Texas Department of Agriculture
Food and Nutrition Division
Child and Adult Care Food Program User Manual

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1.0 Child and Adult Care Food Program

1.1 Purpose/Overview

The purpose of the Texas Unified Nutrition Programs System (TX-UNPS) user manual for the Child and Adult Care Food Program (CACFP) module is to provide administrators, State users, and Contracting Entities with efficient and immediate information to access the web-based software applications, claims, and related nutrition program functions.

1.2 Website Benefits and Features

The CACFP module is a user-friendly application that allows authorized users to submit and approve applications, claims, and miscellaneous forms. Key system features include:

- A software system that manages information regarding Contracting Entities, applications, claims, and reports.
- A single integrated database which serves all child nutrition programs.
- The ability to save partially completed forms online, allowing the user to complete the process at a later time.
- Individual User IDs and passwords for secure login to program functions and accurate tracking of user behavior.
- A robust security module that streamlines security setting controls by enabling administrators to easily assign users to numerous pre-defined groups and eliminating the need to manually set each user's security access.

2.0 Accessing the Website
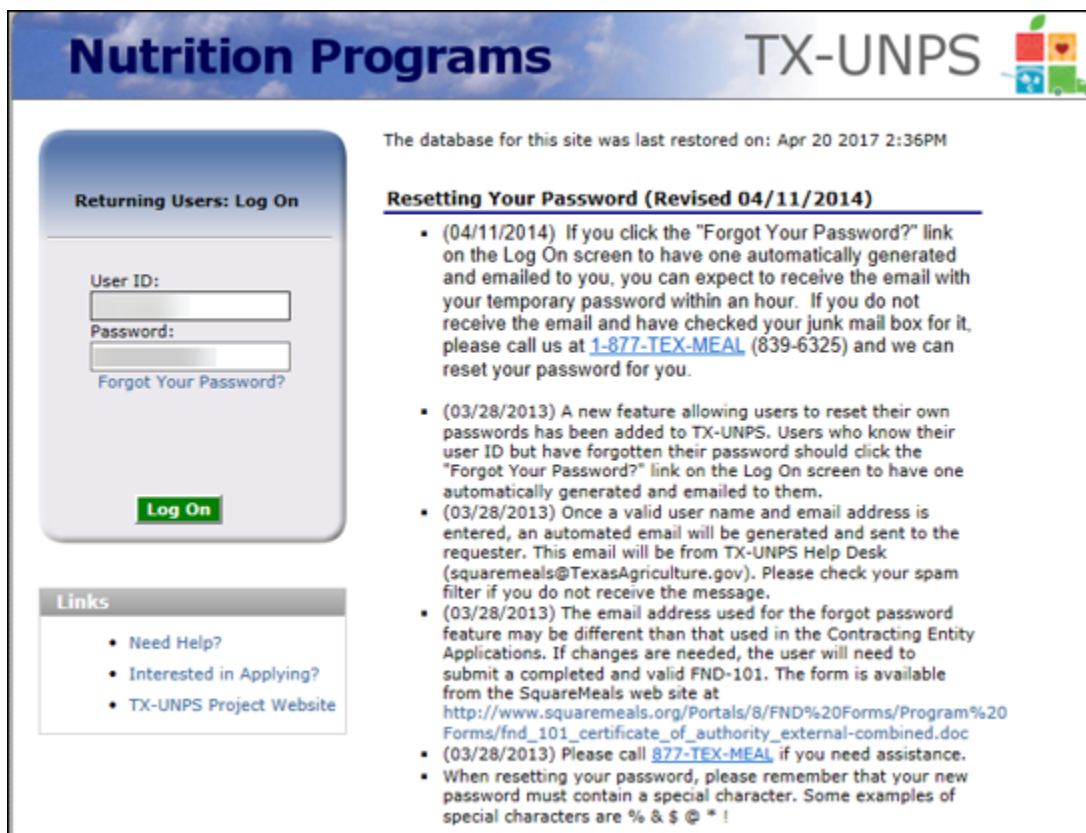
Before using the **Child and Adult Care Food Program (CACFP)** module, a user ID and password must be assigned that provides the required security privileges. Once this setup is complete, the assigned user ID and password can be used to access and log onto the website.

The system can be accessed from any computer connected to the Internet by opening the browser and entering the designated URL in the browser's address line: http://txunps1.texasagriculture.gov//Splash.aspx.

> **Tip:** *Add the URL to the browser's Favorites list or create a shortcut to the website on the desktop for quicker access to the site. Refer to the browser and operating system help files for further information.*

Figure 1: TX-UNPS Home Page

2.1 TX-UNPS Home Page

The TX-UNPS home page consists of three major sections:

- Bulletin board – managed by the Texas Department of Administration and provides general information or displays current messages that is viewable by the public.
- Log on – allows authorized users to enter their User ID and password. If users have forgotten their password, they can request a new temporary password be automatically generated by TX-UNPS and emailed to the address associated with their profile.
- Links – provides access to websites and additional information:

    - Selecting the **Need Help?** link will transfer the user to a webpage that contains the TX-UNPS User Manuals and other program resources. The user can also send a request for a User ID and password or for support.

    - Selecting the **Interested in Applying?** link will transfer the user to a webpage that provides additional information on the nutrition programs offered and allow the user to submit a request for an application.

    - Selecting the TX-UNPS Project Website link will transfer the user to the project's website.

2.2 Logging On

2.2.1 Logging On

Using the Log on section of the homepage:

1. Enter the assigned **User ID**.
2. Enter the **Password**.
3. Select **Log On**.

Figure 2: Log On Screen

2.2.2 First Time Logging In?

If this is the first time logging on, the system will automatically require a change of password.

1. Select a **new password** and enter it into the box provided.
2. Re-enter the **new password** for confirmation.
3. Select **Save**.

Please Note: Security configuration settings generally require a password eight (8) to twelve (12) characters in length. The password must be at a minimum eight (8) characters in length. Passwords are case-sensitive.

The password must contain at least:

- One numeric character.
- Once special character (e.g., $, ?, !).
- One uppercase character.

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

2.3 TX-UNPS Programs Menu Page

After logging in, the TX-UNPS Programs page is displayed. Access to specific modules is based on the user's security rights.
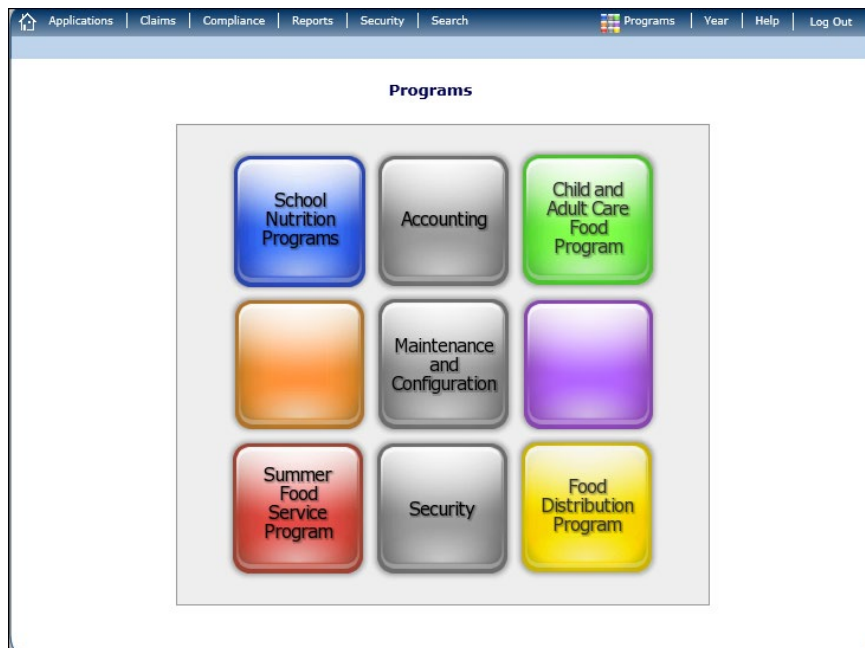
Figure 3: Programs Menu Screen
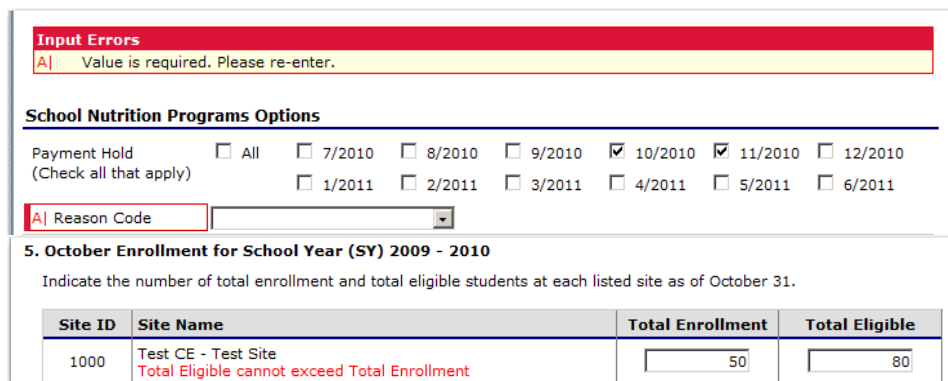
2.4 System Rules and Error Processing

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.

2.4.1 Input Edits

Whenever information is saved or prior to proceeding to a new screen, the site checks for input errors. These errors may include entry errors, such as an invalid data entry (i.e., 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 **must be corrected** before proceeding. The system will not save data entered on a screen that contains an input error. The user must correct the input errors and select Save again.

Input Errors
A| Value is required. Please re-enter.

School Nutrition Programs Options

| Payment Hold (Check all that apply) | ☐ All | ☐ 7/2010 | ☐ 8/2010 | ☐ 9/2010 | ☑ 10/2010 | ☑ 11/2010 | ☐ 12/2010 |
| | | ☐ 1/2011 | ☐ 2/2011 | ☐ 3/2011 | ☐ 4/2011 | ☐ 5/2011 | ☐ 6/2011 |

A| Reason Code ▢

5. October Enrollment for School Year (SY) 2009 - 2010

Indicate the number of total enrollment and total eligible students at each listed site as of October 31.

Site ID	Site Name	Total Enrollment	Total Eligible
1000	Test CE - Test Site Total Eligible cannot exceed Total Enrollment	50	80

Figure 4: Examples of an Input Error (Partial Screens)

2.4.2 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, TX-UNPS will perform business rule edit checks after all input errors have been corrects and a confirmation screen is provided 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 do not prohibit the system from saving the data entered on the screen.

Figure 5: Examples 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.

Figure 6: Example of a Warning Error

2.5 Selecting a Program Year

Information for Contracting Entities and sites is displayed based on the selected Program year. Upon logging in to the system, the "active" program year is the default selection and can be found in the top-right corner of the green bar. In order to view information from a prior year, the program year will need to be changed.

Please Note: A Contracting Entity will be unable to select a new year if they have not been granted the security right. Contact the Administrator and request access to the Select Year security right if this is in error.

2.5.1 Selecting 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.** The selected year is indicated by < Selected.
3. Use the blue menu toolbar to return to the 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 Contracting Entities and "modify" to authorized State users.

