

Child and Adult Care Food Program
Annual Renewal Application Is Available ONLINE!
Fiscal Year 2012
(October 1, 2011, through September 30, 2012)

Contact Information:

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Nutrition Programs
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IMPORTANT BASIC INFORMATION

- 1) DO NOT USE Mozilla Firefox web browser—This browser is not compatible with the web-based CACFP application. Instead, use Internet Explorer or another internet program available on your computer.
- 2) Due Date—Complete all parts of the Child and Adult Care Food Program (CACFP) application no later than **Friday, September 23, 2011**.
- 3) A Brief Overview of the Application Documents to Submit Electronically—The application consists of several documents; check all pre-printed information to ensure accuracy, correct any errors, and submit to the Illinois State Board of Education (ISBE). Each application document must pass many edits before the document will successfully submit to this agency. If a document does not pass the edit checks, you will receive a list of problems to correct under the *Errors, Warnings, and Messages* tab. Click the document tab you were working on to correct the problems.

There are different requirements for single-site organizations and sponsoring organizations with more than one site.

For **all independent, single-site institutions**, you must electronically submit three documents. You are no longer required to submit an Annual Budget.

- First, review and submit the Site Application
- Second, review and submit the Sponsor Application. Make sure you check the email addresses carefully.
- Third, read and submit the CACFP Permanent Agreement

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

- First, review and submit at least one Site Application to get to the next document. A Site Application is required for each location where meals are served.
- Second, complete and submit the Annual Budget
- Third, review and submit the Management Plan. If your organization has updated any of the required documents listed on the Management Plan, you must mail or fax the updated copies to the address or fax number at the top of this page.
- Fourth, review and submit the Sponsor Application. Make sure you carefully check the information for the key individuals and their email addresses. We contact you using these email addresses.
- Fifth, read and submit the CACFP Permanent Agreement

- 4) Documents to Mail or Fax—If the following documents apply to your organization, mail OR fax (NOT both) the documents to this agency. Your application will remain in *pending* status until the documents are reviewed. **Be sure to include your agreement number on all documents.**
- **Updated attachments required for Management Plan** (for multi-site sponsoring organizations)—*Submit ONLY the attachments that have been UPDATED since last year.*
 - **New competitively bid contracts for vended meals**—*Your organizations would have been notified in May if you were required to re-bid and submit a new contract for vended meals.*
 - **DCFS License Exemption Process**—All unlicensed programs, except for public schools, were notified in March or April 2012, to complete our new license exemption process. Forward a copy of the DCFS License Exemption Form, ISBE 68-80, with DCFS's certification of license exemption to this agency.
 - **Fire and Health Inspections** (for emergency shelters)—Current inspections, completed within the past 12 months, must be provided.
- 5) Application Status—When the Sponsor Application, Site Application(s), Budget, and Management Plan pass all the edits, the documents will either go to an *approved* or *pending* status. Each document has its own 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*. After reviewing the pending reasons, you may discover you submitted the electronic document incorrectly, please email us at cnp@isbe.net to explain the error. 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 email frequently. Remember, ISBE must receive and approve the documents discussed in #4 above before approving the application. You may check the status of your application any time by returning to the Child Nutrition—Application and Claim Entry System (ACES).

**For detailed step-by-step instructions
refer to the next pages.**

Detailed Instructions—How to Complete Your CACFP Application Online

Step 1— Go Through IWAS (ISBE Web Application Security) to Access Child Nutrition Application and Claim Entry System (ACES)

- Go to the Nutrition Programs website at <http://www.isbe.net/nutrition>.
- Click the [IWAS link](#) at the top of the page.
- 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.
- Click [System Listing](#) on the left side of the screen.
- Click [Child Nutrition ACES](#) to get to the main menu screen for the application.

Step 2—Access FY2012 CACFP Application

- On the main Child Nutrition ACES screen, click on [Applications and Claims](#).
- 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 [CACCC](#) (Child Adult Care for Centers)
 - **Program Year:** Select [2012](#)
 - **Application/Claim Status:** Select [All](#)
 - Click **Search**

Step 3—Rollover Your CACFP Application

- The first time you access the fiscal year 2012 application the following messages will appear.
 - **Would you like to begin the rollover process?** Click [OK](#). This will bring forward information from your FY2011 application. Be patient through this process, it may take a little while.
 - **Application rolled over to 2012 successfully.** Click [OK](#).

