

## **Submitting the First Site Electronic Batch File For Fiscal Year 2010**

1. Please submit a file of all active providers that would like to continue to participate in Fiscal Year 2010. Any providers that were inactive prior to September 30, 2009, cannot be included in the file.
2. Please follow the instructions below to renew Department of Children and Family Services (DCFS)-licensed providers for fiscal year 2010.
  - Active DCFS providers that are in an unlicensed status such as 02, 03, 04, 06, 07, 08, 09, 10, 11, or 15 will not pass through for renewal. REMOVE these providers from your data batch. You must keep track of these providers to ensure they get on the Illinois State Board of Education's (ISBE) Application and Claim Entry System (ACES) for 2010 at a later date when the license status changes to a valid licensing status.
  - After the license is updated, submit the site either online in ACES directly for approval or submit an updated batch file.
  - Sponsors will be allowed to resubmit unlicensed renewing providers with an October 1, 2009, begin date if the changes appear on the weekly October DCFS listing. If after October 31, 2009, a renewing unlicensed provider receives an approved license, their begin date will be the 1<sup>st</sup> or 15<sup>th</sup> of that month, depending on the date it is received.
3. Please ensure the following steps occur to pass Illinois Department of Human Services (IDHS) license-exempt providers renewing for fiscal year 2010 through on your batch.
  - Ensure you have the correct name, address, city, county, IDHS code number, and ISBE/IDHS Data ID. If the city, county, or zip code does not match, the provider information will not pass through.
  - If the data from IDHS is incorrect, contact Barb by email. She will do an administrative override so your batch will pass through. If you need to make a change to an individual provider online in ACES, Barb can override this also.
  - An administrative override may be necessary if the IDHS data has a city misspelled, an incorrect zip code, or a postal address instead of a physical address. Remember, you must have a physical address as the first address.
  - An administrative override will not occur if you have a different address than what is on the IDHS list. The provider must update their address with IDHS to be approved in the CACFP.
  - A license-exempt provider with a false status will never pass through. This means they are no longer receiving IDHS child subsidy funds.
4. If you are adding new sites (licensed or unlicensed) BEFORE submitting new provider data, please go online to ISBE ACES. Click on *Menu*, and then click on *CAC Home Site Look Up*. Search this file to see if the provider is on another sponsor's program. It will identify the sponsor if the provider is already participating in the CACFP.
5. Contact Barb, Kris or Debbie if you have questions or problems with your batch files.
6. **SUBMIT FILES NO LATER THAN SEPTEMBER 28, 2009.** Roll over must be completed by September 30, 2009
7. Every provider must be approved by ISBE. Your verification documentation is the email listing of the approved providers after each batch is approved. Please check each letter against the names of the providers submitted. **IF A PROVIDER IS MISSING ON THE ISBE ACES AND YOU HAVE BEEN REIMBURSING THIS PROVIDER, YOU WILL BE RESPONSIBLE FOR RETURNING THOSE FUNDS TO ISBE. PLEASE MAKE SURE EACH PROVIDER IS DOCUMENTED AS APPROVED.**

### Other Reminders

We are approaching the end of the Fiscal Year 2009. As you know, regulations require budget costs to be prior approved before the costs are allowable for the CACFP administrative reimbursement. Therefore, the last budget revision for Fiscal Year 2009 must be submitted by September 25, 2009.