Child and Adult Care Food Program iCAN Application Manual

Returning Users: Log On

If you have been authorized for iCAN, Please press the button below to be redirected to the **South Dakota Secure Portal.**

To The Portal

Links

- Department of Education
- Child and Adult Nutrition Services (CANS)
- Interested in Applying?
- Transparency Reports - SNP
- Transparency Reports - SFSP
- Transparency Reports - CACFP

The iCAN system is for the child nutrition and food distribution programs operated in the state of South Dakota. If you have questions regarding iCAN or operating a child nutrition program, please send an email to DOE.iCANhelp@state.sd.us.

You can find more information about the child nutrition and food distribution programs in South Dakota on the SD Department of Education, Child and Adult Nutrition Services website.

Internet Browser

- To ensure proper function of the iCAN system, please use Chrome or Firefox internet browsers. Most versions of Internet Explorer are no longer supported by Microsoft and can cause errors with the iCAN system.

Questions?
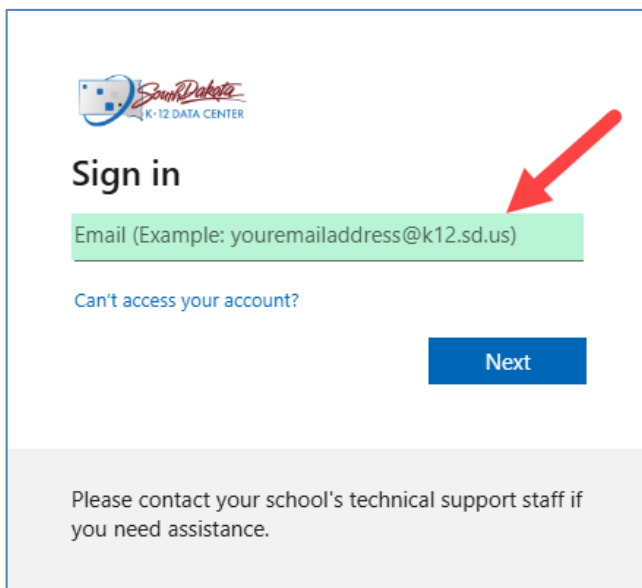
- If you have problems with this site, contact 605-773-3413 or DOE.SchoolLunch@state.sd.us, to be directed to a program specialist for assistance.

Non-discrimination Statement

- **Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Child and Adult Nutrition Services
South Dakota Department of Education

Website: https://ican.sd.gov/ican/splash.aspx

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Logging On

1) Click on the green **To the Portal** button.

2) Enter your email address into the "Sign In" box.
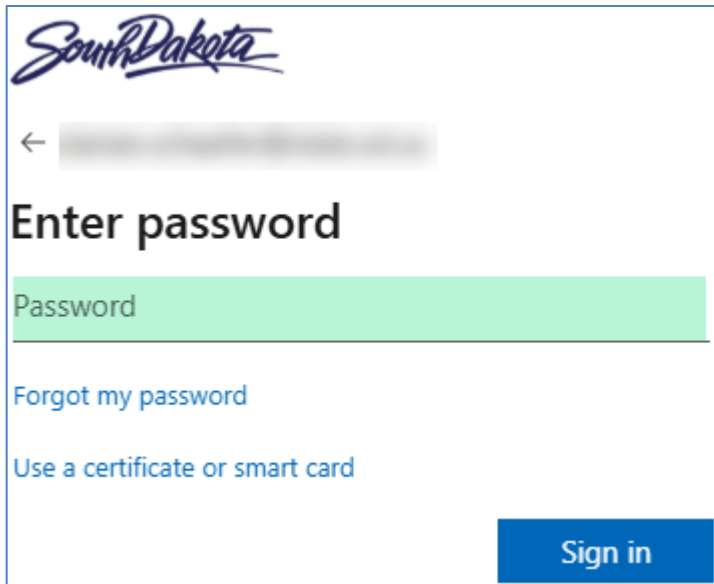
3) Enter your password.

4) You can choose whether to stay signed in.

5) Once you successfully log on, you will be taken to the iCAN landing page. Scroll to the bottom and click **Continue**.

Content Overview

Once you are logged in and have selected a Sponsor (if needed), the top portion of the application contains key elements that provide basic information about your location within the system and the selected Sponsor, if applicable.

Figure 2: Content Overview

Item	Description
Program Name	The selected program name appears in the gray area at the top of the page.
Menu Items	Menu items display on the blue menu bar at the top of the page. Selecting a menu item will take you to its menu page. Users may not have access to all menu items. If you are unable to select a particular menu item, you do not have the necessary security rights. Contact your CANS representative for assistance.
Breadcrumb Trail	The navigation, or breadcrumb trail, identifies your location within the web site. Selecting a specific portion of the trail will take you back to that particular screen.
Program Year	The selected Program Year displays on the right beneath the menu bar. Upon logging in, the system defaults to the most current active Program Year.
Information Box	The information box displays general information regarding the Sponsor and the site.
Logout	The logout button displays in the menu bar. It is recommended to select **Logout** to properly exit the system.

Note: For security reasons, the system will automatically log you out after twenty (20) minutes of inactivity.

Screen Options

Data entry screens in the system offer the Sponsor user some or all of the following options: **VIEW, MODIFY, DELETE**

The Screen Options area is located on the top right side of the screen, directly beneath the colored bar.

Figure 3: Screen Options - example

The following table describes each of the possible screen options:

Item	Description
VIEW	Presents the screen information in 'view-only' mode. In this mode, the user cannot modify any data.
MODIFY	Presents the screen in 'modify' mode. In this mode, the user can modify field data and save the data after pressing the save button at the bottom of the screen.
DELETE	Deletes the current record displayed on the screen. The user will be presented with a confirmation screen to validate that they intend to delete the record. You may have to scroll down to the bottom of the screen to see the confirmation button.

Note: Screen options available to Sponsor users is defined by the State. Only authorized screen options will be displayed to the Sponsor user.

Programs Page

Once you successfully log on, the Programs page is displayed. Actual access to specific modules is based on the user's security rights. For example, if the Sponsor only participates in SNP and CACFP, then only the SNP and CACFP buttons will display.

TIP: If the user is associated with only the CACFP program, the Programs Page will not display.

Child and Adult Care Food Program Home Page

The Child and Adult Care Food Program home page contains the message board used by state administrators to post and maintain program-specific messages. Messages may contain important news regarding the submission due dates, upcoming training, legislative changes, or any other program-specific information.

To access the Child and Adult Care Food Program home page

1. Log on to the system web site.

2. **If applicable,** on the Programs screen, select **Child and Adult Care Food Program**.

Note: If a user only has access to the Child and Adult Care Food Program module, the Programs screen is not be displayed

3. The Child and Adult Care Food Program home page displays.

Figure 4: Child and Adult Care Food Program Home Page

Child and Adult Care Food Program menu options

From the Child and Adult Care Food Program home page, you can select a menu item from the blue menu bar at the top of the page. The Child and Adult Care Food Program menu bar contains only menu items specific to the Child and Adult Care Food Program. The table below describes the features available for each menu option, which the remainder of this manual will discuss in detail.

Menu Item	Menu Features
Applications	Access to overall application-related items including: ▪ Application Packet (including Sponsor and Site/Provider applications as well as supporting submissions). ▪ Download Forms.
Claims	Access to CACFP claim entry screens and Sponsor -specific payment history.
Security	Access to an individual user's security-related item to change their password (authenticated user changing their password).
Search	Access to the Sponsor Search screen. This is useful only when a Sponsor user participates with more than one Sponsor. For all other users, the system defaults to your Sponsor and Site/Provider information.

TIP: Individual users may have varying menu options due to the user's security configuration.

Error Processing

All information entered and saved on the system is verified to ensure it conforms to data entry guidelines and system rules. The site performs two types of checks on information entered: Input Edits and Business Rule Edits.

Input Edits

Whenever you save information or proceed to a new screen, the site checks for input errors. These errors may include entry errors such as an invalid data entry (such as entering a 4-digit Zip Code), or a non- logical entry (e.g., entering a greater number of eligible than enrolled children).

If a form contains an input error and the user selects **Save**, the screen either displays the error code and description in red at the top of the page (and the error code is a letter) or displays a message next to the field in error. Input errors <u>must be corrected</u> before you can proceed. The system will <u>not</u> save data entered on a screen that contains an input error. The user must correct the input errors and select **Save** again.

Figure 5: Examples of an Input Error (Partial Screen)

Business Rule Edits

Business rule edits are used to ensure that entered data on a form conforms to state-defined guidelines/requirements and federal regulation. Once the user initiates a save, the system will perform business rule edit checks <u>after</u> all input errors have been corrected and display a confirmation screen stating that data entered has been saved and identifies whether errors exist.

