return to the Claims menu.

Schedule Number	Processed Date	Warrant Issue Date	Earned Amount	Adjustments	Distribution Amount
11042101	04/21/2011		$ 26,316.00	$ 0.00	$ 26,316.00

Figure 48: Payment Summary List screen

To view a Payment Summary

1. From the Claims menu, select **Payment Summary**. The Payment Summary List screen displays.

2. Select the payment record you wish to view. The payment summary information displays for all payments included in the payment batch.

3. Select the **<Back** button to return to the previous screen.

Schedule Number	Schedule Process Date	Federal Year	Fund Authority
1060032	06/20/2011	2010-2011	USDA - Federal Funds

Account Description	Month	Transaction Description	Amount
CACFP Meals			
	Oct 2010	Original Claim	$ 1,414.40
	Oct 2010	Distribution for Claim #1690	$ 1,414.40
CACFP Cash In Lieu			
	Oct 2010	Original Claim	$ 105.30
	Oct 2010	Distribution for Claim #1690	$ 105.30

Payment Schedule Summary			
	Oct 2010	CACFP Meals	$ 1,414.40
	Oct 2010	CACFP Cash In Lieu	$ 105.30
		Total Payments	**$ 1,519.70**

< Back

Figure 49: Payment Summary screen

Security

System-authenticated users (i.e., users that are logged on) may change their password through the Change Password feature.

Security menu

The Security menu option within the CACFP is the access point to change the logged in user's password.

To change your password

1. On the blue menu bar, select **Security**.

2. Enter your **New Password**.

3. Re-Enter your New Password.

4. Select **Save**. A confirmation message displays.

5. Select **<Edit** to return to the Change Password screen you just modified.
   -OR-
   Select **Finish** to return to the Security menu.

Change Password

Please enter your new password, then re-enter your new password to verify it. Select Save to continue.

New Password: [   ]

Re-Enter New Password: [   ]

Figure 50: Change Password screen

Note: Security configuration settings require a password eight (8) to twelve (12) characters in length.

The password must contain at least one number, one uppercase character, and one special character (e.g., !, ?, /). Passwords are case-sensitive and must not be the same as the User ID.

Application Packet Process

This section of the manual provides information on how the Sponsor can submit the CACFP Application Packet through the system.

Note: For security purposes, users can only view Sponsors to whom they are associated.

Submitting a CACFP Application Packet

All new enrollment or renewal enrollment applications are initially created with a status of "Pending Validation". Once the Application has been saved, the systems validates the business rules and the application's status is set by the system to either "Error" (if any errors exist) or "Not Submitted" (no errors, but the Application Packet has not been submitted).

Only complete Application Packets that have no errors can be submitted to the State. To submit a completed Application Packet, the Sponsor would select the **Submit for Approval** button. This simulates sending a completed Application Packet in the mail. Application items are placed in a view-only mode for the Sponsor.

An Application Packet can be submitted to the State (i.e., the **Submit for Approval** button is enabled) only if the following conditions have been met:

- The Sponsor Application must contain no errors.
- At least <u>one</u> Site or Provider Application must exist and contain no errors.
- A Board of Directors/Principals Members List must exist and contain no errors.
- A Budget must exist and contain no errors.
- A Management Plan must exist and contain no errors.
- The Sponsor Certification form must be completed.
- All items in the Checklist must be submitted (submitted checkbox checked and date submitted is entered).
- The Sponsor is not closed.

Once the Sponsor has submitted the Application Packet, the State will review each item in the submitted Application Packet. The State may approve each application item, deny an application item, or return the application item and its respective Application Packet back to the Sponsor for correction.

If the Application Packet is denied or returned to the Sponsor for correction, the State will provide comments within the respective Application Packet item as to why the application was denied or what needs to be corrected in order to re-submit the Application Packet.

Application Packet Statuses

Statuses are used to manage the workflow of the Application Packet. Each packet can have only one status at a time.

- o Not Submitted

  - ▪ The packet has a status of "Not Submitted" when the packet is created for the first time or when any of the packet items are created, revised, or modified, but the Application Packet has not been submitted to the State.

- o Submitted

  - ▪ The packet has a status of "Submitted" when the Sponsor uses the **Submit for Approval** button on the Application Packet screen to submit the error-free packet to the State for review.

  - ▪ If the packet status is "Submitted", the entire packet becomes read-only to the Sponsor.

  - ▪ All applications that are "Submitted" must ultimately be "Approved", "Denied", or "Returned for Correction" or "Withdrawn".

- o Approval Recommended (i.e., First Level Approved)

  - ▪ When a Sponsor is new to the program, the system will require two levels of approval. This status represents the first level of approval performed by the State before a final approval is granted.

  - ▪ The Application Packet screen will display the **First Approval** button when the first level approval is required. After the button has been selected, this button will not display; however, the **Approve** button will be displayed.