Select Year >

Year Select

Select Year

Select Year
2021 - 2022 < Selected
2020 - 2021
2019 - 2020
2018 - 2019
2017 - 2018
2016 - 2017
2015 - 2016
2014 - 2015
2013 - 2014
2012 - 2013
2011 - 2012
2010 - 2011
2009 - 2010
2008 - 2009
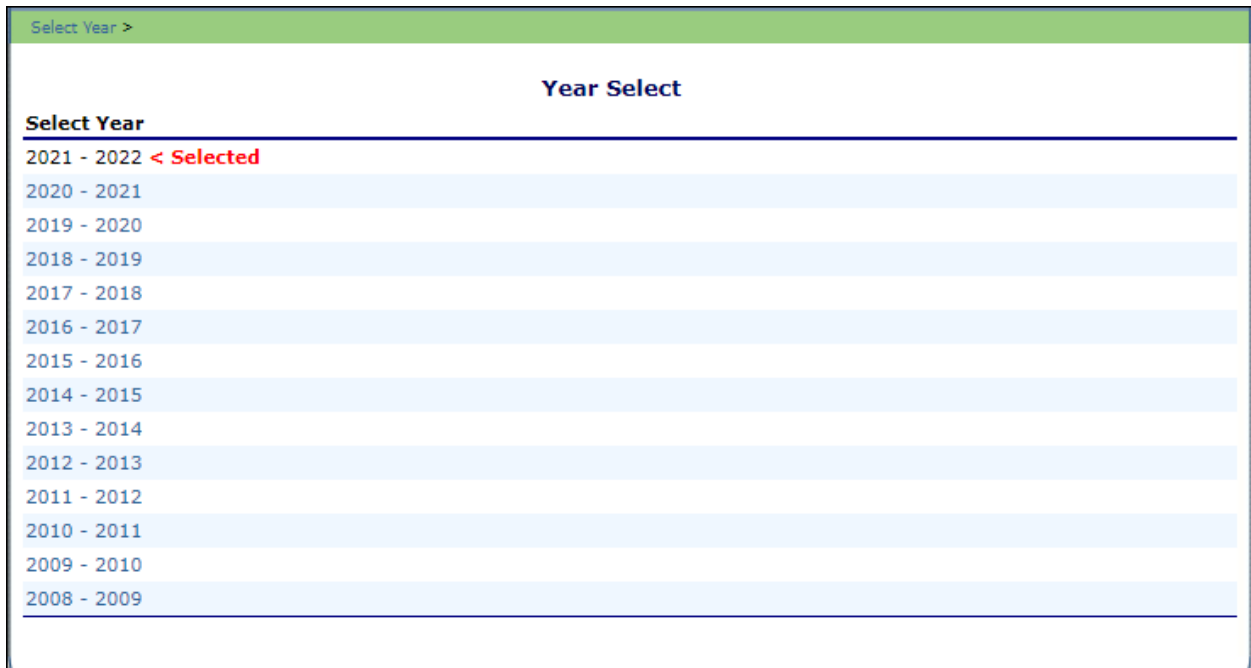
Figure 7: Select Year Screen

2.6 Contracting Entity Search

Please Note: If there is an association with only one Contracting Entity, the Search screen will not be accessible. The system will always default to the Contracting Entity's data.

For most CACFP functions, the Contracting Entity must be searched for and selected prior to beginning any task. When the Contracting Entity Search screen displays, search for the Contracting Entity using all or part of the Contracting Entity's ID, Name, or any other combination of parameters provided on this screen.

2.6.1 Searching for a Contracting Entity

1. On the menu toolbar, select **Search** to access the CACFP Search Options screen.

Figure 8: Search Options Screen

2. Select **Contracting Entity Search**.
3. Enter **search parameters.**
4. Select **Search**.

Please Note: The enter key will also activate the search.

5. Select the appropriate **Contracting Entity**.

Figure 9: Contracting Entity Search Screen
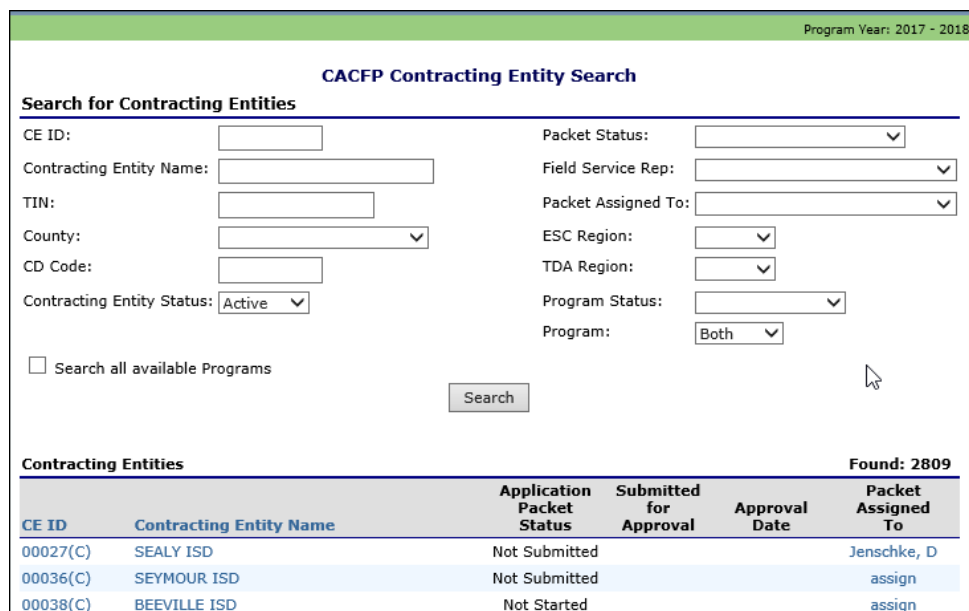
> **Tip:** *The Contracting Entities List displays based upon the search criteria entered. If no selections were made, the list displays all available Contracting Entities with the designated status (default is "Active"). To display all Contracting Entities, leave all search parameters blank and select* **Search.** *Users will only see Contracting Entities associated with their user account (e.g., ESC users will only see Contracting Entities in their region).*

The search parameters follow a specific set of rules which are described in the accompanying table. If the type of search is identified as "includes", the system will search for any Contracting Entity that includes the parameter in any portion of the selected field. For example, if the user entered "386" in the CE ID parameter, the system will retrieve Contracting Entities with CE IDs of "00386" and "01386". If the type of search is "exact match", the system will search only for any Contracting Entity that exactly matches the parameter.

Parameter	Type of Search	Search Features
CE ID	"includes"	▪ If in combination with the Contracting Entity Name, the CE ID takes precedence ▪ If in combination with any other parameter, all parameters are used to perform the search
Contracting Entity Name	"includes"	▪ If in combination with the CE ID, the CE ID takes precedence; this parameter is ignored ▪ If in combination with any other parameter, all parameters are used to perform the search

Parameter	Type of Search	Search Features
TIN **CD Code**	"includes"	▪ If in combination with the CE ID, the search is performed using both the CE ID 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** **ESC Region** **TDA Region** **Program Status**	"exact match"	▪ If in combination with the CE ID, the search is performed using both the CE ID and this parameter ▪ If in combination with any other parameter, all parameters are used to perform the search
Contracting Entity Status	"exact match"	▪ Required; defaults to "Active" ▪ If in combination with any other parameter, all parameters are used to perform the search.

If the "**Search all available Programs**" checkbox is checked, the results display changes in appearance. The system will ignore all search criteria except for the CE ID and Contracting Entity Status. If the Contracting Name is entered, and no CE ID is entered, the system will ignore all search criteria except for Contracting Entity Name. IF no parameters are entered, the system will retrieve all Contracting Entities in all programs.

Figure 10: Contracting Entity Search Screen – "Search all available Programs" example.

2.6.2 Adding a New Contracting Entity

1. On the menu toolbar, select **Search** to access the Contracting Entity screen.
2. Perform a search to ensure that the **Contracting Entity** does not already exist in the system.
3. Select **Add New Contracting Entity** at the bottom of the screen results section. The Contracting Entity Profile screen displays.
4. Refer to the **Contracting Entity Profile** section.

Figure 11: Add New Contracting Entity Screen

3.0 CACFP Applications

3.1 Program Year Enrollment Program

To participate in the Child and Adult Care Food Program (CACFP), Contracting Entities must submit an Application Packet to the State for review and approval. Prior to beginning the Application Packet, Contracting Entities must select the "Add" action on the Application Packet screen. The user is then transferred to a blank CACFP Contracting Entity 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. Contracting Entities that wish to receive advance payments must also submit an Advance Request to the State. An advance request must be submitted and approved for each program year.

Figure 12: Enrolling in a New Program Year

3.2 Submitting an Application Packet

The Contracting Entity 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 Contracting Entity Application with no errors.
- At least one completed CACFP Site/Provider Application with no errors.
- A completed Budget Detail with no errors.
- A Board of Directors Members List must exist and contain no errors.
- All items in the Checklist are identified as submitted to TDA.

Once the Application Packet has been submitted to the State for approval, the packet history section of the Application Packet screen will display the event and the packet status changes to **Submitted for Approval.**

Packet History		
Event	**Event Date/Time**	**User**
The application packet was approved.	9/22/2020 8:26:55 AM	
The application packet was submitted.	9/21/2020 4:15:26 PM	
The application packet was changed requiring it to be submitted.	9/21/2020 3:48:52 PM	
The application packet was approved.	9/21/2020 9:16:07 AM	

Figure 13: Packet History (sub-section of the Application Packet Screen)

3.3 Applications Menu

The Applications menu is the starting point for all tasks related to the annual CACFP enrollment process. Menu items are based on security levels.

3.3.1 Accessing the Applications Menu

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. Select an **application item** to access that specific function.

The following figure illustrates the complete list of Applications menu items for authorized State users. It is important to note that Contracting Entities have access to significantly fewer Applications menu items.

Item	Description
Contracting Entity Manager	CACFP Contracting Entity's Profile, Site and Hold Information
Application Portal	Access to all program applications
Application Packet - Center	Center Application Packet
Request for SPWA	Request for Special Prior Written Approval (SPWA) related to items on the Application Packet Budget Detail.
Application Packet - DCH	DCH Application Packet
Advance Request	Contracting Entity's request for Cash Advance(s) for the current year
Advance Requests Manager	Manage requested Advance(s) for the current year
Download Forms	Forms for Downloading - CACFP
ACQR - Centers	Center Actual Cost Quarterly Report
ACQR Summary - Centers	Displays a summary of ACQR report activity for Centers.
Annual Audit Status Summary	Annual Single Audit Status Summary
Annual Audits	Annual Audits

Figure 14: CACFP Applications Menu Screen (State View)

3.4 Contracting Entity Manager Menu

The Contracting Entity Manager Menu allows authorized State users to access the Contracting Entity Profile, Site Manager, Batch Holds, Payment Holds, and Technical Assistance functions.

3.4.1 Accessing the Contracting Entity Manager Menu

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Contracting Entity Manager**. If a Contracting Entity has already been selected, the Contracting Entity Manager Menu screen displays. If no Contracting Entity has been selected, use the Contracting Entity Search feature to search for and select a Contracting Entity.