The user may correct business rule errors immediately or at another time. The entered data will not be lost. The errors will display at the top of the screen with an error code (usually 4-5 digits) and error description. Business rule edits <u>do not</u> prohibit the system from saving the data entered on the screen.

Figure 6: Example of a Business Rule Error (Partial Screen)

In addition, business rule edits have an error severity that indicates whether an error is considered an Error or a Warning. Errors appear in red and must be corrected before the form can be submitted. Warnings appear in blue and indicate an "out of the ordinary" data value. Warning errors do not need to be corrected prior to form submission.

Code	Warning Description
303005	License / Registration Information - Tax Status of "For Profit" has been selected, but the Type of Agency is "Private Non-Profit Organization".

Figure 7: Example of a Warning Error

Selecting a Program Year

Information for Sponsors and sites is displayed based on the selected program year. Upon logging on to the system, the "active" program year is the default selection and displays in the top-right corner in the blue bar. In order to view information from a prior year, you will need to change the program year.

To select a program year

1. Select **Year** on the blue menu bar at the top of the page. The Year Select screen displays.

2. Select the year.

> **Note:** The selected year is indicated by **< Selected.**

3. Use the menu bar to return to your task in the program.

> **TIP:** The ability to view and/or modify a program year is controlled by the State's system administrator. It is important to note that a program year may be set as "view only" to the Sponsors and "modify" to authorized State users.

Year Select

Select Year
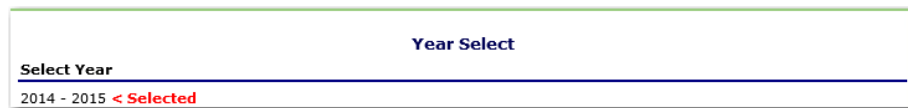
2014 - 2015 **< Selected**

Figure 8: Year Select screen

> **TIP:** The first year that is available to Sponsors is 2014 – 2015.

Sponsor Search

When the Sponsor Search screen displays, you can search for the Sponsor using all or part of the Sponsor's ID, Name, or any other combination of parameters provided on this screen.

To search for a Sponsor

1. On the menu bar, select **Search**. Then select **Sponsor Search**.

2. Enter search parameters (see table for additional information on using the search parameters).

3. Select **Search.**

4. Select the Sponsor you wish to access.

TIP: The Sponsors List displays based upon the search criteria entered. If no selections were made, the list displays all available Sponsors with the designated status (default is "Active"). To display all Sponsors, leave all search parameters blank and select **Search.**

Search for Sponsors		
Agreement Number:	Packet Status:	
Sponsor Name:	Field Service Rep:	
Vendor Number:	Packet Assigned To:	
FEIN:	Program Status:	
County:		
Sponsor Status: Active		
☐ Search all available Programs		

Figure 9: Sponsor Search screen

Note: Sponsor users will only see Sponsors associated with their user account

The search parameters follow a specific set of rules. These are described in the following table.

If the type of search is identified as "includes", the system will search for any Sponsor that includes the parameter in any portion of the selected field. For example, if the user entered "386" in the Sponsor ID parameter, the system will retrieve Sponsors with Sponsor IDs of "00386" and "01386".

If the type of search is "exact match", the system will search only for any Sponsor that exactly matches the parameter. For example, if the user selected "Aurora" in the County parameter, the system will retrieve all Sponsors associated with the county of Aurora.

Parameter	Type of Search	Search Features
Agreement Number	"includes"	▪ If in combination with the Sponsor Name, the Agreement Number takes precedence ▪ If in combination with any other parameter, all parameters are used to perform the search
Sponsor Name	"includes"	▪ If in combination with the Agreement Number, the Agreement Number takes precedence; this parameter is ignored ▪ If in combination with any other parameter, all parameters are used to perform the search
Vendor Number **FEIN**	"includes"	▪ If in combination with the Agreement Number, the search is performed using both the Agreement Number and this parameter ▪ If in combination with any other parameter, all parameters are used to perform the search
County **Packet Status** **Field Service Rep** **Packet Assigned To** **Program Status**	"exact match"	▪ If in combination with the Agreement, the search is performed using both the Agreement Number and this parameter ▪ If in combination with any other parameter, all parameters are used to perform the search
Sponsor Status	"exact match"	▪ Required; defaults to "Active" ▪ If in combination with any other parameter, all parameters are used to perform the search
Program	"exact match"	▪ Required ▪ Defaults to "Both"; can filter by Centers or DCH ▪ If in combination with any other parameter, all parameters are used to perform the search

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Applications

Now that you know how to access and log on to the system, the remainder of the manual will explore the functions of the Child and Adult Care Food Program module. Let's first look at the Applications component of the system, where users manage enrollment of Sponsors and sites.

About the Program Year Enrollment Process

In order to participate in the Child and Adult Care Food Program, Sponsors must submit an Application Packet to the State for review and approval. Before beginning the Application Packet, Sponsors must select the "Add" action on the Application Packet screen. The user is then transferred to a blank CACFP Sponsor application screen. A new Application Packet must be submitted and approved for each program year. Once the Application Packet is approved, monthly claims for reimbursement may be submitted.

			Packet Assigned To: unassigned
Action	**Form Name**	**Latest Version**	**Status**
Add	Sponsor Application		Not Started

Figure 10: Enrolling in a New Program Year

Program Year	**Date Range**	**Application Packet**
NEW! 2014 - 2015	10/01/2014 - 09/30/2015	Application Packet on File

Figure 11: New Program Year Indication

Submitting an Application Packet

The Sponsor can submit the Centers or Day Care Home Application Packet to the State once the application is deemed complete by the system. In order to be able to submit an Application Packet, the packet must contain:

- A completed Sponsor Application with no errors.

- A Board of Directors Members List must exist and contain no errors.

- A completed Budget Detail with no errors.

- All items in the Checklist are identified as submitted to DOE.

- At least one completed CACFP Site/Provider Application with no errors.

Applications Menu

The Applications menu is the starting point for all tasks related to the annual Child and Adult Care Food Program enrollment process. Menu items are based on security levels.

To access the Applications Menu

1. On the blue menu bar, select **Applications.** The Applications Menu displays.

2. Select an application item to access that application function.

Application Packet

In order to participate in the Child and Adult Care Food Program (CACFP), Sponsors must submit an Application Packet to the State for review and approval. At the beginning of each program year, Sponsor data is rolled over and must be verified by Sponsors prior to submitting any claims.

There are two types of CACFP Application Packets - a Center Packet and a Day Care Home Packet. The overall application process is the same for both types, though some forms differ in content.

Generally, the Application Packet contains the Sponsor application, Site/Provider application(s), Board of Directors, Budget Detail and any required Checklist items. After selecting Application Packet from the Applications menu, each required packet item and its status displays. A red arrow displays beside packet items that are not complete, while a green arrow displays for packet items that have been completed without error.

Note: Sponsors may **not** submit claims until their Application Packet has been approved for the respective program year.

Note: Once an Application Packet has been approved, the Application Packet must be **re-submitted** for approval if any of the following items have been revised:

- Sponsor Application
- Center Application
- Board of Directors
- Budget Detail
- Site Application

An Application Packet **does not** need to be re-submitted for previously approved DCH Provider Application modifications or revisions.

Application Packet – Center and DCH Sponsors

To access the Application Packet

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. On the menu, select **Application Packet – Center** or **Application Packet – DCH**. The Application Packet screen displays.

3. Select the packet item you want to access.

		Packet Assigned To: unassigned	
Action	**Form Name**	**Latest Version**	**Status**
View | Modify	Sponsor Application	Original	Error
Details | Admin	Board of Directors	Original	Incomplete
View | Modify | Admin	Sponsor Budget Detail	Original	Pending Validation
Details	Checklist		
Details	Application Packet Notes		

	Approved	**Pending**	**Return for Correction**	**Denied**	**Withdrawn/ Closed**	**Error**	**Total Applications**
Site Application(s)	0	2	0	0	0	0	2

Figure 12: Application Packet – Center Screen

		Packet Assigned To: unassigned	
Action	**Form Name**	**Latest Version**	**Status**
View | Modify | Admin	DCH Sponsor Application	Original	Not Submitted
Add	➡ DCH Board of Directors		
Add	DCH Budget Detail		
Details	Checklist Summary		
Details	Application Packet Notes		

	Approved	**Pending**	**Return for Correction**	**Denied**	**Withdrawn/ Closed**	**Error**	**Total Applications**
Provider Application(s) ➡	0	1	0	0	1	1	3

Figure 13: Application Packet – Day Care Home Screen

If the Application Packet has been submitted for approval by the Sponsor, it becomes "read only" to the Sponsor. The Application Packet screen is displayed with the following message to help make the Sponsor aware that they can no longer modify the submitted packet during this time.

The Application Packet is currently under review by the State and is unavailable for changes.

