

**Illinois State Board of Education
Nutrition & Wellness Programs
Fiscal Year 2017 Site Electronic Batch File Instructions**

The following instructions outline the required sponsoring organization's procedures for submitting the first electronic site batch for FY17 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 FY17. Any providers that were inactive prior to September 30, 2016, cannot be included in the file.

2. Please follow the instructions below to renew Department of Children and Family Services (DCFS)-licensed providers for FY17.
 - 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 get on the Illinois State Board of Education's (ISBE) Application and Claim Entry System (ACES) for FY17 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. The website is <https://sec1.isbe.net/iwas/asp/login.asp?js=true>.

3. Sponsors will be allowed to resubmit unlicensed renewing providers with an October 4, 2016, begin date if the changes appear on the weekly October DCFS listing. If after October 4, 2016, 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 FY17 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 ISBE by email. An administrative override will be done so your batch will pass through. If you need to make a change to an individual provider online in ACES, an override for this can be done 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. This means 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 kstauffe@isbe.net.
 7. SUBMIT BATCH FILES NO LATER THAN SEPTEMBER 26, 2016. Roll over must be completed by September 30, 2016. **There will be a rollover schedule so that larger files can be processed without interruption of system. You will be notified of the schedule to process your rollover file.**
 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 THOSE FUNDS TO ISBE. PLEASE MAKE SURE EACH PROVIDER IS DOCUMENTED AS APPROVED.**

Other Reminders

We are approaching the end of the FY16. 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 FY16 must be submitted by **September 19, 2016.**

Please submit a list of all providers transferring in and out of your organization to ISBE by **September 19, 2016.**