

**Child and Adult Care Food Program
Fiscal Year 2010 Annual Renewal Application
Is Available ONLINE!**

Contact Information:

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IMPORTANT BASIC INFORMATION

- 1) New Items for fiscal year (FY) 2010 Renewal Application Process.
 - This year single-site institutions with an agreement number beginning with numbers **01 through 13 or 15 through 34** ARE REQUIRED to complete the Annual Budget. No other single-site institutions are required to complete a budget. Single-site institutions are required to complete an Annual Budget every three years.
 - The number of operating days for each month will automatically calculate after entering the days of the week. Check the number of days calculated and change them if needed; holidays, vacation days, and other days your facility is not in operation, are not part of this calculation.
 - The entire section for *Key Individual Involved in the Organization* on the Sponsor Application is locked; if you need to change this information use the *Request Change* button.

- 2) Due Date—Complete all parts of the Child and Adult Care Food Program (CACFP) application no later than **Friday, September 18, 2009**.

- 3) A Brief Overview of the Application Documents to Submit Electronically—Check all pre-printed information on all applications to ensure accuracy; correct any errors. Each organization will complete application documents online. There are different requirements for single-site organizations and sponsoring organizations with more than one site.

For **independent, single-site institutions with an agreement number starting with 01 through 13 or 15 through 34**, you are required to electronically submit three documents.

 - First, complete and submit the Site Application
 - Second, complete and submit the Annual Budget with Worksheets
 - Third, complete and submit the Sponsor Application and CACFP Agreement

For **all other independent, single-site institutions**, you are required to electronically submit two documents. You do not submit an Annual Budget.

 - First, complete and submit the Site Application
 - Second, complete and submit the Sponsor Application and CACFP Agreement

For **sponsoring organizations with more than one child care facility in the CACFP**, you must electronically submit four documents.

 - First, complete and submit the Site Application (for each site)
 - Second, complete and submit the Annual Budget
 - Third, complete the Management Plan. Sponsors are able to complete the Management Plan online and submit it electronically; however, you must also mail or fax the Management Plan to the Illinois State Board of Education (ISBE) with all the required attachments.
 - Fourth, complete and submit the Sponsor Application and CACFP Non-Pricing Agreement

- 4) Documents to Mail or Fax—If the following documents apply to your organization, mail OR fax (do not do both) the documents to this agency. **Be sure to include your agreement number on all documents.**
- *Management Plan and all required attachments* for all multi-site organizations. The Sponsor Application will remain in *Pending* status until we review the Management Plan and all attachments.
 - *New competitively bid contracts for vended meals.* (Organizations that were required to re-bid this year were contacted in July.) The Site Application will remain in *pending* status until we review the final contract document.
 - Unlicensed Outside School Hours Programs, At-Risk After-School Snack/Supper Programs, and emergency shelters must provide copies of current (within the past year) *fire and health inspections*. The Site Application will remain in *pending* status until we review all appropriate inspection documents. If the program you operate is in a public school or a Department of Children and Family Services (DCFS)-licensed site, you are exempt from submitting these documents.
- 5) Application Status—The Sponsor Application, Site Application(s), Budget, and Management Plan must pass many edits before submitting the forms to this agency. If they do not pass the edit checks, you will receive a list of problems to correct under the *Errors, Warnings, and Messages* tab. Click on the *Application* tab to return to the document you were working on to correct the problems. When the application document passes all the edits, it will either go to an *approved* or *pending* status. Nutrition Programs staff must review all application documents in *pending* status. To find out why an application is *pending*, simply click on the underlined word, *Pending*. We process *pending* applications in the order in which they arrive. If we need more information, we will contact you by phone or email, so check your messages frequently. Also, make sure you check the email addresses on the Sponsor Application for accuracy. Remember, ISBE must receive and approve the documents discussed in #4 above before approving the application. Go back and check the status of your application any time by returning to the Child Nutrition—Application and Claim Entry System (ACES).