Figure 14: Application Packet – Message Once Submitted

CACFP Sponsor Application

The Sponsor Application screen provides access to the Sponsor's annual application for the Child and Adult Care Food Program. The Sponsor is required to complete a new Sponsor application annually; however, if an application is contained within the system from the previous year, the State has identified select application data that rolls over from the previous year and pre-fills a new year's application.

> **TIP:** When first displaying the Sponsor Application, Site Application, and Provider Application for a new program year, the system will display the application with pre-populated information from the prior year's last approved application.

To view a Sponsor application (Original)

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet – Center** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select View next to the **Sponsor Application** packet item. The Sponsor Application for the designated program year is displayed.

> **Note:** If there are multiple versions of a Sponsor application within the system (i.e., revisions exist), the system defaults to the version with the most current Application Effective Date designated on the Sponsor Application's Internal Use Only section.

To view a Sponsor application (Revision)

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet – Center** or **Application Packet – DCH**. The most current year's Application Packet screen displays.

3. Select the revision link under the **Latest Version** column. The Sponsor Application History for the designated program year is displayed.

4. Select the application version you would like to view.

> **TIP:** The View option appears in two situations: 1) If the user only has view-access security rights or 2) If the user has modify-access security rights BUT the Application Packet has been submitted to the State and is under State review and therefore can no longer be modified.

To add a Sponsor application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet – Center** or **Application Packet – DCH**. The most current year's Application Packet screen displays.

3. Select Add next to the **Sponsor Application** packet item. The Sponsor Application for the designated program year is displayed.

4. Enter required information.

5. Select **Save**. A confirmation screen displays.

6. Select **<Edit** to return to the Sponsor Application screen.

    -OR-

    Select **Finish** to return to the Application Packet screen.

> **TIP:** If a Sponsor had an application in the previous year and has elected to enroll in the new year, the prior year's application information is rolled over into the new year's application as a starting point.

To modify a Sponsor application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet – Center** or **Application Packet – DCH**. The most current year's Application Packet screen displays.

3. Select Modify next to the **Sponsor Application** packet item. The Sponsor Application for the designated program year is displayed.

4. Modify any desired information.

5. Select **Save**. A confirmation screen displays.

6. Select **<Edit** to return to the Sponsor Application screen.

    -OR-

    Select **Finish** to return to the Application Packet screen.

> **TIP:** The Modify option only appears when the Application Packet has not been submitted. Once an application has been submitted and approved by the State, a revised application must be submitted (i.e., the Revise option is displayed).

To delete a Sponsor application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet – Center** or **Application Packet – DCH**. The most current year's Application Packet screen displays.

3. Select Modify next to the **Sponsor Application** packet item. The Sponsor Application for the designated program year is displayed.

4. Select **DELETE** on the Edit menu in the top-right corner.

5. The system transfers you to the bottom of the screen and a warning message is displayed.

6. Select the **Delete** button at the bottom of the page. A confirmation message displays.

> **WARNING**: A Sponsor application can only be deleted if the Sponsor has not yet submitted the application to the State for review.
>
> Once the application has been deleted, it is permanently removed and cannot be restored. Use caution before deleting an application.

To revise a Sponsor application (i.e., amend an approved Sponsor Application)

Note: Once a Sponsor revises the Sponsor application, the Application Packet must be re-submitted and the state review and approval process starts again.

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet – Center** or **Application Packet – DCH**. The most current year's Application Packet screen displays.

3. Select Revise next to the **Sponsor Application** packet item. The Sponsor Application for the designated program year is displayed.

4. Modify any desired information.

5. Select **Save**. A confirmation screen displays.

6. Select **<Edit** to return to the Sponsor Application screen you just modified.

   -OR-

   Select **Finish** to return to the Application Packet screen.

> **TIP:** The Revise option only appears when the previously submitted Application Packet has been approved by the state.

CACFP Centers: Site Application(s)

Sponsors serving as CACFP Centers must complete a Site Application for each of their sites. The Site Application screen provides access to the annual application for the Child and Adult Care Food Program for both new and renewing sites. Applications must be completed annually; however, if an application is contained within the system from the previous year, **the State** has identified select application data that rolls over from the previous year and pre-fills a new year's application.

To access the Sponsor's site list

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet** - **Center**. The most current year's Application Packet screen displays for the selected Sponsor.

3. Under Site Applications, select **Site Application(s)**. The CACFP - Application Packet Site List displays.

Figure 15: Application Packet – CACFP Site List screen

To add a new site

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet** - **Center**. The most current year's Application Packet screen displays for the selected Sponsor.

3. Under Site Applications, select **Site Application(s)**. The CACFP - Application Packet Site List displays.

4. At the bottom of the site list, select **Add Site.** The Available Site(s) screen displays.

> **Note:** The sites displayed on this screen are sites that are designated as CACFP sites on the Site Profile screen, but who do not have a site application.

5. If the site you would like to add an application for is listed, select the site. If the site you would like to add an application for is not listed, contact Child and Adult Nutrition Services.

To view a Site Application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet** - **Center**. The most current year's Application Packet screen displays for the selected Sponsor.

3. Under Site Applications, select **Site Application(s)**. The CACFP - Application Packet Site List displays.

4. Select View next to the site whose application you would like to view. The site's Site Application is displayed.

To modify a Site Application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet** - **Center**. The most current year's Application Packet screen displays for the selected Sponsor.

3. Under Site Applications, select **Site Application(s)**. The CACFP - Application Packet Site List displays.

4. Select **Modify** next to the site whose application you would like to view. The Site Application is displayed.

5. Modify any desired information.

6. Select **Save**. A confirmation screen displays.

7. Select <**Edit** to return to the Site Application screen.
   -OR-
   Select **Finish** to return to the CACFP Site List screen.

8. Repeat **Steps** 4 through 7 for each site that will participate in the program.

To delete a Site Application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet** - **Center**. The most current year's Application Packet screen displays for the selected Sponsor.

3. Under Site Applications, select **Site Application(s**). The CACFP - Application Packet Site List displays.

4. Select **Modify** next to the site whose application you would like to delete. The Site Application is displayed.

5. Select **DELETE** on the Edit menu in the top-right corner.

6. The system transfers you to the bottom of the screen and a warning message is displayed.

7. Select the **Delete** button at the bottom of the page. A confirmation message displays.

WARNING: Only a site application that has not been approved can be deleted. Once the application has been deleted, it is permanently removed and cannot be restored. Use caution before deleting an application.

To revise a Site Application (i.e., amend an approved Site Application)

Note: Only State-approved applications can be revised. An application that has been submitted BUT is currently under review by the State CANNOT be revised.

Once a Sponsor revises a Site Application, the Application Packet must be re-submitted and the state review and approval process starts again.

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet** - **Center**. The most current year's Application Packet screen displays for the selected Sponsor.

3. Under Site Applications, select **Site Application(s**). The CACFP - Application Packet Site List displays.

4. Select **Revise** next to the site whose application you would like to revise. The Site Application is displayed.

5. Modify any desired information.

6. Select **Save**. A confirmation screen displays.

7. Select **<Edit** to return to the Site Application screen.

   -OR-

   Select **Finish** to return to the CACFP Site List screen.

TIP: The Revise option only appears when the previously submitted Application Packet has been approved by the state.

CACFP Day Care Homes: Provider Application(s)

Sponsors must complete a Provider Application for each of their Providers. The Provider Application screen provides access to the annual application for the Child and Adult Care Food Program for both new and renewing Providers.

New applications must be completed annually. Existing approved Provider applications are automatically "rolled over" and do not require additional submission if no changes are made. The system will automatically set them to an Approved status upon rollover (commencing in 2015-16).

If the Sponsor changes a Provider application, it is moved into a Pending Validation status.

To access the Sponsor's Provider list

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet** - **DCH**. The most current year's Application Packet screen displays for the selected Sponsor.

3. Under Site Applications, select **Provider Application(s)**.

		Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Provider Application(s)	✔	1	0	0	0	0	0	1

4. The CACFP - Application Packet DCH Provider List displays.

Note: Selecting a link in the Provider Totals section will limit the list of Providers displayed below. You may also search for a specific Provider by License Number or Provider Name.

Application Packet - DCH Provider List

0100100   Status: Active
Plankinton 01-1
200 E Test
Test City, SD 85026

Provider Totals

| Approved: 0 | Unapproved: 3 | Total: 3 | Closed: 1 | Self-Cancelled: 0 | Terminated: 0 |

| Applications Pending Approval: 1 | Applications with Errors (Inactive): 1 |

Provider Search

Show All Providers or Search By: [▼]   [   ]   [Search]

☐ Include **All** closed Providers

[< Back]   [Add Provider]

Providers: 3

Action	License #	Provider	Tier	Provider Status/ Application Status
Details	123456789	Smith, Joe Test Test, SD 12345	Tier II	Active/ Error
Details	54321	Test, Test		Closed/ Pending Validation
Details	654321	Smith, John 123 Test Test, SD 12345	Tier II	Active/ Submitted

[< Back]   [Add Provider]

Figure 16: Application Packet – DCH Provider List screen

To add a new Provider (only available to Sponsors)

1. At the bottom of the CACFP - Application Packet DCH Provider List screen, select **Add Provider.** The Add Provider screen displays.

