

## Child and Adult Care Food Program

### ANNUAL FINANCIAL REPORT INSTRUCTIONS

The Annual Financial Report (AFR) for fiscal year 2008 (October 1, 2007, through September 30, 2008) must be submitted **before December 15, 2008**. Submission of this report is required of **all** institutions participating in the Child and Adult Care Food Program. The AFR is not part of your annual application renewal process.

The AFR provides documentation of your nonprofit food service program. Each participant in the Child and Adult Care Food Program (CACFP) is required to operate its food service program in a nonprofit status. Your Monthly Profit or Loss Summary for each month from October 2007 through September 2008 will contain information necessary for your AFR. Our website contains an Excel spreadsheet you can use to collect all the data needed for the AFR. The name of the file is *AFR Data Collection Spreadsheet*.

Please complete this requirement as soon as possible to prevent delay of future reimbursement.

**Step 1**—Access Child Nutrition ACES (Application and Claim Entry System) online through IWAS (ISBE Web Application Security). Choose *System Listing*, select *Child Nutrition—ACES*, and then choose *Applications and Claims*.

**Step 2**—On the left side of the screen, select *Application* for Search Type and *Sponsor* for Application/Claim Type. Choose *CACC* as the Program Type, select *2008* for the Program Year, and then click on *Search*.

**Step 3**—Use the drop-down box under *Links*, click on *Annual Financial Report*.

**Step 4**—Complete the report and submit the form electronically to the Illinois State Board of Education (ISBE). Round all entries to the nearest dollar. Do not use commas or decimals in your input. ISBE will pre-fill lines 1 and 2. Lines 4, 5e, 12, and 13 are not enterable, but will be calculated and displayed once the *Save Draft* or the *Submit Data to ISBE* button is clicked.

**Step 5**—Use the *Save a Draft* button to save a draft. Press *Submit to ISBE* when you are ready to send your report.

For questions concerning this requirement, please contact Mary Ann Brown at 800-545-7892.