

**Illinois State Board of Education
Nutrition Programs
Fiscal Year 2012 Site Electronic Batch File Instructions**

The following instructions outline the required sponsoring organization's procedures for submitting the first electronic site batch for Fiscal Year 2012 for the Child and Adult Care Food Program.

1. Please submit a file of all active providers that would like to continue to participate in Fiscal Year 2012. Any providers that were inactive prior to September 30, 2011, 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 2012:
 - Active DCFS providers that are in an unlicensed status such as 02, 03, 04, 06, 07, 08, 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 are placed on the Illinois State Board of Education's (ISBE) Application and Claim Entry System (ACES) for 2012 at a later date when the license status changes to a valid licensing status.
 - After the license is updated, submit the site online in ACES directly for approval or submit an updated batch file as outlined in the Batch file instructions available on IWAS. The website for batch file submission is <https://sec1.isbe.net/iwas/asp/login.asp?js=true>.

3. Sponsors will be allowed to resubmit unlicensed renewing providers with an October 1, 2011 begin date if the changes appear on the weekly October DCFS listing. If after October 1, 2011 a renewing unlicensed provider receives an approved license, their begin date will be any Tuesday of the month unless the Tuesday is a holiday, depending on the date it is received. If the Tuesday is a holiday then the provider will be eligible the following Tuesday.

4. Please ensure the following steps occur to pass Illinois Department of Human Services (IDHS) license-exempt providers renewing for Fiscal Year 2012 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 Tessie Abaca by email tabaca@isbe.net . 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, Tessie 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 not pass through because they are no longer receiving IDHS child subsidy funds.
5. 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.
 6. If you have questions or problems with your batch files, please feel free to contact us by phone at 1-800-545-7892 or by email at the following addresses Tessie Abaca by email at tabaca@isbe.net , Kris Shelton by email at kshelton@isbe.net, or Debbie Stoneburner by email dstonebu@isbe.net.
 7. SUBMIT FILES NO LATER THAN SEPTEMBER 28, 2011. Roll over must be completed by September 30, 2011.
 8. 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 the funds to ISBE. Please make sure each provider is documented as approved.

Other Reminders

We are approaching the end of the Fiscal Year 2011. As you know, regulations require budget costs have prior approval before the costs are allowable for the CACFP administrative reimbursement. Therefore, the last budget revision for Fiscal Year 2011 must be submitted by September 28, 2011.

Please remember to follow ISBE guidance on carry-over funds as outlined in the budget templates.

Please submit a list of all providers transferring in and out of your organization to Tessie Abaca by email tabaca@isbe.net by September 21, 2011.