P a g e 18
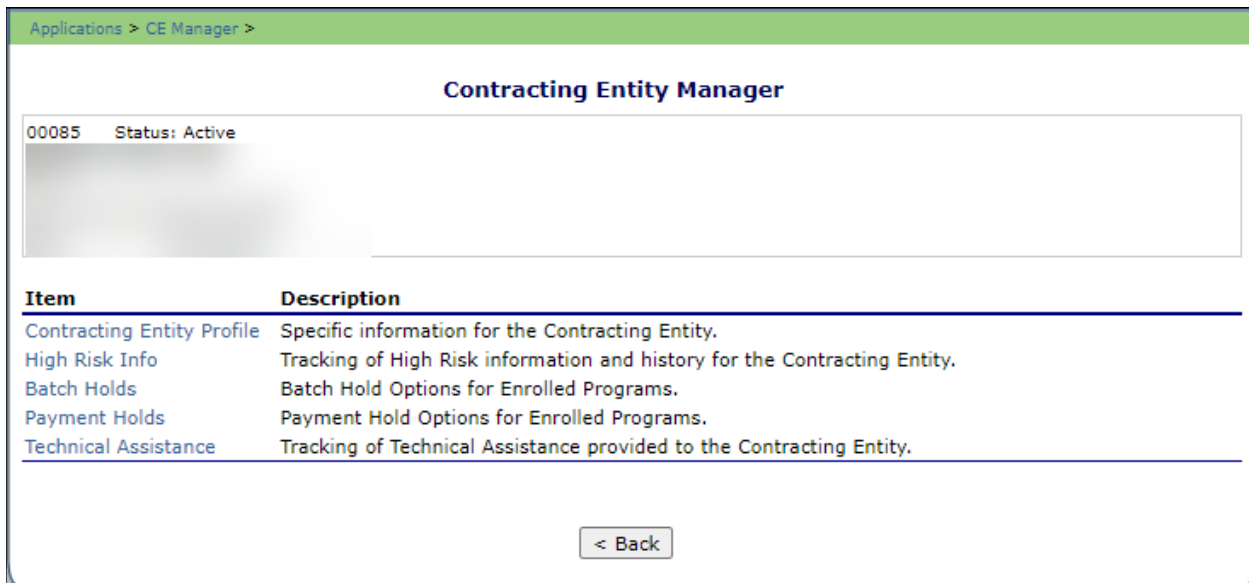
Figure 15: Contracting Entity Manager Menu Screen

3.4.2 Contracting Entity Profile

The Contracting Entity Profile provides general information on the Contracting Entity. The Contracting Entity Profile data is not year specific. It provides general attribute information regarding the Contracting Entity such as name, CE ID, type of agency, and county.

All Contracting Entities must be initially registered through the Contracting Entity Profile screen before an Application Packet can be completed and any additional data can be added to the system. Furthermore, a Contracting Entity cannot be assigned a TX-UNPS User ID until the entity is defined in the system via the Contracting Entity Profile screen.

Please Note: State users also use the Contracting Entity Profile to specify whether the Contracting Entity will report Contracting Entity level or Site level claims. Once these preferences are set, they are in effect starting the following claim month. TX-UNPS functionality will not honor a change to claiming status (Contracting Entity reporting vs. Site reporting) within a claim month.

3.4.3 Viewing or Modifying a Contracting Entity Profile

1. On the Application**s** menu, select **Contracting Entity Manager.**
2. Search for and select a **Contracting Entity** using the Contracting Entity Search (if necessary).
3. Once a Contracting Entity has been selected, select **Contracting Entity Profile.**
4. Make any **necessary modifications.**
5. Select **Save**. If no errors exist, a confirmation screen displays.

6. Select **<Edit** to return to the recently modified Contracting Entity Profile screen or select **Finish** to return to the Contracting Entity Manager menu.

Figure 16: Contracting Entity Profile Screen (Partial Screen)

3.4.4 Deleting a Contracting Entity Profile

1. On the Applications menu, select **Contracting Entity Manager.**
2. Search for and select a **Contracting Entity** using the **Contracting Entity Search** (if necessary).
3. Once a Contracting Entity has been selected, select **Contracting Entity Profile.**
4. On the Edit menu, select **DELETE**. A warning displays.

WARNING: Once the profile has been deleted, it is permanently removed from the system and cannot be restored. Data regarding the Contracting Entity within the system will not be accessible. **Use caution before deleting a profile.**

5. Select **Delete** to receive a confirmation.
6. Select **Finish** to return to the Contracting Entity Manager menu.

> **Tip:** *To retain history on a Contracting Entity, change their Status to Inactive instead of deleting the profile.*

3.5 High Risk Info

This feature allows the State to track high risk information and history for the Contracting Entity.

3.5.1 Adding a High-Risk Information Entry

1. From the Applications menu, select **Contracting Entity Manager.**
2. Click on the **High-Risk Info link.** The High-Risk Information Detail Screen displays.

Figure 17: Risk Information Screen

3. Complete all the required **information** on the High-Risk Information Detail screen.
4. Select **Save.**

Figure 18: Risk Information Detail Screen

3.6 Batch Holds
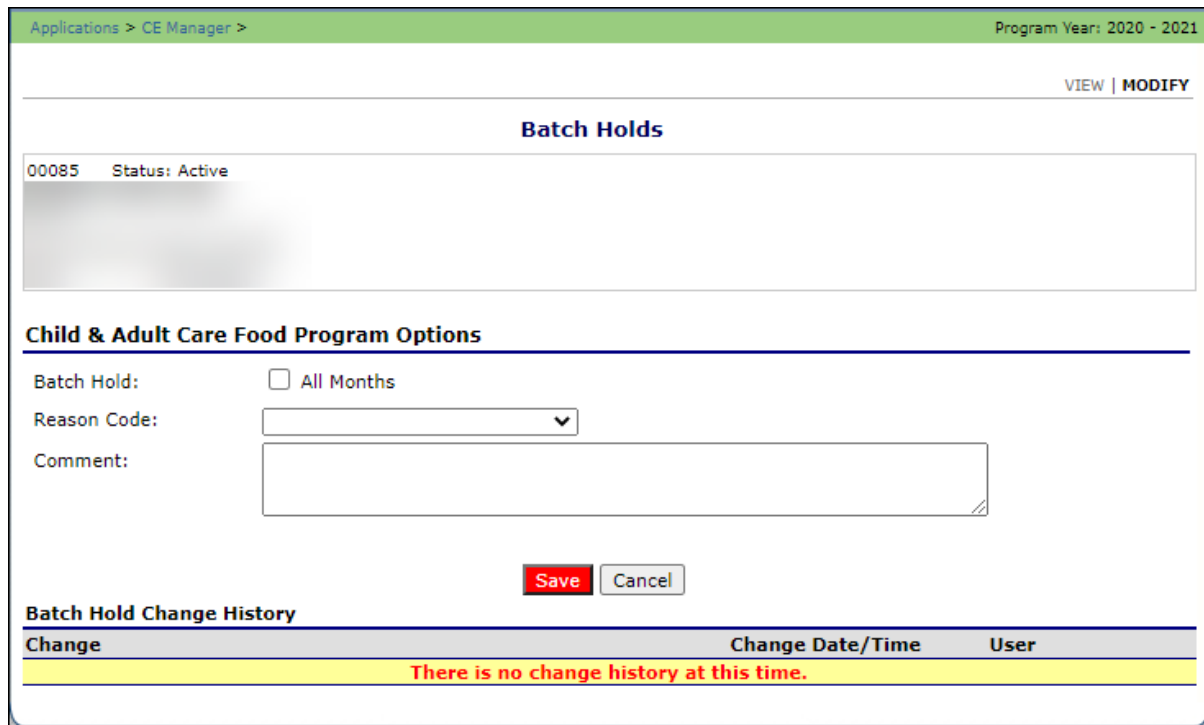
The Batch Holds feature enables authorized State users to issue or view payment holds for a Contracting Entity by program. Contracting Entities can still enter claims when a batch hold is in place; however, no payments will be issued by the system for the selected program until the hold is removed.

3.6.1 Viewing or Modifying a Batch Hold

1. On the Applications menu, select **Contracting Entity Manager.** If necessary, search for and select a Contracting Entity.
2. Once a Contracting Entity has been selected, select **Batch Holds.** The Batch Holds screen displays.
3. Make any necessary **modifications.**
4. Select **Save** to receive a confirmation.
5. Select **<Edit** to return to the recently modified Batch Holds screen or select **Finish** to return to the Contracting Entity Manager menu screen.

> *Tip:* The Batch Hold Change History provides information regarding when batch holds were placed, removed, and the reason for the hold.

Figure 19: Batch Holds Screen

3.6.2 Removing a Batch Hold
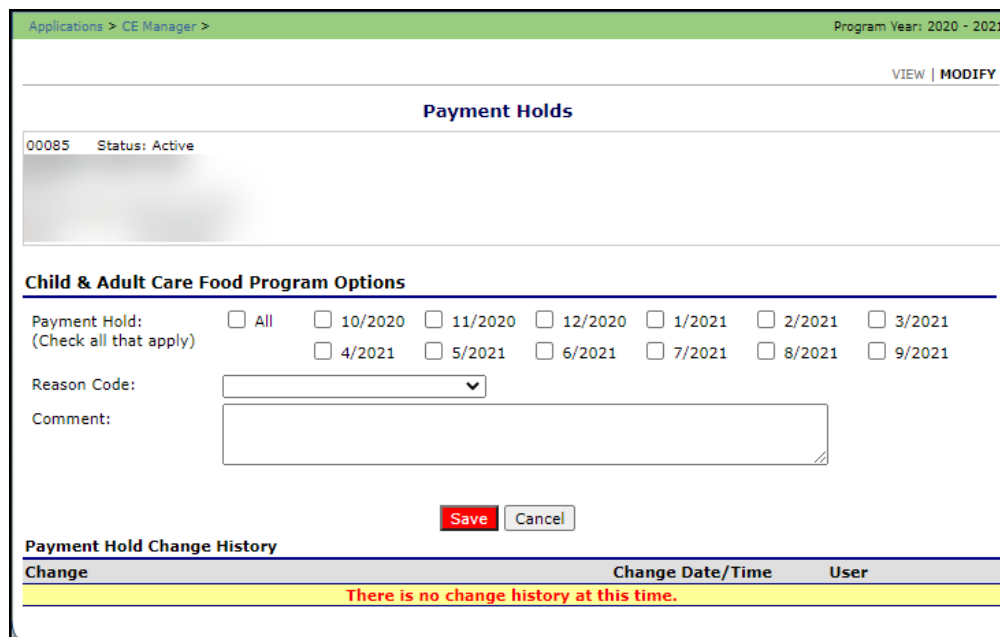
1. On the Applications menu, select **Contracting Entity Manager.**
2. Once a Contracting Entity has been selected, select **Batch Holds.**
3. Uncheck the **All Months checkbox.**
4. Select the **blank space** from the drop-down menu for the **Reason Code.**
5. Select **Save** to receive a confirmation.
6. Select **<Edit** to return to the recently modified Batch Holds screen or select **Finish** to return to the Contracting Entity Manager menu screen.

3.7 Payment Holds

The Payment Holds feature enables authorized State users to issue or view payment holds on a Contracting Entity by program for a specific month/year. Contracting Entities can still enter claims when a payment hold is in place; however, a payment will not be issued by the system for the selected month/year and program until the hold is removed.

3.7.1 Viewing or Modifying a Payment Hold

1. On the Applications menu, select **Contracting Entity Manager.**
2. Once a Contracting Entity has been selected, select **Payment Holds.**
3. Make any necessary **modifications.**
4. Select **Save** to receive a confirmation.
5. Select **<Edit** to return to the recently modified Payment Holds screen or select **Finish** to return to the Contracting Entity Manager Menu screen.