- o Approved

  - ▪ The packet has a status of "Approved" when the State has approved each packet item AND has selected the **Approve** button on the Application Packet screen.

- o Denied

  - ▪ The packet has a status of "Denied" when the State selects the **Deny** button on the Application Packet screen.

  - ▪ When a packet is "Denied", the packet remains view-only and nothing in the packet can be modified. The only way to edit items in a denied packet is for the State to change the status of the packet to something other than "Denied".

  - ▪ By denying an Application Packet, the status of all items within the packet is automatically set to "Denied".

  - ▪ An "Approved" packet cannot be "Denied".

- o Returned for Corrections

  - ▪ The packet has a status of "Returned for Corrections" when the State selects the **Return** button on the Application Packet screen.

- This status unlocks the packet for the Sponsor and sets the status back to "Not Submitted".

- An "Approved" packet cannot be "Returned for Corrections".

o Withdrawn

- The packet has a status of "Withdrawn" when the Sponsor or State selects the **Withdraw** button on the Application Packet screen.

- An Application Packet with a status of "First Level Approved" can be withdrawn.

- An Application Packet with a status of "Approved" packet cannot be "Withdrawn". If an application has been "Approved", it can only be "Cancelled" or "Terminated" by the State (see *Application Packet* section).

Application Statuses

Statuses are used to define the current state of an application packet item. Each application can have only one status at a time.

- o Pending Validation

    - The application has a status of "Pending Validation" when the application has not yet been opened or saved.

- o Error

    - The application has a status of "Error" if it has failed system validation rules. Data entered is maintained.

- o Not Submitted

    - The application has a status of "Not Submitted" when the application is saved without error, but the Application Packet has not been submitted to the State.

- o Submitted

    - The application has a status of "Submitted" when the Sponsor has submitted the Application Packet to the State for review (i.e., the Sponsor has selected the **Submit for Approval** button).

    - Any application that is marked "Not Submitted" is changed to "Submitted"

    - The Application Packet becomes read-only to Sponsor users.

- o Approved

    - The application has a status of "Approved" when the State has approved the application (i.e., the State selected "Approved" in the Internal Use Only section of the form).

- o Denied

    - The application has a status of "Denied" when the State has denied the application (i.e., the State selected "Denied" in the Internal Use Only section of the form).

    - If the application is "Denied", it can no longer be modified by the Sponsor. Only the State can change the status of the application.

    - When setting the application status to "Denied", the State should enter a comment in the Comments to Sponsor field explaining the reason the application was denied.

- o Incomplete

    - The Board of Directors/Principals has a status of "Incomplete" when the data has been rolled over from the previous program year and the State is reviewing the Application Packet for a Base Year Renewal. In order to approve the Application Packet, the reviewing ODE user needs to indicate that the Board of Directors/Principals has been reviewed.

- o   Returned for Correction

    - ▪   The application has a status of "Returned for Correction" when the State has identified errors in the application and has selected "Returned for Correction" in the Internal Use Only section of the form.

    - ▪   When setting the application status to "Returned for Correction", the State should enter a comment in the Comments to Sponsor field explaining the reason the application was returned.

- o   Withdrawn

    - ▪   The application has a status of "Withdrawn" when the State has selected "Withdrawn" in the Internal Use Only section of the form.

    - ▪   If the Application Packet has ever been approved, there will not be an option to withdraw.

Claim Statuses

Statuses are used to define the current state of a claim. Each claim can have only one status at a time.

o Not Eligible

- The claim has a status of "Not Eligible" when there is an application condition that is preventing claiming for the selected month (e.g., Sponsor or site is not authorized on the Application Packet to operate for the selected month or the Application Packet status is not "Approved").

o Incomplete

- The claim has a status of "Incomplete" when the claim has been created in the system but the **Save** button was never clicked (e.g., timeout, logout, etc.). The system saves the data that has been entered, but no edits have been performed.

o Error

- The claim has a status of "Error" when the claim has been submitted and has business rule violations.

o Pending

- The claim has a status of "Pending" when the claim has been saved and on-line edits have been performed, but the claim has not been submitted and validated with additional edits (e.g., 60 days edit, etc.).

- Applicable only when the Sponsor is participating in Sponsor -level claiming.

o Validated

- This site claim has a status of "Validated" when the site claim has been entered, validated, and contains no errors.

- Applicable only when the Sponsor is participating in site-level claiming.

o Accepted

- The claim has a status of "Accepted" when the claim has passed all on-line edits and additional edits (e.g., 60 days edit, etc.), and is ready to be included in the payment tracking process.

- The claim can still be modified. A revision is not necessary until the claim is included by the State in a batch payment process.

o Accepted*

- The claim has a status of "Accepted*" when the claim has been selected by the State for inclusion in the batch payment process; however, the batch process has not run.

- The claim cannot be modified. If the claim requires a change, a revised claim must be submitted.

o Processed

- Claim has been fully processed by ODE and has been sent to the State's Accounting Office for disbursement of funds.