CACFP Application Guidance

GUIDANCE FOR HOW TO ENTER CACFP SITE/PROVIDER APPLICATIONS IN TX-UNPS

The site naming convention CVGG and CVHD will <u>no longer</u> be used in PY 2020-2021.

CACFP CEs with the following site/provider types must take action in TX-UNPS:

✓ Approved provider/sites that include "CVGG" or "CVHD" in the name.

✓ Created, but not approved, provider/sites that include "CVGG" or "CVHD" in the name.

All non-CVGG and non-CVHD sites should be reviewed to ensure they reflect actual meal service operations. CACFP CEs should create as needed a new site/ provider application that does not include CVGG or CVHD in the site/provider name.

Follow the directions on the next page before submitting an application for approval in TX-UNPS.

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Food and Nutrition Division
Child and Adult Care Food Program

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER
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Updated 08/2020
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QUESTION 1: Have any CVGG or CVHD site/provider application(s) been approved at one time in 2021?

Yes

No

Close the site/provider. Effective 9/30/2020

QUESTION 2: Have any CVGG or CVHD site/provider application(s) been created but have not been approved in 2021?

Yes

No

Delete the site/provider application. Retain any information needed to complete a new non-CVGG or non-CVHD site/provider before deleting.

QUESTION 3: Is there a regular non-CVGG or non-CVHD site/provider application already approved or submitted for all closed or deleted CVGG or CVHD site/provider applications in 2021?

Yes

No

Amend and submit if necessary, the regular non-CVGG or non-CVHD site/provider application to reflect the entirety of the meal service operations.

Create a new site/provider application. Do not include CVGG or CVHD in the site name.

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To Delete A <u>Site</u> Application:

1. In TX-UNPS navigate to the Site Application list in the Application Packet.
2. Under Site Applications, select **Site Application(s)**. The CACFP - Application Packet Site List displays.
3. Select **Modify** next to the site whose application you would like to delete. The Site Application 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. Select **DELETE.**

WARNING: ⚠️

Only a site or 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 Delete A <u>Provider</u> Application:

1. In TX-UNPS navigate to the Provider Application list in the Application Packet.
2. Select **Provider Application(s)**. The CACFP - Application Packet DCH Provider List displays.
3. Select **Details** next to the provider whose application you would like to delete.
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. Select Delete button.

To Close A <u>Site</u>:

1. In TX-UNPS navigate to the Site Application list in the Application Packet.

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

3. Select the link under the Latest Version column for the desired site. The Application History screen is displayed.

4. Select **Close Site**. The End Site Agreement screen is displayed.

5. Enter the **Closed/Terminated Date**. If the Contracting Entity 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.

6. Select the **Closed/Terminated Code** and enter the **Closed/Terminated Reason**.

7. If desired, provide a description as to why the site is being closed in the **Closed/Terminated Comment**. Select **Save**.

To Close A <u>Provider</u>:

1. In TX-UNPS navigate to the Provider Application list in the Application Packet.

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

3. Select **Details** next to the provider you would like to close.

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

5. Enter the **Closed/Terminated Date**. If the Contracting Entity 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.

6. Select the **Closed/Terminated Code** and enter the **Closed/Terminated Reason**.

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

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