Step 4—Electronically Submit CACFP Site Application(s)

- Site bar(s) will appear at the top of the screen. Click on the [Links](#) drop-down box and click on [Site Application](#).
- The Site Application will open. [Check the preprinted information and complete all necessary information](#), click the [Submit to ISBE](#) button at the bottom of the screen; you may want to print the document for your records.
- While maneuvering through the Site Application, you will notice three rectangles that look like file folder tabs, [Application tab](#), [Errors, Warnings, and Messages tab](#), and [Outstanding Issues tab](#). While completing the document, you can click between these tabs at any time and not lose information on the document you are completing. The [Outstanding Issues](#) tab lists documents that have not been submitted electronically to ISBE. Required paper documents/attachments are not listed on this tab.
- Complete and submit a Site Application for every location where children receive meals. Meals cannot be served to children without an approved Site Application.
- If you have more than five sites in the program, they are listed in groups of five. To view the next group of five sites, click the forward arrow above the site bars.
- If you are not able to complete the Site Application after entering in some of the information, click the [Save Draft](#) button and the draft remains 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.
- 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. An email screen will appear allowing you to submit a change to ISBE. ISBE staff will review, approve, make the change, and email you when completed.

- View Detail— 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, 2010, and September 30, 2011, then click *Ok*. Do NOT delete any site that MAY operate during fiscal year 2012.
- 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 when you have an application open, click on *Add New Site* shown in red at the top of the screen. 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. Complete the information on the Site Application and click *Submit to ISBE*. Forward all required documents listed in the instructions to this agency.

Step 5— Electronically Submit CACFP Annual Budget

If your organization operates only one CACFP site, skip to Step 7.

If your organization has two or more sites in CACFP, you are required to submit an Annual Budget.

- Click the *Outstanding Issues* tab and click *Annual Budget Not Submitted*. Complete the budget entering ONLY CACFP allowable 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).
- You may save the budget as a draft any time while you are working on it.
- 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*.
- 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*. Complete the other expenses when there are allowable costs.
- 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. 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.
- 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.
- 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 *Errors, 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.

- 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.

Step 6— Electronically Submit CACFP Management Plan—If there were changes to the attachments, you are required to mail OR fax (NOT both) the updated attachments to ISBE.

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- Click on Management Plan under *Outstanding Issues* and review/complete all areas that are required for your organization. When complete click Submit to ISBE; do not leave it in *DRAFT* status. If there were changes to the attachments since last year, mail OR fax (NOT both) ALL UPDATED ATTACHMENTS to ISBE. Your Sponsor Application will remain in *pending* status until our staff reviews and approves this document along with all attachments.

Step 7— Electronically Submit CACFP Sponsor Application

- All institutions must submit a Sponsor Application. To access the Sponsor Application, click on Links and select Sponsor Application or Sponsor App Not Submitted on the *Outstanding Issues* tab. The Sponsor Application will open.
- Review carefully all preprinted information, including *Key Individuals* and *email addresses* carefully, click the Request Change button for all necessary corrections. Click the Submit to ISBE button at the bottom of the screen; you may want to print the document for your records.
- If you are not able to complete the application at one time, click the Save Draft button and the draft remains available for up to 30 days.
- Like the Site Application, blue fields are locked. In order to correct this information, you must request a change by clicking on the Request Change buttons next to the information that needs to be updated. A screen will appear allowing you to submit these changes to ISBE. If the change is allowed, ISBE staff will make the change, and send you an email when it is complete. ISBE staff can make the changes to the Sponsor Application only after the application is submitted to ISBE and in approved or pending status.

Step 8— Electronically Submit Permanent Agreement

- After you submit the Sponsor Application, the CACFP Permanent Agreement will appear. Please read through the 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 click OK to continue.

Step 9—Check the Status of the Application Documents

- If any application document is in *pending* status, click on Pending to find the reason(s) and determine if you are required to submit additional documentation. ISBE staff must review all pending documents; this could take several weeks. If more information is needed, we will contact you.

Step 10—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 Message Inbox. The letters are sent weekly. Institutions will receive multiple approval letters when Site Applications are approved at different times.
- If you do not receive the CACFP approval, you can get a copy by going to Child Nutrition ACES, click on the sponsor Links and then click Document Archives. If multiple dates are listed, click the most recent date for the approval letter with the most approved sites as of that date. You may 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, simply access the system as outlined above and make necessary changes. Please make sure to keep email addresses updated.