Figure 20: Payment Holds Screen

3.7.2 Removing a Payment Hold

1. On the Applications menu, select **Contracting Entity Manager.**
2. Once a Contracting Entity has been selected, select **Payment Holds.**
3. Uncheck each **checked month checkbox.**
4. Select the **blank space** from the drop-down menu for the Reason Code.
5. Select **Save** to receive a confirmation.
6. Select **<Edit** to return to the recently modified Payment Holds screen or select **Finish** to return to the Contracting Entity Manager menu screen.

3.8 Technical Assistance

The Technical Assistance (TA) function enables the State to enter and track technical assistance provided to Contracting Entities or sites. This menu option is an alternative method for documenting technical assistance via Off-site or On-site icon. Technical Assistance can be provided at a Contracting Entity-level or site-level.

Please Note: Technical Assistance logged at a question-level via the review forms is also displayed on the Technical Assistance list screen. When requesting that a CE reviews Technical Assistance, the State can direct the CE to this screen to see all assistance provided throughout the review process.
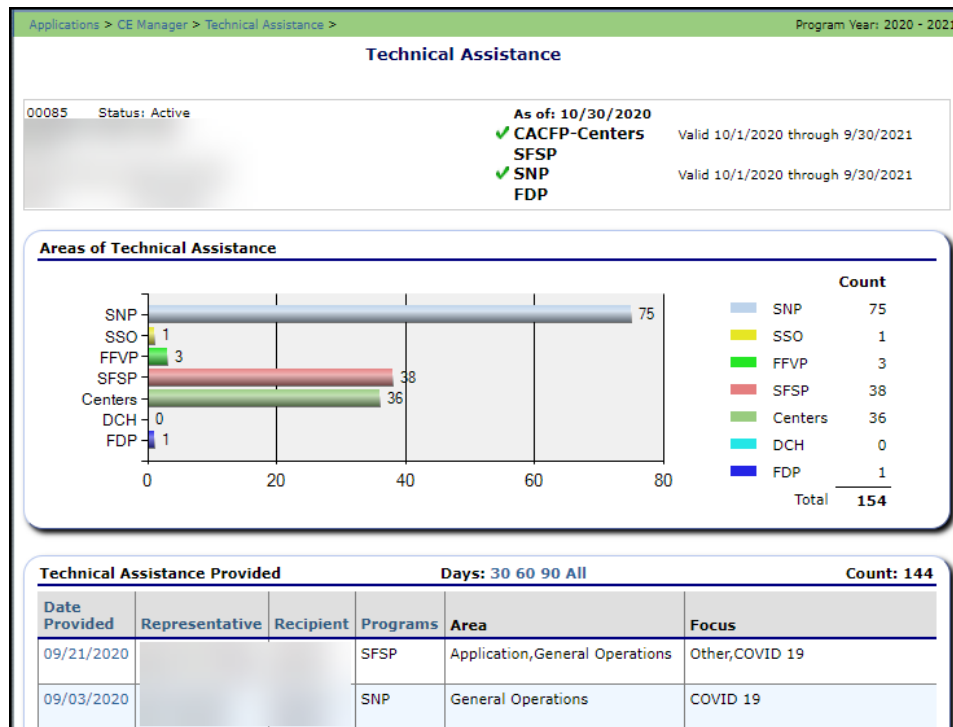
Figure 21: Technical Assistance Screen (Partial)

3.8.1 Adding a Technical Assistance

1. Select **Technical Assistance** from the CE Manager menu.
2. Select **Add Technical Assistance** located at the bottom left of the page. The Technical Assistance Detail screen displays.
3. Complete all **required information**.
4. Select the **Status** and enter any comments in the Internal Use Only section.
5. Select **Save.**

Figure 22: Technical Assistance Details Screen (Partial)

3.8.2 Viewing a Technical Assistance

1. Select **Technical Assistance** from the CE Manager menu.
2. Select on the applicable **link** located in the Date Provided column.

Figure 23: Technical Assistance List Screen

3. Select the **Status** and add any comments in the Internal Use Only section.
4. Select **<Back** to return to the previous screen.

3.9   Application Portal

The Application Portal is a "combined program" screen that provides access to information for all program applications.

3.9.1   Application Portal Features

The top half of the Application Portal screen contains the Messages, Application Packet Notes, and Application Packet Notes for CE features. All messages or notes from the CACFP program are compiled into one comprehensive list which is located in each respective category.
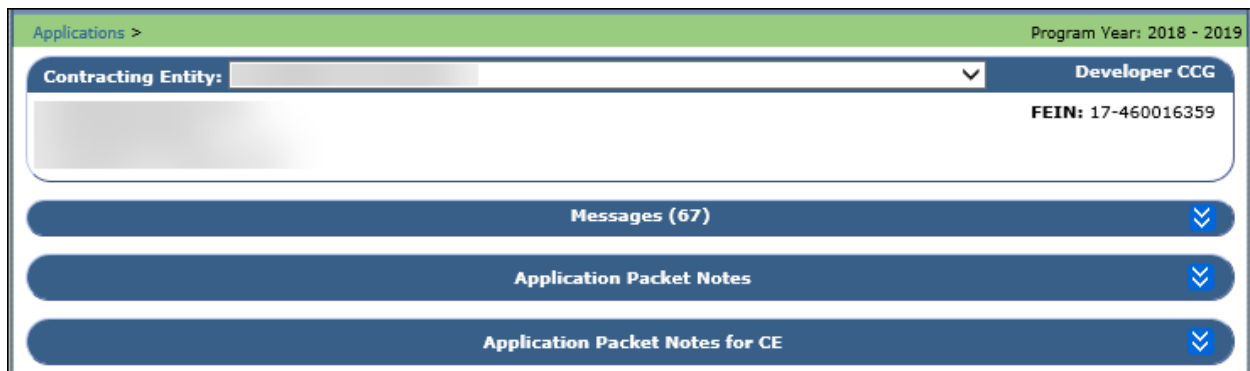
Figure 24: Application Portal Top-Half of Screen

Please Note: Visibility to the information will be limited based on user security rights. To view information for each Contracting Entity, security rights will need to be enabled for all programs or features.

3.9.2   Viewing a Message

1. From the Applications menu, select **Applications Portal.**
2. Click the **arrows** to access the Messages feature. A combined list of messages displays.

Figure 25: Messages Feature

3. Select a **message** to view by clicking the **link.**

	Messages (68)	
01/08/2018	TX-UNPS Claim Receipt Confirmation	❌
01/08/2018	TX-UNPS Claim Receipt Confirmation	❌
12/19/2017	TX-UNPS Claim Receipt Confirmation	❌
12/19/2017	TX-UNPS Claim Receipt Confirmation	❌

Figure 26: Message List (Partial View)

4. The message displays. When finished select **< Back** to return to the Application Portal.

Applications >

Message Viewer

From: TX-UNPS Help Desk

Subject   TX-UNPS Claim Receipt Confirmation

CONFIRMATION EMAIL FOR NSLP CLAIMS

Texas Unified Nutrition Programs System
Texas Department of Agriculture
Food and Nutrition Division

Thank you for submitting your reimbursement claim for the School Nutrition Programs.

Contracting Entity Name:
CE ID: 00142
Claim Month: November
Program Year: 2017/2018
Program: School Nutrition Programs (NSLP)
Adjustment Number: Original Claim

Your claim was accepted on: 12/19/2017 and is now in process.

Your Confirmation Number is: GM2JKT

< Back   Delete

Figure 27: Message Viewer

3.9.3   Deleting a Message

1. Click the **arrows** to access the Messages feature. A combined list of messages displays.
2. Select a **message** to view by clicking the **link.**
3. Click the **Delete button** in the bottom-right corner of the message screen.

3.9.4   Viewing an Application Packet Note

1. From the Applications menu, select **Applications Portal.**
2. Click on the **blue arrows** to expand the Application Packet Notes section.

Application Packet Notes

Figure 28: Application Packet Notes Section

3. Select a **Date** in the Application Packet Notes section to access the applicable note.

Figure 29: Application Packet Notes List

4. To make the note visible to Contracting Entities, click the **checkbox.**
5. When finished viewing, select **< Back** to return to the Application Portal.

Figure 30: Application Packet Notes

3.9.5   Viewing an Application Packet Note

1. From the Applications menu, select **Applications Portal.**
2. Click on the **blue arrows** to expand the Application Packet Notes for CE section.

Figure 31: Application Packet Notes for CE

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3. Select a **Date** in the Application Packet Notes section to access the applicable note.

Figure 32: Application Packet Notes for CE List

4. The Application Packet Note displays. To ensure the message is visible to the Contracting Entity, click the **checkbox.**
5. Select **< Back** to return to the Application Portal.

Figure 33: Application Packet Note

3.9.6 Application Portal Contracting Entity Forms

The Application Portal screen also includes the Contracting Entity Forms feature which contains links to each program's Application Packet for direct access to CE and Site documentation.

Figure 34: Application Packet Contracting Entity Forms

3.9.7 Selecting the Program Year

1. Select a year to access using the drop-down box.

Figure 35: Program Year Option

3.9.8   Viewing the Budget Summary

1. From the Applications menu, select **Applications Portal.**
2. Select the **Budget Summary** link located in the Contracting Entity Forms section.
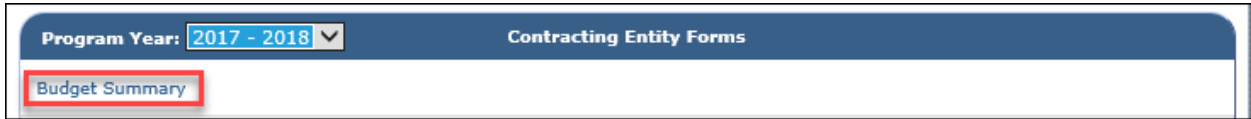
Figure 36: Budget Summary Link

3. The Contracting Entity's Budget Summary displays. Once finished, select **<Back** to return to the Portal.
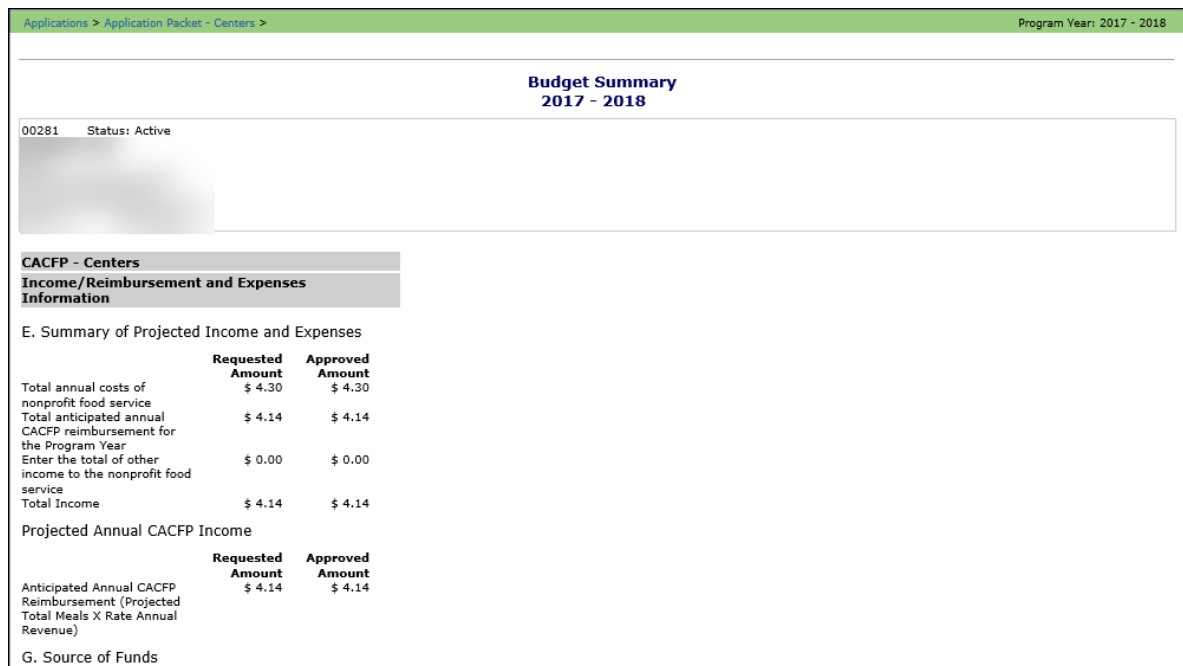
Figure 37: Budget Summary