2. Enter the applicable search criteria and click **Search**.

3. If the Provider you would like to add an application for is listed, select the **Add** link. If the Provider you would like to add an application for is not listed, enter the first and last name and select **Add New Provider** button**.** A new Provider Application displays.
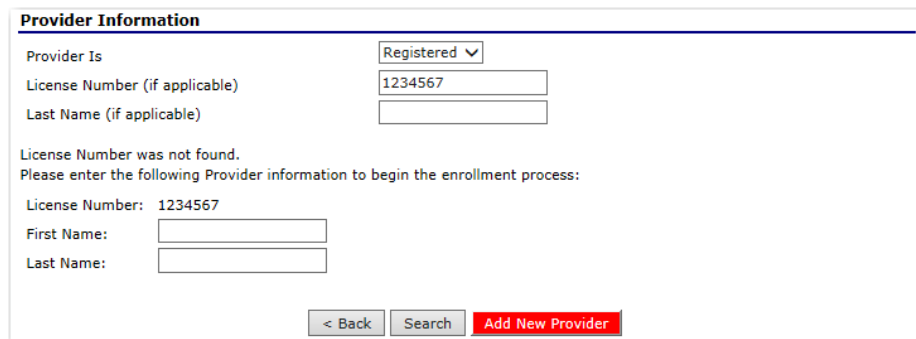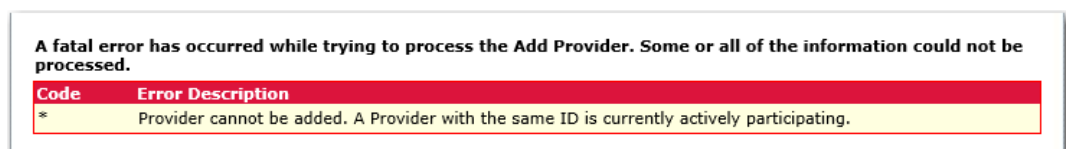
Figure 17: Add Provider screen

Note: If the Provider is currently active with another DCH Sponsor, the system will issue an error message stating that the Provider cannot be added.

Figure 18: Example of an Error Notification

To view a Provider Application

1. From the CACFP - Application Packet DCH Provider List screen, select **Details** next to the Provider whose application you would like to view.

2. Select **View** next to view the respective version of the application.

Figure 19: Provider Application Effective Dates screen (View)

To modify a Provider Application

1. From the CACFP - Application Packet DCH Provider List screen, select **Details** next to the Provider whose application you would like to modify.

2. Select **Modify** next to the Provider whose application you would like to modify. The Provider Application is displayed.

Figure 20: Provider Application Effective Dates screen (Modify)

3. Modify any desired information.

4. Select **Save**. A confirmation screen displays.

To delete a Provider Application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet** - **DCH**. The most current year's Application Packet screen displays for the selected Sponsor.

3. Select **Provider Application(s**). The CACFP - Application Packet DCH Provider List displays.

4. Select **Details** next to the Provider whose application you would like to delete.

5. Select the **Modify** link for the desired application version. The Provider Application is displayed.

6. Select **DELETE** on the Edit menu in the top-right corner.

7. The system transfers you to the bottom of the screen and a warning message is displayed.

8. Select the **Delete** button at the bottom of the page. A confirmation message displays.

> **WARNING**: Only a Provider application that has not been approved can be deleted. Once the application has been deleted, it is permanently removed and cannot be restored. Use caution before deleting an application.

To revise a Provider Application

> **Note:** Only State-approved applications can be revised. An application that has been submitted BUT is currently under review by the State CANNOT be revised.
>
> The Application Packet does not need to be re-submitted for review and approval if a Sponsor revises a Provider Application.

1. From the CACFP - Application Packet DCH Provider List screen, select **Details** next to the Provider whose application you would like to modify.

2. Select **Details** next to the Provider whose application you would like to revise.

3. Select the **Revise Application** button. The Provider Application is displayed.

Provider Applications

Action	Effective Claim Period	Version	Tier	Status	Approved Date
View	Oct 2010	3	Tier I	Approved	11/8/2011 9:17:14 AM
View	Oct 2010	2	Tier I	Approved	10/1/2010
View	Oct 2009	1	Tier I	Approved	10/1/2009

[< Back]   [Revise Application]   [State Use]   [Close Provider]

Figure 21: Provider Application Effective Dates screen (Revise Application)

4. Modify any desired information.

5. Select **Save**. A confirmation screen displays.

> **TIP:** The Revise option only appears when the previously submitted Application Packet has been approved by the state.

Closing a Provider

A Provider may be closed within the system, whereby applications cannot be submitted for the Provider.

To close a Provider

1. From the CACFP - Application Packet DCH Provider List screen, select **Details** next to the Provider whose application you would like to modify.

2. Select **Close Provider** button. The End Site Agreement screen is displayed.

Provider Applications

Action	Effective Claim Period	Version	Tier	Status	Approved Date
View	Oct 2010	3	Tier I	Approved	11/8/2011 9:17:14 AM
View	Oct 2010	2	Tier I	Approved	10/1/2010
View	Oct 2009	1	Tier I	Approved	10/1/2009

< Back		Revise Application	State Use	Close Provider

Figure 22: Provider Application Effective Dates screen (Close Provider)

3. Enter the **Closed/Terminated Date**. If the Sponsor is entering site level claims, the Days of Operation fields for this site will edit check with this date to ensure meals aren't claimed after the entered date.

4. Select the **Closed/Terminated Code**.

5. Enter the **Closed/Terminated Reason**.

6. If desired, provide a description as to why the site is being closed in the **Comment(s)**.

7. Select **Save**. The Site Application History screen is displayed with a message stating that the site's enrollment is closed.

Provider closure information has been saved.
The Provider's enrollment was closed with code: 'Provider Transfer'.

Action	Effective Claim Period	Version	Tier	Status	Approved Date
View	Oct 2010	1	Tier I	Approved	8/2/2011 9:25:27 AM

[< Back]   [Revise Application]   [State Use] [Edit Provider Closure]

Figure 23: Example of a Confirmation of a Closed Provider

To re-open a closed Provider

1. From the CACFP - Application Packet DCH Provider List screen, check the checkbox nest to Include **All** closed Providers and select **Details** next to the Provider whose application you would like to modify.

2. Select **Edit Provider Closure**. The End Site Agreement screen is displayed.

3. Delete the Closed/Terminated Date.

4. Select the blank space from the drop-down menu for the Closed/Terminated Code.

5. Delete the Closed/Terminated Reason.

6. Delete the Closed/Terminated Description.

7. Once all fields are blank, select **Save**.

Note: After re-opening a closed Provider, **Revise** the Site Application to: 1) update Months of Operation and 2) update the Application Effective Date to the effective claim month for the re-opened Provider so that claiming is available for the correct months.

Transferring a Provider

A Provider may be transferred from one Sponsor to another within the system. This capability allows for a Provider's information to be retained even though it may be associated with a different Sponsor upon the transfer. The transfer capability is enabled when a new Provider is attempted to be added to a Sponsor. The system will first verify if the Provider already exists in the system and if so, it will provide the user the ability to transfer the Provider to the Sponsor.

To transfer a Provider from one Sponsor to Another Sponsor

1. At the bottom of the CACFP - Application Packet DCH Provider List screen, select **Add Provider.** The Add Provider screen displays.

2. Search for the desired Provider by type, license number and/or last name. If the Provider is eligible to be transferred, a **Transfer** link displays next to the Provider Name.

3. Select **Transfer**. The Provider Transfer screen displays.

4. Enter the **Transfer Start Date**. (The Transfer Start Date must occur after the Transfer Close Date and cannot occur in the same month as the Transfer Close Date.)

5. Enter the **Close Date**.

6. Enter the **Transfer Reason**.

7. If desired, enter any comments.

8. Select **Save**

Note: If the Sponsor is transferring an active provider, the Sponsor must be sure to communicate with the Sponsor that the provider was previously approved to participate under.

Board of Directors

The Board of Directors Member List details all board members associated with the Center or Day Care Home. This form must be completed as part of the Application Packet. There is no variance between a Board of Directors screen for a Center or a Day Care Home.

To add a Board of Directors list

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Add** for the Board of Directors.

4. Select **Add Member**. The Board of Directors – Member Information screen displays.

5. Complete the Board Member Information.

6. Select **Save.**

7. On the Board of Directors Member List screen, check the certification checkbox after all members have been added.

8. Select **Finish** to return to the Board of Directors Member List.

Figure 24: Board of Directors – Member Information

To view or modify the Board of Directors

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Details** for the Board of Directors Board Member List.