**Refer to the next section,
Instructions—How to Complete Your CACFP Application Online,
for detailed step-by-step instructions.**

Instructions—How to Complete Your CACFP Application Online

Access Child Nutrition Application and Claim Entry System (ACES) Through IWAS

Step 1—Access the Nutrition Programs website at <http://www.isbe.net/nutrition>. (Make this an Internet website *favorite*.) Click *IWAS* (ISBE Web Application Security) at the top of the page.

Step 2—Enter your IWAS login name and password, then click *Login*. If you have questions or need assistance, please contact ISBE's Technical Support Call Center at 217/558-3600 or click *Contact Us* on the left side of the IWAS homepage.

Step 3—Once you log onto IWAS, click *System Listing* on the left side of the screen. Click *Child Nutrition ACES* to get to the main menu screen for the application.

Access CACFP Application

Step 4—On the main Child Nutrition ACES screen, click on *Applications and Claims*. To bring up CACFP application documents, complete the Application/Claim Search area on the left side of the screen.

Search Type: Select **Application**

Application/Claim Type: Select **Site** (You must complete *Site* information first, and then *Sponsor* information.)

Search Criteria: Skip

Program Type: Select **CACC** (Child Adult Care for Centers)

Program Year: Select **2010**

Application/Claim Status: Select **All**

Click **Search**

The first time you access the fiscal year 2010 application, the following message will appear, *Would you like to begin the rollover process?* Click *OK*. This will bring forward information from your FY2009 application. Be patient through this process, it may take a little while. Another message will appear stating *Application rolled over to 2010 successfully*. Click *OK*.

IMPORTANT: You are now ready to begin to complete the application documents and submit them to ISBE. Continue to read below.

Electronically Submit CACFP SITE Application(s)

While maneuvering through the application documents, you will notice there are three rectangles that look like file folder tabs. While completing documents, you can move between these tabs at any time and not lose information. The *Application/Budget* tab and *Errors, Warnings, and Messages* tab provide information regarding the application or budget you are currently working on. The *Outstanding Issues* tab lists documents you still need to submit electronically to ISBE; required paper documents mailed to ISBE are not included under this tab.

Step 5—All institutions must complete and submit a Site Application for every location where meals are served to children. Click on the *Links* drop-down box on the site bar(s) at the top of the screen to access each Site Application. When the Site Application opens, you will be able to see the three tabs discussed above. The *Application* tab is dark blue to indicate the application you are working on. The *Errors, Warning, and Messages* tab lists problems you need to correct before submitting the application. You can switch back and forth between the tabs by just clicking on the tab.

On the Site Application, you must fill in and complete all fields with a red triangle. When you have completed all necessary information, click the *Submit to ISBE* button; you may want to print the document for your records. Repeat this step if you have more than one site. The list of sites consists of groups of five. If you have more than five sites in the program, you need to advance to the next group by clicking the forward arrow above the site bars. If you are not be able to complete the Site Application at this time, click the **Save Draft button** and a draft with the information you provided becomes available for up to 30 days. The *Save Draft* is also helpful if you are required to have someone else in your organization review the documents prior to submitting them to ISBE. ISBE staff cannot see *Draft* documents. NOTE: You will notice some fields are white and others are blue on the applications. Blue fields are locked so you cannot make changes to these fields. In order to correct this information, you must request a change by clicking on the **Request Change buttons** available in Questions 1 and 10 on the Site Application. A screen will appear allowing you to submit a change to ISBE. ISBE staff will review, approve, make the change, and email you when completed.

After submitting the Site Application to ISBE, the meal service information shown in Question 10 will lock and only show data from the first submission. If you request any changes to meals during the fiscal year, you will not see those changes in Question 10. You will need to click on the **View Detail button**. This will allow you to see all changes you requested and ensure the changes are correct.