3.9.9 Viewing or Modifying Contract Entity Forms

1. From the Applications menu, select **Applications Portal.**
2. Select a Program by clicking the **link.** The program's Application Packet displays.
3. Select an **Action** next to the corresponding Form Name
4. Complete the necessary **activities.** For complete details review the directions located in the Application Packet section of the specific program you are working in.
5. Select **< Back** to return to the Application Portal.
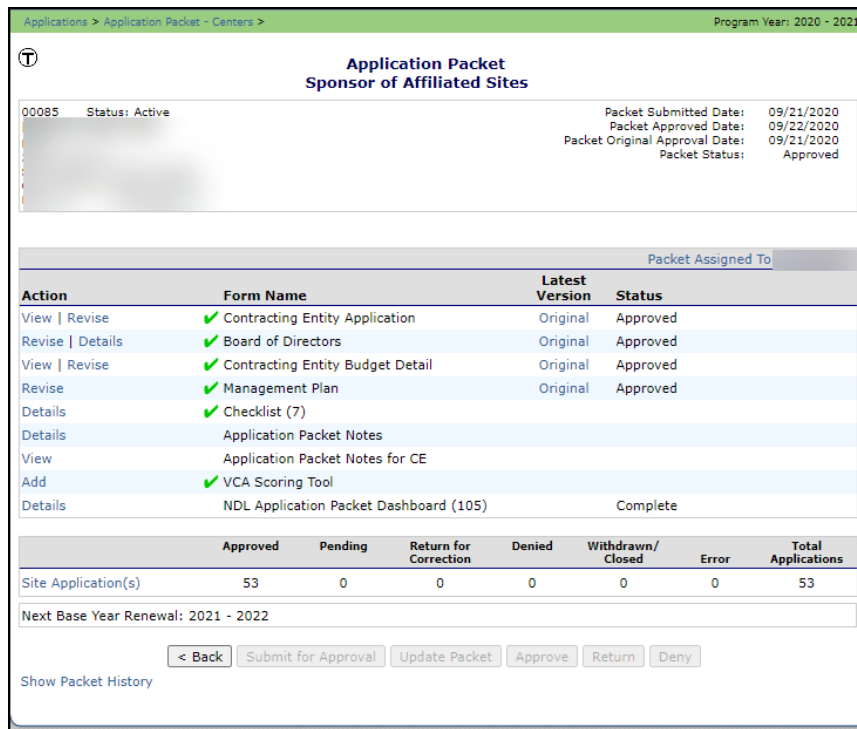
Figure 38: CACFP Application Packet Screen

3.9.10 Viewing or Modifying Site Applications

1. From the Applications menu, select **Applications Portal.**
2. Select a Site Application Program by clicking the **link.** The program's Application Packet displays.

Figure 39: Application Portal Site Applications

3. Select a **Site Application** to access the Site List screen.
4. Select the intended **Action** next to the corresponding Site ID/Site Name.
5. Complete the necessary **activities.** For complete details review the directions located in the Application Packet section of the specific program you are working in.
6. Select **< Back** to return to the Application Portal.

3.10 Application Packet - Center

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

There are two types of 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 Contracting Entity 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.

Contracting Entities that wish to receive advance payments must also submit an Advance Request to the State. An advance request must be submitted and approved for each program year.

Please Note: Contracting Entities may not submit claims until their Application Packet has been approved for the respective program year.

Please 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:

- Contracting Entity Application
- Center Application
- Board of Directors
- Budget Detail

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

3.10.1 Accessing the Application Packet

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Application Packet - Center.** If necessary, search for and select a Contracting Entity. The Application Packet screen displays.

---

3. Select a **packet item** to access.

Figure 40: Application Packet Screen

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

Figure 41: Application Packet screen – Message

3.10.2 Assigning an Application Packet

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Application Packet – Center.** If necessary, search for and select a Contracting Entity. The Application Packet screen displays.
3. Select the **Packet Assigned To** link. The Application Packet Assignment screen displays.
4. Select the **assigned consultant** to assign the packet.
5. Select **Save** to receive a **confirmation.**

6. Select **<Edit** to return to the Application Packet Assignment screen or select **Finish** to return to the Application Packet screen.

3.10.3 Ending a Contracting Entity's Enrollment

1. From the Applications menu, select **Application Packet – Center**. If necessary, search for and select a **Contracting Entity**. The Application Packet screen displays.
2. Associated with the **Contracting Entity Application,** select the **link** under the Latest Version column. The Application History screen is displayed.
3. Select **Close Contracting Entity**. The End Contracting Entity Agreement screen is displayed.

Applications > Application Packet - Centers >			Program Year: 2020 - 2021

Child & Adult Care Food Program
CE Application History for 2020 - 2021

00085   Status: Active

Effective Claim Period	Version	Status	Approved Date
Oct 2020	Original	Approved	09/21/2020

< Back   Close Contracting Entity

Figure 42: Application Packet History Screen

4. Enter the **Closed/Terminated Date**. When this Contracting Entity enters claims, the Days on Operation fields will edit check with this date to ensure meals aren't claimed after the entered date.
5. Select the **Closed/Terminated Code**.
6. Enter the **Closed/Terminated Reason**.
7. Provide a description as to why the Contracting Entity is ending enrollment in **Closed/Terminated Comment**.
8. Select **Save**. The **Application History screen** is displayed with a message stating that the Contracting Entity's enrollment has ended.

Figure 43: End Contracting Entity Agreement

3.10.4 Re-Open a Closed Contracting Entity

1. From the Applications menu, select **Application Packet-Center** to access the menu screen. If necessary, search for and select a **Contracting Entity**. The Application Packet screen displays.
2. Associated with the Contracting Entity Application, select the **link** under the Latest Version column. The Application History screen is displayed.
3. Select **Re-Open Contracting Entity**. The End Contracting Entity Agreement screen is displayed.

Figure 44: Re-Open a Contracting Entity Application Screen
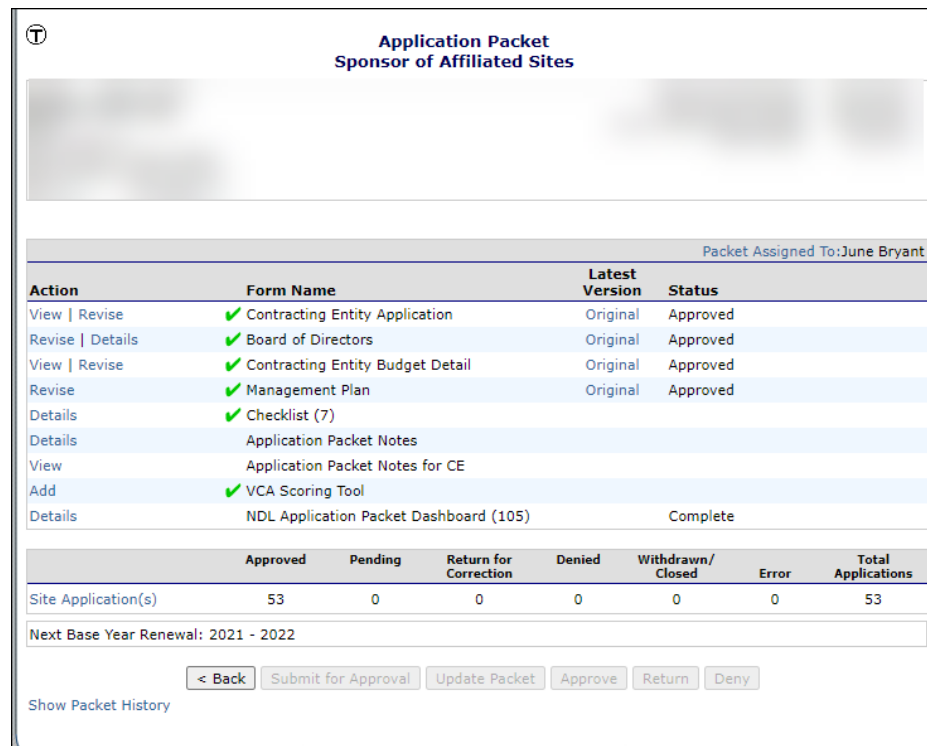
4. Delete the **Closed/Terminated Date.**
5. Select the **blank space** from the drop-down menu for the Closed/Terminated Code.
6. Delete the **Closed/Terminated Reason**.
7. Delete the **Closed/Terminated Description.**
8. Once all fields are blank, select **Save**. The Application History screen is displayed.

3.11 Contracting Entity Application

The Contracting Entity Application screen provides access to the Contracting Entity's annual application for the Child and Adult Care Food Program. The Contracting Entity is required to complete a new Contracting Entity 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.

3.11.1 Viewing a Contracting Entity Application (Original)

1. On the blue menu toolbar, select **Applications.**
2. From the Applications menu, select **Application Packet – Center.** The current year's Application Packet screen displays.
3. Select **View** next to the Contracting Entity Application packet item. The Contracting Entity Application for the designated program year is displayed.

Figure 45: Application Packet Screen

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

3.11.2 Viewing a Contracting Entity Application (Revision)

1. On the blue menu toolbar, 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 Contracting Entity Application History for the designated program year is displayed.
4. Select the **application version** to view.

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

Figure 46: Contracting Entity Application Screen (Partial)

3.11.3 Adding a Contracting Entity Application (New Contracting Entity)

1. On the blue menu toolbar, 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 Contracting Entity Application packet item. The Contracting Entity Application for the designated program year is displayed.
4. Enter required **information.**
5. Select **Save** to receive a confirmation.
6. Select **<Edit** to return to the Contracting Entity Application screen or select **Finish** to return to the Application Packet screen.

Tip: The Add option only appears for new Contracting Entities. If a Contracting Entity 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. The user would select **Modify** *to review and update this information.*

3.11.4 Modifying a Contracting Entity Application

1. On the blue menu toolbar, 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 Contracting Entity Application packet item. The Contracting Entity Application for the designated program year is displayed.
4. **Modify** any necessary information.
5. Select **Save** to receive a confirmation.
6. Select **<Edit** to return to the Contracting Entity 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).

3.11.5 Deleting a Contracting Entity Application

1. On the blue menu toolbar, 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 Contracting Entity Application packet item. **The Contracting Entity Application** for the designated program year is displayed.
4. Select **Delete** on the Edit menu in the top-right corner.
5. The system transfers the user 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 Contracting Entity application can only be deleted if the Contracting Entity has not yet submitted any claims for the program year.
>
> Once the application has been deleted, it is permanently removed and cannot be restored. Use caution before deleting an application.

Figure 47: Delete Option

3.11.6 Revising a Contracting Entity Application

Please Note: Only State-approved applications can be revised. Once a Contracting Entity revises the Contracting Entity application, the Application Packet must be re-submitted and the State review and approval process starts again.