Action	Name	Board Position	Phone
View | Modify	Melissa hall none mitchell, SD 57301 DOB: 10/01/1988	Chairman of the Board	(605) 444-5555

Certification

☑ On behalf of the Sponsor/Local Agency I understand that:

- the submission of false information to the state agency is grounds for termination or denial from the Child and Adult Care Food Program.
- Institutions and individuals providing false certifications will be placed on the National Disqualified List.
- this information is being given in connection with receipt of federal funds. The Child and Adult Nutrition Services office may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.
- our agency is required to report to Child and Adult Nutrition Services any changes that we need to make to this application, agreement, and all attachments.

Figure 25: Board of Directors Member List screen (partial screen)

4. Select **View** or **Modify** to access Board of Directors – Member Information.

5. Modify any desired information.

6. Select **Save.**

7. On the Board of Directors Member List screen, check the certification checkbox after all members have been added.

8. Select **Finish** to return to the Board of Directors Member List.

Note: You must review and check the certification statement prior to saving a completed list of members.

To add a member to the Board of Directors

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Details** for Board of Directors Board Member List.

4. Select **Add Member**.

5. Complete the Board of Directors – Member Information screen.

6. Select **Save.**

> **TIP:** All agencies must complete this information for its board of directors/principals. The must include, at a minimum, Executive Director (required for all) and Board President (required for private or public non-profit organizations (501(c)3, etc.).

To delete a member from the Board of Directors

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Details** for Board of Directors Board Member List.

4. Select **Modify** for the member you wish to delete.

5. Select **Delete** in the top-right corner.

6. Select **Delete** at the bottom of the screen to confirm**.**

Budget Detail

The Budget Detail screen must be completed by all Center and Day Care Home Sponsors. The budget screen varies depending if the budget is for a Center or for a Day Care Home. The system will not allow an Application Packet to be submitted without an error-free Budget. Once a Budget is approved, a revision (i.e., a new version) must be created.

To access the Budget Detail

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **View** next to **Budget Detail**. The most current Budget Detail screen displays.

   Note: If there are multiple versions of a budget within the system (i.e., revisions exist), the system defaults to the most current version.

To add a Budget

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Add** next to **Budget Detail**. A blank Budget Detail screen displays.

4. Complete the form.

5. Select **Save**. A confirmation screen displays.

6. Select **<Edit** to return to the Budget Detail screen.

   -OR-

   Select **Finish** to return to the Application Packet screen.

To view a Budget

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. To view the most current Budget Detail, select **View** next to Sponsor Budget Detail. The Budget Detail screen displays.

    –OR-

    To view a prior Budget Detail, select the revision link under the **Latest Version** column. The Sponsor Budget History for the designated program year is displayed.

Version	Status	Approved Date
Revision 1	Pending Validation	
Original	Approved	04/21/2011

    Figure 26: Sponsor Budget History screen

4. Select the budget version you would like to view.

To modify a Budget

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Modify** next to **Budget Detail**. The Budget Detail screen displays with the most current, un-submitted budget data.

4. Modify any desired information.

5. Select **Save**. A confirmation screen displays.

6. Select **<Edit** to return to the Budget Detail screen.

    -OR-

    Select **Finish** to return to the Application Packet screen.

To revise a Budget (i.e., amend an approved Budget)

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Revise** next to **Budget Detail**. The Budget Detail screen displays with the most current budget data.

4. Modify any desired information.

5. Select **Save**. A confirmation screen displays.

6. Select **<Edit** to return to the Budget Detail screen.

   -OR-

   Select **Finish** to return to the Application Packet screen.

   TIP: When creating a revision, the system maintains the previously-approved budget that can be accessed via the Sponsor Budget History screen.

To review a Budget Detail

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Admin** next to **Budget Detail**. The Budget Detail screen displays.

4. Review the budget information submitted.

5. Enter information in the Internal Use Only section.

6. Select **Save Internal Use Only.** A confirmation screen displays.

7. Select **<Edit** to return to the Budget Detail screen.

   -OR-

   Select **Finish** to return to the Application Packet screen.

Checklist

Checklist items are supplemental documentation that must be submitted to the State as part of the Application Packet. An example may be a copy of a license or a copy of a contact.

A checklist is automatically generated based upon answers to specific questions from the Sponsor and site applications. The Checklist feature allows Sponsors to keep track of documents and their dates of submission. State users use this feature to identify when documents have been received and to denote the status of the documents. Documents that can be attached within the Application Packet are identified on the Checklist List page with a blue paper clip.

To access a Checklist

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Details** for the Checklist. The Checklist Summary screen displays.

Sponsor	Total Items	Submitted Items	Approved Items
Julia Day Nursery, Inc.	7	7	7
Child & Adult Care Food Program Sites	**Total Items**	**Submitted Items**	**Approved Items**
Julia Day Nursery, Inc.	1	1	1
Test Site	0	0	0

Figure 27: Checklist Summary screen

To view a Checklist

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Details** for the Checklist. The Checklist Summary screen displays.

4. Select the Sponsor or Site/Provider whose checklist you wish to view. The Checklist screen displays.

Note: Only Sponsors and sites who have completed their applications and who have additional required documents will have a checklist. Checklist items are generated based on DOE business rules associated with the respective Sponsor or Site Application data.

Required Forms/Documents to send to CANS	Document Submitted to CANS	Date Submitted to CANS	Document on File w/CANS	Status	Status Date	Last Updated By
License, Exemption or Other Documentation	✓	06/20/2014	✓	Approved	06/20/2014	Developer

Figure 28: Checklist screen

TIP: If the name of the checklist item is displayed in blue with an underline, this indicates that the checklist item is a hyperlink. Clicking on the name will open the checklist item form, template, etc. in a separate window.

Designated checklist item forms, templates, etc. are also available from the Download Forms screen.

To update a Checklist

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Details** for the Checklist. The Checklist Summary screen displays.

4. Select the Sponsor or Site/Provider whose checklist you wish to update. The Checklist screen displays.

5. Identify whether the document has been submitted and the submission date. The Date Submitted to DOE field automatically defaults to the system date. This can be changed by the user. A checklist is not considered complete until all checklist items are identified as having been submitted to DOE.

6. Select **Save**. The Checklist Summary screen displays.

TIP: Checklist items with a blue paperclip can be uploaded into the system as an attachment.

Copy of current license

To upload an attachment to a Checklist item

Note: If the checklist item has a paper clip icon next to it, you can upload an attachment. Files in the following formats can be uploaded: .doc, .xls, .pdf, and .jpg.

1. Select the paper clip. The Checklist File Upload Details screen displays.

2. Use the **Browse** button to select the file to upload. If desired, enter a brief comment regarding the document (e.g., replaces previously submitted document dated 09/18/2014).

3. Select **Save**.

Figure 29: Checklist File Upload Detail screen

Notes

The Application Packet Notes screen allows Sponsor users to read notes regarding an entire Application Packet. This enables state users to efficiently communicate and log information pertaining to an Application Packet.

To view an application note

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Details** for Application Packet Notes. The Application Packet Notes screen displays.

   Note: Notes can only be modified or deleted by the user that created it. For all other users reading another user's note, the note will be **View Only**.

Download Forms

The Download Forms function allows users to view, download and/or print all forms and documents made available on the site by the State.

To access Download Forms
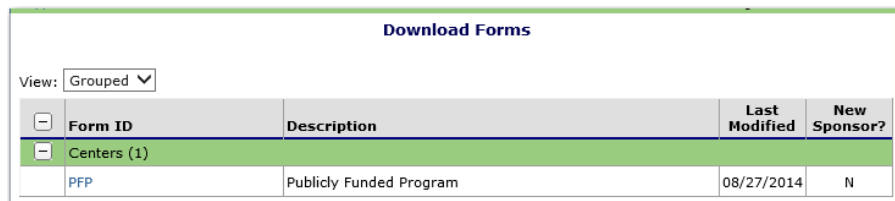
1. On the blue menu bar, select **Applications**. The Applications menu screen displays.

2. On the menu, select **Download Forms**. The Download Forms screen displays.

To download or view a form

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.

2. On the menu, select **Download Forms**. The Download Forms screen displays a list of all available forms.

3. Select the Form ID of the form you wish to download. If the form is a document, a gray dialog box appears.

4. Select **Open** to view the form.
   - OR -
   Select **Save** to save the form to your computer.

> **Note:** The software application associated with the form will initiate the opening of the form. For example, if the form is a Microsoft Word document, Microsoft Word on your desktop will initiate the opening of the form. This is also true with Microsoft Excel or Adobe Acrobat forms.

5. Select the **<Back** button to return to the previous screen.

Download Forms

View: Grouped ▾

	Form ID	Description	Last Modified	New Sponsor?
⊟	Centers (1)			
	PFP	Publicly Funded Program	08/27/2014	N

Figure 30: Download Forms screen (partial screen)

> **TIP:** The New Sponsor? column indicates whether the form is required for submission by Sponsors new to the Child and Adult Care Food Program.