Delete Site—If the site will not serve meals at any time during the new fiscal year, you should delete the site. To do this you must open that Site Application and verify the information to ensure the site you opened is the correct site you want to delete. Select *Delete Site* at the bottom of the screen. You need to enter the last date meals were available to children at that site during the past fiscal year, between October 1, 2008, and September 30, 2009, then click *Ok*. Do NOT delete any site that may operate during fiscal year 2010.

Add New Site—If you need to add a new site, click on *Add New Site* found under the links on a Site Application or open the Sponsor Application and click on *Add New Site* shown in red at the top of the screen. Complete the information and click *Submit to ISBE*. After you open the new Site Application, the *Instructions for Adding a New Site* will appear at the top of the screen. Follow these instructions carefully. When all documents are complete, we will process the Site Application.

Electronically Submit CACFP Annual Budget

Step 6—The next document to complete is the *Annual Budget*. If you are not required to complete an Annual Budget, skip Step 7. Click the *Outstanding Issues* tab and select *Annual Budget Not Submitted*. Complete the budget entering ONLY CACFP expenses for the entire fiscal year (12 calendar months) including expenses associated with CACFP administration (CACFP expenses for office staff and supplies) and operational expenses (CACFP food service expenses). Enter all anticipated CACFP expenses for each line item. In the past, many of you have not listed all your CACFP expenses because you did not pay for the expense with CACFP funds. Please include all CACFP expenses. Use this budget to evaluate your staffing; you need to include all staff associated with the CACFP regardless of the funding source used to pay their salary. You may save the budget as a draft any time while you are working on it.

Follow the instructions to complete the budget and the three attached budget worksheets.

- a) Anticipated Reimbursement—The *Current Monthly Average Reimbursement* will be on the budget based on the average of your previous monthly Claims for Reimbursement. Enter the number of months you will be operating the CACFP. The *Anticipated Reimbursement* will automatically calculate for you. If you plan to add/delete sites or change meal services, the *Anticipated Reimbursement* may not be accurate for the upcoming fiscal year. If it is not accurate, enter the *amount you expect to receive for the year* to override the *Anticipated Reimbursement*.

- b) Administrative Budget Costs—Administrative costs are those associated with office staff labor, equipment, and supplies. On your budget, you must show you have administrative staff with CACFP responsibilities. Click on *Show Worksheet* to complete the *Administrative Labor Worksheet*. When you click *Save and Close*, the amount will appear on the budget as *Number 1. Administrative Labor Cost*. Monitoring expenses should be included only for multi-site organizations. Independent organizations with only one site will not have monitoring expenses.
- c) Operational Budget Costs—Operational costs are those directly associated with the preparation, service, and clean-up of the food service operation. Click on *Show Worksheet* to complete the *Food Service Labor Worksheet* for staff with CACFP responsibilities. When you click *Save and Close*, the amount will appear on the budget as *Number 6. Food Service Labor Costs*. You can go back to the worksheet later to make changes. Enter *Food Costs/Vended Meals Purchased* and *Non-Food Costs*. *Section 9b, Food Service Purchased Services* allows you to list *contracts* you have for food service related expenses, which might include contracted laundry and/or janitorial services. Click on *Show Worksheet* to complete the *Overhead Cost Worksheet* to calculate the amount of overhead costs related to the CACFP operation. If you have more than one site, you will need to add the square feet together for all sites to determine the percent of space used for CACFP food preparation and storage.
- d) Funded With Other Sources of Revenue—List the other sources of revenue available to cover CACFP expenses when CACFP expenses exceed reimbursement. Your organization must be financially viable to participate in the CACFP.
- e) Submit Budget to ISBE—Click the *Submit to ISBE* button when your budget includes CACFP expenses for the entire fiscal year. Correct any errors appearing in the *Error, Warnings, and Messages* tab. If the budget status shows *Waiting for Approval*, someone from this agency will review the budget and contact you if necessary.
- f) Revise Budget—Your budget must be updated during the year when program changes or meal services significantly impact the approved budgeted line items. All budget amendments will change your Sponsor Application to *Pending* status until ISBE staff reviews the changes.