1. On the blue menu toolbar, 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 Contracting Entity Application packet item. The Contracting Entity Application for the designated program year is displayed.
4. Modify any necessary **information.**
5. Select **Save** to receive a confirmation.

6. Select **<Edit** to return to the Contracting Entity 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.

3.11.7 Enter Internal Use Only Information

1. On the blue menu toolbar, 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 **Admin** next to the Contracting Entity Application packet item. The Contracting Entity Application for the designated program year is displayed.
4. Enter information in the **Internal Use Only section**.
5. Select **Save Internal Use Only** to receive a confirmation.
6. Select **<Edit** to return to the Contracting Entity Application screen or select **Finish** to return to the Application Packet screen.

Tip: If you are viewing an application and have the security rights to update the Internal Use Only section, the user can also select INTERNAL USE ONLY on the Edit menu in the top-right corner of the application screen to access the Internal Use Only section of the screen.

3.12 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.

3.12.1 Adding a Board of Directors List
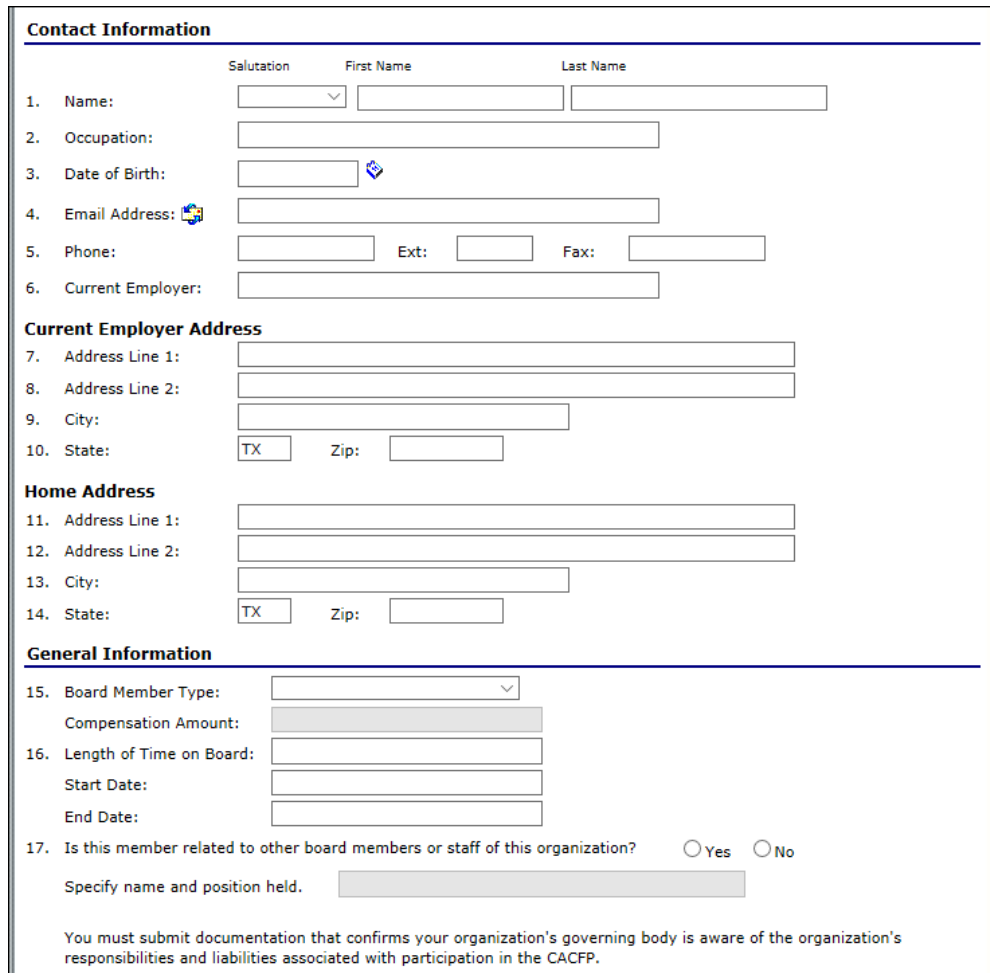
1. On the blue menu toolbar, select **Applications.**
2. If necessary, select a **Contracting Entity** using the Search feature.

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

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

Figure 48: Board of Directors Add Member Option

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

Figure 49: Board of Directors Add Member Screen (Partial Screen)

Figure 50: Board of Directors Add Member Screen (Partial Screen)

7. Complete the **Board Member Information**.
8. Select **Save.**
9. Select **Finish** to return to the Board of Directors Member List.

3.12.2 Viewing or Modifying the Board of Directors

1. On the blue menu toolbar, 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.

Figure 51: Board of Directors Member List (Top of Screen)
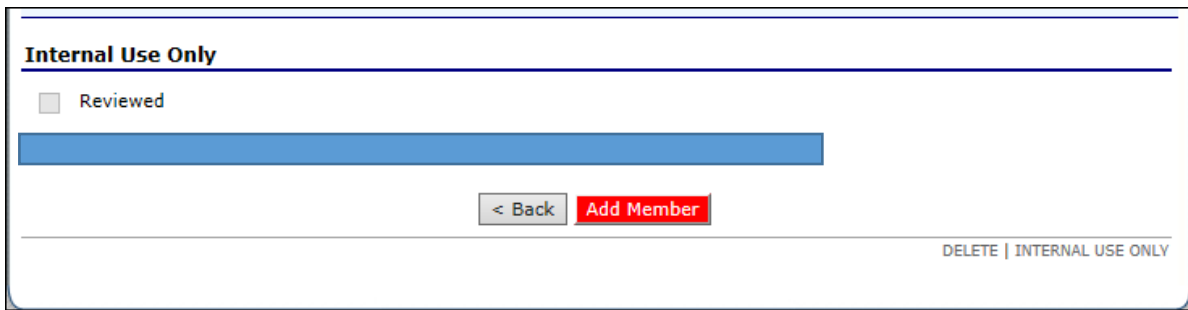
Figure 52: Board of Directors Member List (Bottom of Screen)

3.12.3 Adding a Member to the Board Directors

1. On the blue menu toolbar, 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.**

3.12.4 Deleting a Member to the Board Directors

1. On the blue menu toolbar, 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 to delete.
5. Select **Delete** in the top-right corner.
6. Select **Delete** at the bottom of the screen to confirm**.**

3.12.5 Reviewing the Member to the Board Directors (State Use Only)

1. On the blue menu toolbar, 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 **Admin** for Board of Directors Board Member List.
4. Review **information.**
5. Select the **Reviewed** checkbox.
6. Select **Save.**

3.13 Contracting Entity Budget Detail

The Budget Detail screen must be completed by all Contracting Entities. The system will not allow an Application Packet to be submitted without an error-free Budget.

In addition, the Budget Detail must be completed if an Advance Request is submitted; however, the submission of an Advance Request occurs outside of the system's Application Packet sub-module and therefore must be manually validated by the State. Once a Budget is approved, a revision (i.e., a new version) must be created.

3.13.1 Accessing the Budget Detail

1. On the blue menu toolbar, select **Applications** to access the menu screen.
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.

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

3.13.2 Adding the Budget Detail

1. On the blue menu toolbar, select **Applications** to access the menu screen.
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** to receive a confirmation screen.
6. Select **<Edit** to return to the Budget Detail screen or select **Finish** to return to the Application Packet screen.

3.13.3 Viewing a Budget Detail

1. On the blue menu toolbar, 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 Contracting Entity Budget Detail. The Budget Detail screen displays or to view a prior Budget Detail, select the **revision link** under the Latest Version column. The Contracting Entity Budget History for the designated program year is displayed.

Effective Claim Period	Version	Status	Approved Date
Oct 2020	Rev. 1	Pending Validation	
Oct 2020	Original	Approved	09/21/2020

< Back   Close Contracting Entity

Figure 53: Contracting Entity Budget History Screen

4. Select the **budget version** to view.

3.13.4 Modifying a Budget Detail

1. On the blue menu toolbar, select **Applications** to access the menu screen.
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. Make any necessary **modifications**.
5. Select **Save** to receive a **confirmation**.
6. Select **<Edit** to return to the Budget Detail screen select **Finish** to return to the Application Packet screen.

3.13.5 Revising a Budget Detail

1. On the blue menu toolbar, select **Applications** to access the menu screen.
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. Make any necessary modifications.
5. Select **Save** to receive a confirmation.
6. Select **<Edit** to return to the Budget Detail screen 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 Contracting Entity Budget History screen.

3.13.6 Reviewing a Budget Detail

1. On the blue menu toolbar, select **Applications** to access the menu screen.
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 select **Finish** to return to the Application Packet screen.

Tip: Authorized users can also access the Internal Use Only section by selecting Revise next to the Budget Detail option on the Application Packet screen and then selecting INTERNAL USE ONLY at the top right of the Budget Detail screen.

3.13.7 Deleting a Budget

1. On the blue menu toolbar, select **Applications** to access the menu screen.
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.
4. Select **Delete** in the top-right corner.
5. Select **Delete** at the bottom of the screen to confirm.

3.14 Management Plan

Contract Entities must submit a Management Plan as part of the Application Packet. The system will not allow an Application Packet to be submitted without completion of the Management Plan screen, with no errors. Once a Management Plan is approved, a revision (i.e., a new version) must be created.

3.14.1 Accessing the Management Plan

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Application Packet**.

3. Select **Details** next to Management Plan. Select the **version of Management Plan** to view. The Management Plan screen displays.

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

3.14.2 Viewing a Management Plan

1. On the blue menu toolbar, select **Applications.**
2. From the Applications menu, select **Application Packet – Center** to access the most current year's Application Packet screen.
3. To view the most current Management Plan, select **View** next to Management Plan or to view a prior Management Plan, select the **Original link** under the Latest Version column. The Contract Entity Management Plan History for the designated program year displays.

Figure 54: Management Plan Screen

4. Select the **Management Plan version** for review.

3.14.3 Revising a Management Plan

1. On the blue menu toolbar, select **Applications**, to access the menu screen.
2. From the menu, select **Application Packet**.
3. Select **Details** next to Management Plan. The Management Plan screen displays with the most current Management Plan data.
4. Select **Revise Management Plan** button. Make any necessary **modifications.**

5. Select **Save** to receive a confirmation.
6. Select **<Edit** to return to the Management Plan screen or select Finish to return to the Application Packet or select **Finish** to return to the Application Packet screen.

Tip: When creating a revision, the system maintains the previously approved Management Plan that can be accessed via the Contract Entity Management Plan History screen.

3.14.4 Reviewing a Management Plan

1. On the blue menu toolbar, select **Applications**, to access the menu screen.
2. From the menu select **Application Packet**.
3. Select **Admin** next to **Management Plan**. The Management Plan screen displays. Select the **version** to be reviewed.
4. Review the **Management Plan** information submitted.
5. Select **Internal Use Only** on the Edit menu in the top-right corner.
6. Enter information in the **Internal Use Only** section.
7. Select **Save Internal Use Only** to access a **confirmation.**
8. Select **<Edit** to return to the Management Plan screen or select **Finish**.

Tip: Authorized users can also access the Internal Use Only section by selecting Revise next to the Management Plan option on the Application Packet screen and then selecting Internal Use Only at the top-right of the Management Plan screen.

3.15 Checklist

A checklist is automatically generated based upon answers to specific questions from the Contracting Entity and site applications. The checklist identifies supplemental documents that need to be submitted to the state. The Checklist feature allows Contracting Entities 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.