4

Claims

The Claims component allows Sponsors to submit monthly online reimbursement claim requests to the State, review claim rates, and review historical payment summaries.

About the Claims Process

A Sponsor submits a reimbursement claim to the State for every month in which one or more sites participates in the School Nutrition Programs. Sponsors may enter Sponsor and site information into the monthly claim form beginning at the first of every month. Sponsors have sixty (60) days from the last day of the claim month/year to submit an original claim

Note: Claims cannot be created for a month if there is no approved Application Packet in effect for that period. If you cannot access claims for a specific month, be sure your Application Packet has been approved. If your Application Packet has been approved and you still cannot enter a claim for a specific month, contact your CANS representative to validate the effective date of the Sponsor application and Site application.

At the time claims are submitted, they are checked by the system to ensure they conform to established business rules governing reimbursement claim eligibility and approval.

The following table identifies the steps related to submitting and processing a claim:

Performed by	Task
Sponsor	Complete the Claim for Reimbursement form(s) for the selected claim month.
	Submit error-free claim to the State for processing.
State	Review and approve claim.
	Select claim for inclusion in the payment process.
	Send payment information to the appropriate State agency for payment.

Claims Menu

Sponsors use the Claims Menu to access CACFP claim functions, view current claim rates, or view payment summaries. From the menu, select a claims item to access that claim function.

Item	Description
Claim Entry - Centers	Center Claim Entry (Breakfast, Lunch, Supper, Supplements)
Claim Entry - DCH	DCH Claim Entry (Breakfast, Lunch, Supper, Supplements)
Claim Rates - Centers	Adult and Child Care Center Claim Rates - View current claim rates
Claim Rates - DCH	Day Care Home Provider Claim Rates - View current claim rates
Payment Summary	Payment Summary

Figure 31: Claims Menu

Claim Dates

The table below lists and describes the various dates used throughout the Claims functions of the system:

Date	Description
Date Created	This date is set to the current system date when the claim is initially created.
Date Modified	This date is set to the current system date when the claim is initially created and each time the claim is saved.
Date Received	This date is typically set to the date the claim was first submitted to the State. The value of this field is used to validate the 60/90 day claim rules.
Date Accepted	This date is set to the current system date each time the claim is submitted for payment and contains no errors. If errors are detected during the submit process, the date is not set. These claims are identified with a status of "Accepted". Accepted claims can be modified until they are included in a payment batch.
Date Processed	This is the date that the claim was added by the State into the batch payment process (via Payment Tracking in the Accounting module). Once the claim has been added to a batch (i.e., "batched"), it cannot be modified. These claims are identified with a status of "Accepted*" until the batch process has completed. When the batch process is completed, the status of the claim is "Processed". If a change is required to a claim that has a status of "Accepted*" or "Processed", a revised claim must be entered into the system.

Claim Entry

The Claim Entry function is used to enter, modify, and view claims. The system provides the ability to submit claims at the Sponsor or site level. Original and upward adjusted claims cannot be submitted if the received date is more than 60 days from the last day of the claim month/year. In order to create a claim in a given month, an approved Application Packet must be in effect for the period.

Note: The general claims functionality is the same for both Centers and Day Care Homes.

To access claim entry

1. On the blue menu bar, select **Claims**.

   On the Claims menu, select **Claim Entry – Centers** or **Claim Entry - DCH**.

   If a Sponsor has already been selected, the Claim Summary screen displays.
   If no Sponsor has been selected, use the Sponsor Search to search for and select a Sponsor. The selection of a sponsor only applies if the user ID is associated with more than one sponsor.

2. Select the Claim Month for which you would like to submit a claim. The Claim Month Details screen displays.

   Note: The current program year is the default year if no other program year has been selected. For help selecting a new program year, see **Selecting a Program Year**.

Claim Year Summary

The Claim Year Summary summarizes information regarding the claim for each claim month in the designated year:

- Adj Number: identifies the number of revisions associated with the claim. Each revision must be re-processed by the state.

- Claim Status: identifies the current status of the claim.

- Date Received: identifies the date the system initially received the claim submission.

- Date Processed: identifies the date the claim was included in the payment batch process.

- Earned Amount: identifies the current value of the claim.

   Note: Only months that are identified as valid operational months for the Sponsor are enabled to submit claims.

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Oct 2014					$0.00
Nov 2014					$0.00
Dec 2014					$0.00
Jan 2015					$0.00
Feb 2015					$0.00
Mar 2015					$0.00
Apr 2015					$0.00
May 2015					$0.00
Jun 2015					$0.00
Jul 2015					$0.00
Aug 2015					$0.00
Sep 2015					$0.00
				Year to Date Totals	$0.00

Figure 32: Claim Year Summary screen

Claim Month Details

From the Claim Month Details screen, you can access a specific claim form or a summary of the submitted claim.

If the claim has been processed, the options are View (to view the completed claim form) or Summary (to view the calculated payment summary related to the claim).

Claim Month: August 2014

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View | Summary	0	09/05/2014	09/05/2014	09/09/2014	$1,171.58	Processed
				Total Earned	$1,171.58	

Figure 33: Claim Month Details screen – Example of Processed Claims

If the claim has not been processed, the options are View (to view the completed claim form), Modify (to enter a new claim or modify an existing claim) or Summary (to view the calculated payment summary related to the claim).

Claim Month: August 2014

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View | Modify | Summary	0	09/17/2014	09/17/2014		$3,161.78	Accepted

Figure 34: Claim Month Details screen – Example of Non-Processed Claims

Note: Claims can be modified UNTIL they have been added by the State into the payment process. Once a claim has been included in a payment batch, the status of the claim is "Accepted*" until the State payment process has completed. When the State payment process has completed, the status of the claim is "Processed".

Claim Site List

If the Sponsor has been identified by the State as performing site-level claiming on the Sponsor Profile screen, the Sponsor would use the Claim Site List screen to select the site whose claim to add, view, or modify.

Note: Only active sites will have a link to open the Claim for Reimbursement screen.

Actions	Site #	Site Name	Type	Errors	Status
View | Modify	0140	Vic Robertson El	AR		Validated
View | Modify	0141	CD Fulkes Middle School	AR		Validated
Add	0142	Robert P. Hernandez Middle School	AR		

Figure 35: Claim Site List screen

To add an original claim

Claims can be entered for each eligible month in the program year. Eligible months are determined based on an approved Application Packet and the designated application effective date.

1. From the Claims menu, select **Claim Entry – Centers** or **Claim Entry - DCH**. The Claim Year Summary screen displays.

2. Select the desired Claim Month. The Claim Month Details screen displays.

3. Select **Add Original Claim** button. If the Sponsor is performing Sponsor-level claiming, the Claim for Reimbursement screen displays.

   If the Sponsor is performing site-level claiming, the Claim Site List screen displays. Under Actions, select **Add** to the left of the Site Name you wish to add an original claim. The Claim for Reimbursement screen displays.

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
		There are no claims for this month.				
				Total Earned	$0.00	

< Back   Add Original Claim

Figure 36: Claim Month Details screen – Add Original Claim

Note: The **Add Original Claim** button will only display on Claim Month Details screens that currently have no claims created.

4. Enter claim information for all enrolled programs. Only the programs identified in an approved Application Packet with the appropriate effective date will be available for data entry.

5. Select **Save**. The Claim Month Details screen displays.

6. Review the information.

To make a modification or correction to the claim, select the **<Back** button to return to the Claim for Reimbursement screen.

To submit the claim, check the Certification box and select the **Submit for Payment** button.

To modify an un-processed claim

Claims can be modified as many times as desired until the claim has been submitted **and** processed by the State for payment distribution.

1. From the Claims menu, select **Claim Entry – Centers** or **Claim Entry - DCH**. The Claim Year Summary screen displays.

2. Select the desired Claim Month. The Claim Month Details screen displays.

3. If the Sponsor is performing Sponsor -level claiming, select **Modify.** The Claim for Reimbursement screen displays.

   If the Sponsor is performing site-level claiming, the Claim Site List screen displays. Under Actions, select **Modify** to the left of the Site Name you wish to view. The Claim for Reimbursement screen displays.

Claim Month: September 2014						
Claim Items	**Adj Number**	**Date Received**	**Date Accepted**	**Date Processed**	**Earned Amount**	**Status**
View | Modify | Summary	0	09/17/2014			$0.00	Pending
				Total Earned	$0.00	

Figure 37: Claim Month Details screen – Modify an Un-processed Claim

4. Update claim information.

5. Select **Save**. The Claim Month Details screen displays.

6. Review the information.

   To make a modification or correction to the claim, select the **<Back** button to return to the Claim for Reimbursement screen.

   To submit the claim, check the Certification box and select the **Submit for Payment** button.