Electronically Submit CACFP Management Plan, Then Mail OR Fax (Not Both) the Plan and Required Attachments to ISBE

Step 7—If your organization has two or more sites in the CACFP, you are required to submit a Management Plan. Access the Management Plan by clicking on *Management Plan* under *Outstanding Issues* or under the links for the Sponsor Application. Please complete all areas of the Management Plan that are pertinent to your organization. After you submit the Management Plan to ISBE, print a copy and mail OR fax (not both) it along with ALL ATTACHMENTS to ISBE. Your Sponsor Application will remain in *pending* status until our staff reviews and approves this document along with all attachments.

Electronically Submit CACFP SPONSOR Application and Non-Pricing Agreement

Step 8—All institutions must complete and submit the Sponsor Application. To access the Sponsor Application, click on *Links* and select *Sponsor Application* or *Sponsor App Not Submitted* on the *Outstanding Issues* tab. All fields with a red triangle are required and must be complete. When you click *Submit to ISBE*, the CACFP Non-Pricing Agreement will appear. Please read through the CACFP Agreement thoroughly, this is a legal agreement between your organization and the Illinois State Board of Education. Click *I Agree* at the bottom of the screen and then *OK* to continue. Check the status of the Sponsor Application and if it is in *Pending* status, click on *Pending* to find the reason(s) for the

status. Please allow staff from this agency time to evaluate the document. If we need more information, we will contact you.

If you are not able to complete the application at this time, click the **Save Draft button** and a draft of the application with all information you provided is available for up to 30 days. NOTE: You will notice some fields are white and others are blue on the applications. Blue fields are locked so you cannot make changes to these fields. You may request a change to the sponsor address by clicking *Request Change* in Section I, Sponsor Information. You may also *Request Change* for the Authorized Representative in Section II, Key Individuals Involved in the Organization. A screen will appear allowing you to submit these changes to ISBE and, if confirmed, ISBE staff will approve the request, make the change, and send you an email.

Mail OR Fax (Not Both) Contract for Vended Meals

Step 9—If your organization is required or voluntarily chooses to competitively bid a new vended meal contract, you must mail OR fax the appropriate contract information to this office before ISBE will approve the Site Application. You must include your agreement number and site number(s) on every contract to identify the sites using each particular contract.

There is no need to submit other types of vendor agreements/renewals to this office; however, you must complete these documents and keep them on file. Go to <http://www.isbe.net/nutrition>; click on *Child and Adult Care Food Program; Child Care Centers*; and then click on *Forms, Documents, and Resources*. Print the vendor documents appropriate for your facilities.

Mail or Fax (Not Both) Fire and Health Inspections for At-Risk After-School Snack/Supper Programs, Outside School Hours Programs, and Emergency Shelters

Step 10—If your organization participates in either the At-Risk After-School Snack/Supper Program, unlicensed Outside School Hours Program, or your facility is an emergency shelter, you must submit to this office copies of the most recent (within the past 12 months) fire and health inspections or letters from the appropriate agencies stating they do not inspect this type of facility. Programs operating in a DCFS-licensed area or public school buildings are **EXEMPT** from sending these inspection documents.

Approval Letter Notification

Organizations that have an approved Sponsor Application and at least one approved Site Application will receive an approval letter. Every person in your organization with access to IWAS will receive an approval letter via email in their IWAS inbox. NOTE: ISBE sends approval letters weekly. Institutions may receive multiple approval letters by email if ISBE approves more sites after emailing the initial approval letter.

If you do not receive the CACFP approval letter, you can get a copy by going to Child Nutrition ACES, click on the sponsor *Links* and at the bottom of the list click on *Document Archives* and select the date of the approval letter. You can then print a copy of the letter.

Continued Access to Child Nutrition ACES

Child Nutrition ACES is available for access at any time. If changes are needed to the Sponsor or Site Applications, Management Plan, or Annual Budget anytime during the fiscal year (October 1, 2009–September 30, 2010), simply access the system as outlined above and make necessary changes.