3.15.1 Accessing a Checklist

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

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

Figure 55: CACFP Checklist Summary

3.15.2 Viewing a Checklist

1. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.
2. Select **Details** for the Checklist**.** The Checklist Summary screen displays.
3. Select the **Contracting Entity** or **Site/Provider** to access the checklist screen.

Please Note: Only Contracting Entities and sites who have completed their applications and who have additional required documents will have a checklist.

3.15.3 Updating a Checklist

1. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's **Application Packet screen** displays.
2. Select **Details** for the Checklist. The Checklist Summary screen displays.
3. Select the **Contracting Entity or Site/Provider** to update the checklist.

4. Identify whether the **document has been submitted and the submission date.** The Date Submitted to TDA 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 TDA.
5. Select **Save**. The Checklist Summary screen displays.

3.15.4 Uploading an Attachment to a Checklist Item

Please 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. Enter a **brief comment** (field is not required).
3. Select **Save.**

Checklist File Upload Detail

Checklist

Program:	School Nutrition Programs
Checklist Item:	Attachment B: Meal Count & Collect Procedures

Upload Detail

1. File To Upload: [_____] Browse...
2. Comment: [_____]
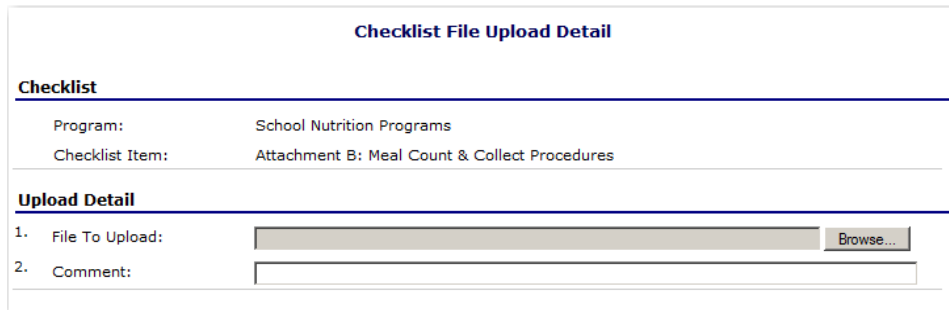
Figure 56: CACFP Checklist File Upload Detail

3.15.5 Entering Use Only Information

1. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.
2. Select **Details** for the Checklist**.** The Checklist Summary screen displays.
3. Select the **Contracting Entity or Site/Provider** whose checklist you wish to view. The **Checklist screen** displays.
4. Select **Internal Use Only** on the Edit menu in the top-right corner.
5. Identify if the document was received by checking the **"Document on File w/TDA" checkbox**. If you have also reviewed the checklist item, select the **Status** and **Status Date.**

6. Select **Save Internal Use Only** to receive a confirmation.
7. Select **<Edit** to return to the Checklist screen or select **Finish** to return to the Checklist Summary screen.

3.16 Application Packet Notes

The Application Packet Notes screen allows state users to read and add notes regarding an entire Application Packet. This enables state users to efficiently communicate and log information pertaining to an Application Packet. Comments regarding a specific Application Packet item can be entered in the Internal Comments field in the Internal Use Only section of the respective screen.

3.16.1 Accessing Application Notes

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

Please Note: The Notes feature is only accessible to State users. Contracting Entities do not have access to the Notes menu option and, and therefore, will not be able to access any notes that were entered.

Applications > Application Packet - Centers > Application Packet Notes >

2020 - 2021 CACFP Application Packet Notes

00083   Status: Active
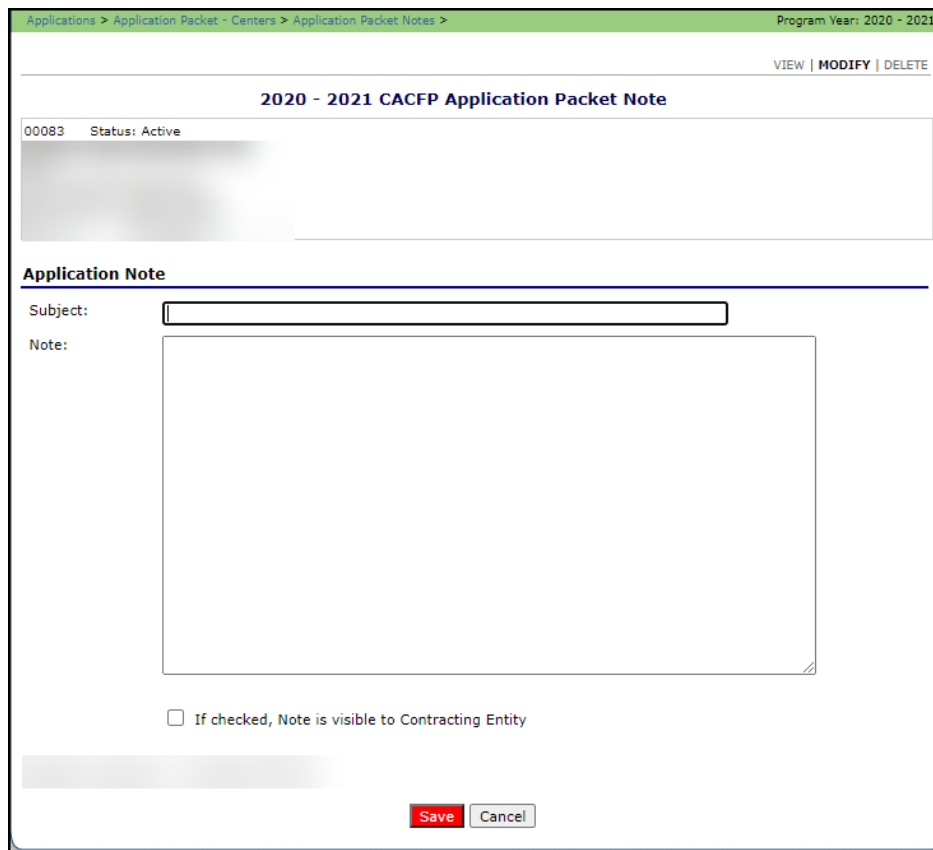
Date	Created By	Subject
	Developer	RTN Packet Incomplete

< Back   Create New Application Note

Figure 57: Application Notes

3.16.2 Creating a New Application Notes

1. On the blue menu toolbar, select **Applications** to access the menu screen.
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.
4. Select the **Create a New Application Note** button. The Application Packet Note screen displays.
5. Enter the **Subject**.
6. Enter the **Note**.
7. Select **Save** to receive a confirmation.
8. Select **<Edit** to return to the Application Note screen or select **Finish** to return to the Application Notes screen.

Figure 58: Application Notes

P a g e 57

Tip: Once the Create New Application Note button is selected, a blank record is created and displayed on the Application Note screen. Even if you do not enter a note and select the Cancel button, the blank application note will remain and be listed on the Application Notes screen.

*To remove the blank note created in error, select it and use the **DELETE** option at the top right of the Application Note screen. To enter information in the blank note, select the note and update the Subject and Note fields on the Application Note screen.*

3.16.3 Deleting an Application Notes

1. On the blue menu bar, select **Applications** to access the menu screen.
2. From the Applications menu, select **Application Packet – Center** 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.
4. Under **Date**, select the date of the note that is to be deleted.
5. Select **Delete** on the Edit menu in the top-right corner.
6. The system transfers the user to the bottom of the screen and a warning message is displayed.
7. Select the **Delete** button at the bottom of the page to receive a confirmation.
8. Select **Finish** to return to the Application Notes screen.

WARNING: 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**. Selecting the button permanently deletes the Application Note from the application and it will not be recoverable once deleted.

3.17 Application Packet Notes for CE

The Application Packet Notes for CE screen allows Contracting Entities to view all notes entered by the State and indicated as invisible to Contracting Entities.

3.17.1 Accessing Application Notes for CE

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Application Packet - Center**. The Application Packet screen displays.

3. Select **View** next to Application Packet Notes for CE. The Application Packet Notes screen displays.

Please Note: Only notes indicated by the State as visible to the CE on the Application Packet Note screen are listed. Notes are listed in order of the most recent note at the top of the list.

3.18 VCA Scoring Tool

3.18.1 Viewing the Original Scoring Document

1. On the menu, select **Application Packet - Center**.
2. Select **Original** under the Latest Version column.
3. Under the Version column, select **Original** to access the scoring document.
4. When finished, select **< Back** to return to the Application Packet.

3.18.2 Viewing a Scoring Document

1. On the menu, select **Application Packet - Center**.
2. Select **View** next to VCA Scoring Tool.
3. When finished, select **< Back** to return to the Application Packet.

3.18.3 Revising a Scoring Document

1. On the menu, select **Application Packet - Center**.
2. Select **Revise** next to VCA Scoring Tool.
3. Make any necessary **modifications.**
4. Select **Save.**
5. Select **Complete** to receive a confirmation.
6. Click **< Back** to return to the previous screen or select **Finish** to complete the activity.
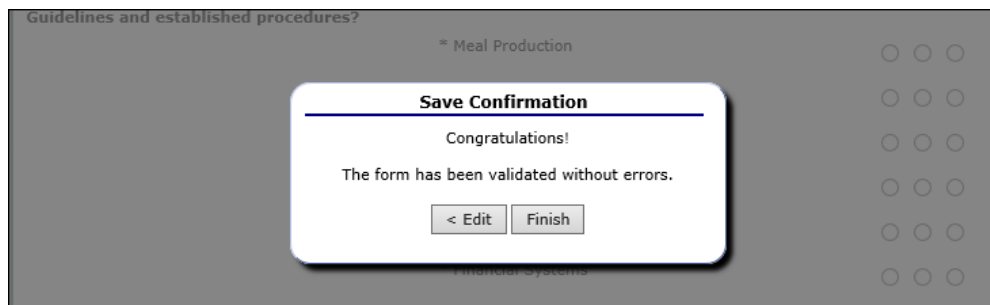
Figure 59: VCA Scoring Tool Confirmation Screen

3.19 National Disqualified List (NDA) Application Packet Dashboard

The purpose of the NDL Dashboard feature is to provide State users and Contracting Entities with efficient and immediate information to identify individuals or entities listed on the National Disqualified List that are no longer allowed to participate in any USDA programs.