WARNING: An original claim cannot be submitted by a Sponsor if the received date is more than 60-days since the last day of claim month/year. For exceptions to this rule, contact your CANS representative.

To revise a processed claim (i.e., amend a processed claim)

Claim revision resulting in a downward adjustment may be submitted at any time. Claim revisions resulting in an upward adjustment may be submitted if the date of submission is within 90 days of the last day of the original claim month. Revised claims must be re-processed by the State regardless of their original status.

1. From the Claims menu, select **Claim Entry – Centers** or **Claim Entry - DCH**. The Claim Year Summary screen displays.

2. Select the desired Claim Month. The Claim Month Details screen displays.

3. If the Sponsor is performing Sponsor -level claiming, select **Add Revision** button. The Claim for Reimbursement screen displays.

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View | Summary	0	06/26/2014	06/26/2014	06/26/2014	$11,095.95	Processed
View | Summary	1	07/15/2014	07/15/2014	07/15/2014	$600.89	Processed
				Total Earned	$11,696.84	

< Back   Add Revision

Figure 38: Claim Month Details screen – Add Revision

If the Sponsor is performing site-level claiming, the Claim Site List screen displays. Under Actions, select **Revise** to the left of the Site Name whose claim you wish to revise. The Claim for Reimbursement screen displays.

Note: The **Add Revision** button will only display on Claim Month Details screens that currently have claims created.

4. Make any necessary changes to the claim.

5. Select **Save**. The Claim Month Details screen displays.

6. Review the information.

   To make a modification or correction to the claim, select the **<Back** button to return to the Claim for Reimbursement screen.

   To submit the revised claim, check the Certification box and select the **Submit for Payment** button.

Note: Revised claims must be re-processed by the State regardless of their original status.

WARNING: An upward adjusted claim cannot be submitted by a Sponsor if the received date is more than 90-days since the last day of claim month/year. For exceptions to this rule, contact your CANS representative.

To view a claim

1. From the Claims menu, select **Claim Entry – Centers** or **Claim Entry - DCH**. The Claim Year Summary screen displays.

2. Select the desired Claim Month. The Claim Month Details screen displays.

3. If the Sponsor is performing Sponsor -level claiming, select **View.** The Claim for Reimbursement screen displays.

   If the Sponsor is performing site-level claiming, the Claim Site List screen displays. Under Actions, select **View** to the left of the Site Name you wish to view. The Claim for Reimbursement screen displays.

To view a Claim Summary

The Claim Summary allows you to view a summary of the month's claim in an easy-to-read or print format. No modifications can be made from this page. A Claim Summary is not available until a claim has been submitted with no errors.

1. From the Claims menu, select **Claim Entry – Centers** or **Claim Entry - DCH**. The Claim Year Summary screen displays.

2. Select the desired Claim Month. The Claim Month Details screen displays.

3. Select **Summary.** The Claim for Reimbursement Summary screen displays.

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jun 2014	0	07/18/2014	07/18/2014	07/23/2014	Original

Confirmation #: BJ3IRH

At Risk Snack

Sponsor Totals	Meals/Snacks	Difference	Federal Rate	Reimbursement Amount
Supper				
Free	197		2.9300	577.21
CIL	197		0.2325	45.80
Total	197			623.01
Claim Reimbursement Total				**623.01**

Sponsor Claim Reimbursement Totals	Meal Reimbursement	CIL Reimbursement	Totals
Current Claim Reimbursement Total	577.21	45.80	623.01
Previous Claim Reimbursement Total	0.00	0.00	0.00
Net Claim Reimbursement Total	**577.21**	**45.80**	**623.01**

Figure 39: Claim for Reimbursement Summary screen

To delete a claim

If the Contracting Entry has entered a claim in error and the claim has **not** been included in the batch payment process (i.e., the status of the claim is NOT "Accepted*" or "Processed"), the claim can be deleted.

1. From the Claims menu, select **Claim Entry – Centers** or **Claim Entry - DCH**. The Claim Year Summary screen displays.

2. Select the desired Claim Month. The Claim Month Details screen displays.

3. If the Sponsor is performing Sponsor -level claiming, select **Modify.** The Claim for Reimbursement screen displays.

   If the Sponsor is performing site-level claiming, the Claim Site List screen displays. If you wish to delete a claim for only one of the sites, under Actions, select **Modify** to the left of the Site Name you wish to view. (If you wish to delete the entire claim, skip this step.) The Claim for Reimbursement screen displays.

4. Select **Delete** in the Edit menu in the upper-right corner.

5. The system transfers you to the bottom of the screen and a warning message is displayed.

6. Select the **Delete** button at the bottom of the page. A confirmation message displays.

7. Select **Finish**.

WARNING: Once the claim has been deleted, it is permanently removed from the application and cannot be restored. Use caution before deleting a claim.

Claim Rates

The system provides a screen to view claim for reimbursement rates by year. The rates displayed apply for the rate year defined at the top of the page. Meals are reimbursed based on the designated rate established by the USDA. Annually, the reimbursement rates are entered by authorized DOE staff through the Claim Rate Maintenance screens in the Maintenance and Configuration module.

To access Claim Rates

1. From the Claims menu, select **Claim Rates – Centers** or **Claim Rates - DCH**. The applicable Claim Rates screen displays.

2. Use the **<Back** button to return to the Claims menu.

Figure 40: Claim Rates for CACFP – Centers screen

Figure 41: Claim Rates for CACFP – Day Care Homes screen

TIP: The Claim Rates screen defaults to the designated program year identified at the top right of the screen. To view the claim rates for a previous year, see Selecting a Program Year.

Payment Summary

The Payment Summary screen provides a list of all payment batch schedules processed for the Sponsor for the selected program year. Each schedule number and process date represents payments that have been scheduled. Payments from payment batches are grouped by program and sorted by date.

To access Payment Summary

1. From the Claims menu, select **Payment Summary**. The Payment Summary List screen displays.

2. Use the **<Back** button to return to the Claims menu.

Schedule Number	Processed Date	Warrant Issue Date	Earned Amount	Adjustments	Distribution Amount
N/A	07/23/2014		$ 623.01	$ 47.44	$ 0.00
N/A	07/09/2014		$ 0.00	$(670.45)	$ 0.00
1613201541	06/11/2014		$ 2,903.17	$ 0.00	$ 2,903.17
1613201539	05/21/2014		$ 1,559.10	$ 0.00	$ 1,559.10
1613201537	04/23/2014		$ 3,352.25	$ 0.00	$ 3,352.25
1613201534	03/12/2014		$ 2,830.43	$ 0.00	$ 2,830.43
1613201533	02/20/2014		$ 1,761.51	$ 0.00	$ 1,761.51
1613201531	01/23/2014		$ 1,992.37	$ 0.00	$ 1,992.37
1613201527	12/10/2013		$ 2,719.75	$ 0.00	$ 2,719.75
1613201524	11/07/2013		$ 3,437.63	$ 0.00	$ 3,437.63

Figure 42: Payment Summary List screen

To view a Payment Summary

1. From the Claims menu, select **Payment Summary**. The Payment Summary List screen displays.

2. Select the payment record you wish to view. The payment summary information displays for all payments included in the payment batch.

3. Select the **<Back** button to return to the previous screen.

Schedule Number	Schedule Process Date	State Year	Federal Year	Warrant Number	Paid Date
1613201541	06/11/2014	2013-2014	2013-2014		

Account Description	Month	Transaction Description	Amount
CACFP Meals			
	May 2014	Original Claim	$ 2,689.74
	May 2014	Distribution for Claim #1030341	$ 2,689.74
CACFP Cash In Lieu			
	May 2014	Original Claim	$ 213.43
	May 2014	Distribution for Claim #1030341	$ 213.43

Payment Schedule Summary			
	May 2014	CACFP Meals	$ 2,689.74
	May 2014	CACFP Cash In Lieu	$ 213.43
		Total Payments	**$ 2,903.17**

Figure 43: Payment Summary screen

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Security

System-authenticated users (i.e., users that are logged on) may change their password through the Change Password feature.

Security menu

The Security menu option within the Child and Adult Care Food Program module is the access point to the Change Password and User Manager functions.

To access the Security menu
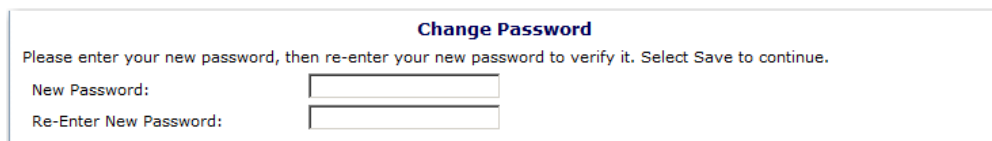
1. Select **Security** on the blue menu bar at the top of the page.
   The Security menu displays.

2. Select a security item to access that security function.

To access Change Password

1. On the blue menu bar, select **Security**.

2. On the Security menu, select **Change Password.** The Change Password screen displays.

3. Enter your **New Password**.

4. Re-Enter your New Password.

5. Select **Save**. A confirmation message displays.

6. Select <**Edit** to return to the Change Password screen you just modified.
   -OR-
   Select **Finish** to return to the Security menu.

Change Password

Please enter your new password, then re-enter your new password to verify it. Select Save to continue.

New Password:

Re-Enter New Password:

Figure 44: Change Password screen

Note: Security configuration settings require a password ten (10) to twelve (12) characters in length. Please note that the password must be at <u>least</u> ten (10) characters in length. The password must contain at least one number, one letter, and one special character (e.g., $, ?, /). Passwords are case sensitive.

Application Packet Process

This section of the manual provides information on how the State can review and approve CACFP Application Packets through the system.

Note: For security purposes, users can only view Sponsors to whom they are associated.

Submitting a CACFP Application Packet

All new enrollment or renewal enrollment applications are initially created with a status of "Pending Validation". Once the Application has been saved, the systems validates the business rules and the application's status is set by the system to either "Error" (if any errors exist) or "Not Submitted" (no errors, but the Application Packet has not been submitted).

Only complete Application Packets that have no errors can be submitted to the State.

TIP: Application Packet items that are completed correctly and contain no errors are indicated with a green checkmark.

To submit a completed Application Packet, the Sponsor would select the **Submit for Approval** button. This simulates sending a completed Application Packet in the mail. Application items are placed in a view- only mode for the Sponsor.

An Application Packet can be submitted to the State (i.e., the **Submit for Approval** button is enabled) only if the following conditions have been met:

- The Sponsor Application must contain no errors.
- A Board of Directors Members List must exist and contain no errors.
- A Budget must exist and contain no errors.
- All items in the Checklist must be submitted (submitted checkbox checked and date submitted is entered).
- At least <u>one</u> Site or Provider Application must exist and contain no errors.
- The Sponsor is not closed.

Once the Sponsor has submitted the Application Packet, the State will review each item in the submitted Application Packet. The State may approve each application item, deny an application item, or return the application item and its respective Application Packet back to the Sponsor for correction.

If the Application Packet is denied or returned to the Sponsor for correction, the State will provide comments within the respective Application Packet item as to why the application was denied or what needs to be corrected in order to re-submit the Application Packet.

Note: If the Sponsor submits a Revised Application, which occurs when a Sponsor makes any changes to an "Approved" Application Packet (except a Provider Application), the packet's status automatically changes to "Not Submitted". The State is required to perform all of the steps identified above for the revised Application Packet. Changes to DCH Provider Applications do not affect a packet's status.

Application Packet Statuses

Statuses are used to manage the workflow of the Application Packet. Each packet can have only one status at a time.

- o **Not Submitted**
  - ▪ The packet has a status of "Not Submitted" when the packet is created for the first time or when any of the packet items are created, revised, or modified, but the Application Packet has not been submitted to the State.

- o **Submitted**
  - ▪ The packet has a status of "Submitted" when the Sponsor uses the **Submit for Approval** button on the Application Packet screen to submit the error-free packet to the State for review.
  - ▪ If the packet status is "Submitted", the entire packet becomes read-only to the Sponsor.
  - ▪ All applications that are "Submitted" must ultimately be "Approved", "Denied", "Returned for Correction", or "Withdrawn".

- o **Approval Recommended (i.e., First Level Approved)**
  - ▪ When a Sponsor is new to the program, the system will require two levels of approval. This status represents the first level of approval performed by the State before a final approval is granted.
  - ▪ The Application Packet screen will display the **First Approval** button when the first level approval is required. After the button has been selected, this button will not display; however, the **Approve** button will be displayed.

- o **Approved**
  - ▪ The packet has a status of "Approved" when the State has approved each packet item AND has selected the **Approve** button on the Application Packet screen.

- o **Denied**
  - ▪ The packet has a status of "Denied" when the State selects the **Deny** button on the Application Packet screen.
  - ▪ When a packet is "Denied", the packet remains view-only and nothing in the packet can be modified. The only way to edit items in a denied packet is for the State to change the status of the packet to something other than "Denied".
  - ▪ By denying an Application Packet, the status of all items within the packet is automatically set to "Denied".
  - ▪ An "Approved" packet cannot be "Denied".

- o **Returned for Corrections**
  - ▪ The packet has a status of "Returned for Corrections" when the State selects the **Return** button on the Application Packet screen.
  - ▪ This status unlocks the packet for the Sponsor and sets the status back to "Not Submitted".
  - ▪ An "Approved" packet cannot be "Returned for Corrections".

- o **Withdrawn**
  - ▪ The packet has a status of "Withdrawn" when the Sponsor or State selects the **Withdraw** button on the Application Packet screen.
  - ▪ An Application Packet with a status of "First Level Approved" can be withdrawn.
  - ▪ An Application Packet with a status of "Approved" packet cannot be "Withdrawn". If an application has been "Approved", it can only be "Cancelled" or "Terminated" by the State (see *Application Packet* section).

Application Statuses

Statuses are used to define the current state of an application packet item. Each application item can have only one status at a time.

- o **Pending Validation**
  - ▪ The application has a status of "Pending Validation" when the application has not yet been opened or saved.

- o **Error**
  - ▪ The application has a status of "Error" if it has failed system validation rules. Data entered is maintained.

- o **Not Submitted**
  - ▪ The application has a status of "Not Submitted" when the application is saved without error, but the Application Packet has not been submitted to the State.

- o **Submitted**
  - ▪ The application has a status of "Submitted" when the Sponsor has submitted the Application Packet to the State for review (i.e., the Sponsor has selected the **Submit for Approval** button).
  - ▪ Any application that is marked "Not Submitted" is changed to "Submitted"
  - ▪ The Application Packet becomes read-only to Sponsor users.

- o **Approved**
  - ▪ The application has a status of "Approved" when the State has approved the application (i.e., the State selected "Approved" in the Internal Use Only section of the form).

- o **Denied**
  - ▪ The application has a status of "Denied" when the State has denied the application (i.e., the State selected "Denied" in the Internal Use Only section of the form).
  - ▪ If the application is "Denied", it can no longer be modified by the Sponsor. Only the State can change the status of the application.
  - ▪ When setting the application status to "Denied", the State will enter a comment in the Comments to Sponsor field explaining the reason the application was denied.

- o **Incomplete**
  - ▪ The Board of Directors has a status of "Incomplete" when the data has been rolled over from the previous program year and the State is reviewing the Application Packet for a Base Year Renewal. In order to approve the Application Packet, the reviewing DOE user needs to indicate that the Board of Directors has been reviewed.

- o **Returned for Correction**
  - ▪ The application has a status of "Returned for Correction" when the State has identified errors in the application and has selected "Returned for Correction" in the Internal Use Only section of the form.
  - ▪ When setting the application status to "Returned for Correction", the State will enter a comment in the Comments to Sponsor field explaining the reason the application was returned.

- o **Withdrawn**
  - ▪ The application has a status of "Withdrawn" when the State has selected "Withdrawn" in the Internal Use Only section of the form.
  - ▪ If the Application Packet has ever been approved, there will not be an option to withdraw.

Claim Statuses

Statuses are used to define the current state of a claim. Each claim can have only one status at a time.

- **Not Eligible**
  - The claim has a status of "Not Eligible" when there is an application condition that is preventing claiming for the selected month (e.g., Sponsor or site is not authorized on the Application Packet to operate for the selected month or the Application Packet status is not "Approved").

- **Incomplete**
  - The claim has a status of "Incomplete" when the claim has been created in the system but the **Save** button was never clicked (e.g., timeout, logout, etc.). The system saves the data that has been entered, but no edits have been performed.

- **Error**
  - The claim has a status of "Error" when the claim has been submitted and has business rule violations.

- **Pending**
  - The claim has a status of "Pending" when the claim has been saved and on-line edits have been performed, but the claim has not been submitted and validated with additional edits (e.g., 60 days edit, etc.).
  - Applicable only when the Sponsor is participating in Sponsor -level claiming.

- **Validated**
  - This site claim has a status of "Validated" when the site claim has been entered, validated, and contains no errors.
  - Applicable only when the Sponsor is participating in site-level claiming.

- **Accepted**
  - The claim has a status of "Accepted" when the claim has passed all on-line edits and additional edits (e.g., 60 days edit, etc.), and is ready to be included in the payment tracking process.
  - The claim can still be modified. A revision is not necessary until the claim is included by the State in a batch payment process.

- **Accepted***
  - The claim has a status of "Accepted*" when the claim has been selected by the State for inclusion in the batch payment process; however, the batch process has not run.
  - The claim cannot be modified. If the claim requires a change, a revised claim must be submitted.

- **Processed**
  - Claim has been fully processed by DOE and has been sent to the State's Accounting Office for disbursement of funds.