3.19.1 Viewing the NDL List

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Application Packet - Center**. The Application Packet screen displays.
3. Select **Details** next to NDL Application Packet Dashboard.
4. Select **< Back** to return to the Application Packet.
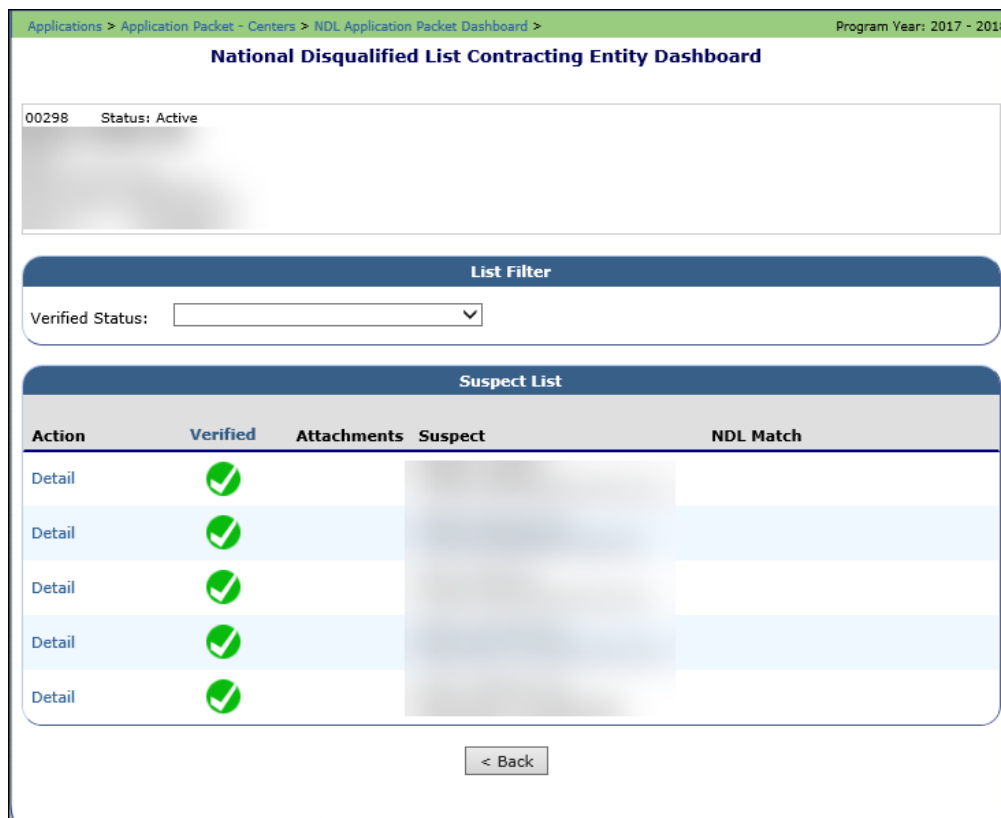
Figure 60: NDL Dashboard

3.20 Site Applications (For CACFP Centers)

Contracting Entities 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. New 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.

3.20.1 Accessing the Contracting Entity's Site List

1. On the blue menu toolbar, select **Applications**.
2. If necessary, select a **Contracting Entity** using the **Search** feature.
3. From the Applications menu, select **Application Packet – Center.**
4. Under **Site Applications**, select **Site Application(s).** The **CACFP – Application Packet Site List** displays.

Figure 61: Application Packet – Site List Screen

3.20.2 Adding a New Site (Only Available to Contracting Entities)

1. On the blue menu toolbar, select **Applications.**
2. If necessary, select a **Contracting Entity** using the Search feature.
3. From the Applications menu**,** select **Application Packet – Center.**
4. At the bottom of the site list, select **Add Site.** The Available Site(s) screen displays.

5. To add an **application,** select a **site** that is listed. If the site is not listed, select **Add New Site**. If selecting **Add New Site,** the Quick Site Profile screen displays.

Please 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.

6. The system automatically defaults the Site ID to the next available ID for this Contracting Entity. For new sites, this value can be overridden if necessary.
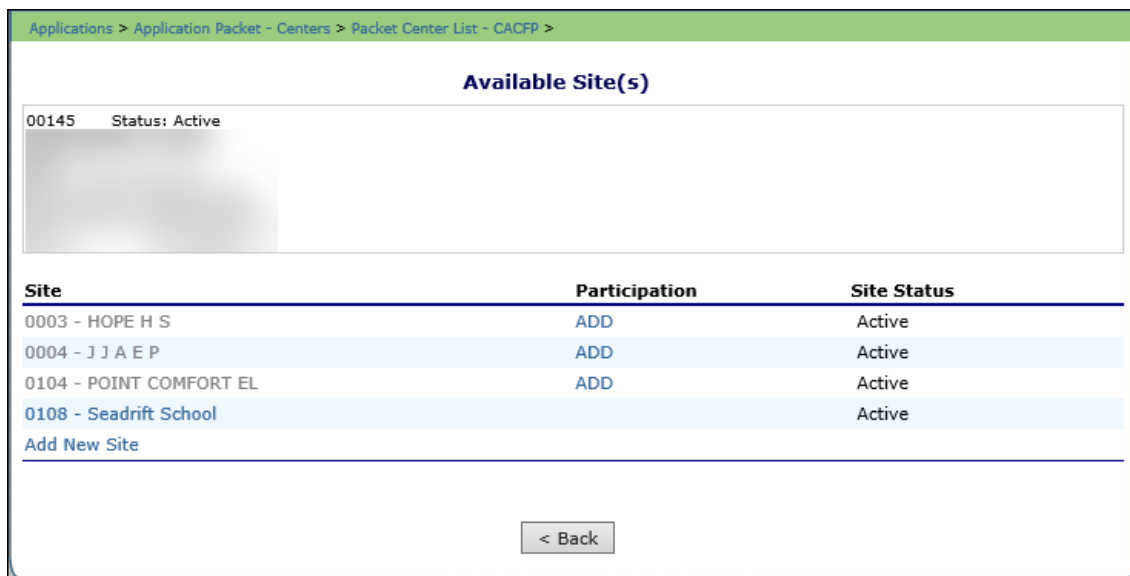
Figure 62: Available Site(s) Screen

Tip: For most Contracting Entities, it is highly recommended that you use the Site ID assigned by the system. The system has verified that the assigned ID is unique and is the next available Site ID for the Contracting Entity. However, public/charter schools should use the campus code assigned by the Texas Education Agency.

7. For new sites, enter the **Site Name** and **County.**
8. Select **Save**. The Site Application for the new site is displayed.

Figure 63: Quick Site Profile Screen

3.20.3 Viewing a Site Application

1. On the blue menu toolbar, select **Applications.**
2. If necessary, select a **Contracting Entity** using the Search feature.
3. From the Applications menu, select **Application Packet** - **Center**. (If you have not selected a Contracting Entity, the Contracting Entity Search screen displays.) The most current year's Application Packet screen displays for the selected CE.
4. Under Site Applications, select **Site Application(s)**. The CACFP - Application Packet Site List displays.
5. Select **View** next to the site to review the Application.

3.20.4 Modifying a Site Application

1. On the blue menu toolbar, select **Applications.**
2. If necessary, select a **Contracting Entity** using the Search feature.
3. From the Applications menu, select **Application Packet** - **Center**.
4. Under Site Applications, select **Site Application(s)**. The CACFP - Application Packet Site List displays.
5. Select **Modify** next to the site whose application you would like to view. The Site Application is displayed.
6. Make any necessary **modifications.**
7. Select **Save** to receive a confirmation.

8. Select **<Edit** to return to the Site Application screen or select **Finish** to return to the CACFP Site List screen**.**

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

3.20.5 Deleting a Site Application

1. On the blue menu toolbar, select **Applications.**
2. If necessary, select a **Contracting Entity** using the Search feature.
3. From the Applications menu, select **Application Packet** - **Center**.
4. Under Site Applications, select **Site Application(s)**. The CACFP - Application Packet Site List displays.
5. Select **Modify** next to the site whose application you would like to delete. The Site Application is displays.
6. Select **Delete** on the Edit menu in the top-right corner.
7. The system transfers the user to the bottom of the screen and a warning message displays.
8. Select the **Delete** button at the bottom of the page to receive a confirmation.

 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.

3.20.6 Revising a Site Application

 Please 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 Contracting Entity 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 toolbar, select **Applications.**
2. If necessary, select a **Contracting Entity** using the Search feature.
3. From the Applications menu, select **Application Packet** - **Center**. The most current year's Application Packet screen displays for the selected Contracting Entity.
4. Under Site Applications, select **Site Application(s)**. The CACFP - Application Packet Site List displays.
5. Select **Revise** next to the applicable site to access the Application screen.

6. Make any necessary **modifications.**
7. Select **Save** to receive a confirmation.
8. 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.*

3.20.7 Entering Internal Use Only Information

1. On the blue menu toolbar, select **Applications.**
2. If necessary, select a **Contracting Entity** using the **Search** feature.
3. From the Applications menu, select **Application Packet** - **Center**. The most current year's Application Packet screen displays for the selected **Contract Entity.**
4. Under Site Applications, select **Site Application(s)**. The CACFP - Application Packet Site List displays.
5. Select **Admin** next to the applicable site, to access the Application screen.
6. Enter **information** in the Internal Use Only section.
7. Select **Save** to receive a confirmation.
8. Select **<Edit** to return to the Site Application screen or select **Finish** to return to the CACFP Site List screen.

3.21 Closing a Site

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

3.21.1 Closing a Site

1. On the blue menu toolbar, select **Applications.**
2. If necessary, select a **Contracting Entity** using the Search feature.
3. From the Applications menu, select **Application Packet** - **Center**. The most current year's Application Packet screen displays for the selected Contracting Entity.
4. Under Site Applications, select **Site Application(s)**. The CACFP - Application Packet Site List displays.
5. Select the **link** under the Latest Version column for the applicable site. The Application History screen is displayed.
6. Select **Close Site**. The End Site Agreement screen is displayed.

Action	Effective Claim Period	Version	Status	Approved Date
View	Oct 2014	1 (Original)	Approved	09/29/2014

< Back   Close Site

Figure 64: Site Application Close Site Screen

7. 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.
8. Select the **Closed/Terminated Code**.
9. Enter the **Closed/Terminated Reason**.
10. Provide a description as to why the site is being closed in the **Closed/Terminated Comment**.

Enrollment Information

Closed/Terminated Date:

Closed/Terminated Code:

Closed/Terminated Reason:

Closed/Terminated Comment:

Save   Cancel

Figure 65: End Site Agreement Screen

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

3.21.2 Re-Open a Closed Site

1. On the blue menu toolbar, select **Applications.**
2. If necessary, select a **Contracting Entity** using the **Search** feature.
3. From the Applications menu, select **Application Packet – Center**. The most current year's Application Packet screen displays for the selected Contract Entity.
4. Under Site Applications, select **Site Application(s)**. The CACFP - Application Packet Site List displays.
5. Select the **link** under the Latest Version column for the desired site. The Site Application History screen is displayed. If accessing Provider Application(s), first

select **View** next to the Provider.

6. Select **Re-Open Site** or **Edit Provider Closure**. The End Site Agreement screen is displayed.
7. Delete the **Closed/Terminated Date.**
8. Select the **blank space** from the drop-down menu for the Closed/Terminated Code.
9. Delete the **Closed/Terminated Reason**.
10. Delete the **Closed/Terminated Description**.
11. Once all fields are blank, select **Save**. The Site Application History screen is displayed.

3.22 Request for Special Prior Written Approval (SPWA)

This feature allows for requests for SPWA related to items on the Application Packet Budget Detail.

3.22.1 Create a New Request

1. On the blue menu toolbar, select **Applications.**
2. From the Applications menu, select **Request for SPWA.**
3. Click the **Create New Request button.**

Figure 66: SPWA Screen

4. Complete the required **information.**
5. Select **Save** to receive a confirmation.
6. Select **< Back** to return to the previous screen or select **Finish** to return to the Applications menu.

Figure 67: SPWA Screen (Partial)

3.22.2 Viewing or Modifying a Request for SPWA

1. On the blue menu toolbar, select **Applications.**
2. From the Applications menu, select **Request for SPWA.**
3. Select **View** or **Modify** under the Action column next to the corresponding SPWA ID.
4. Make any necessary **modifications**.
5. Select Save to receive a confirmation.
6. Select **< Back** to return to the previous page or select **Finish** to return to the Application menu.

3.22.3 Entering Internal Use Only Information

1. On the blue menu toolbar, select **Applications.**
2. From the Applications menu, select **Request for SPWA**.
3. Select **Admin** from the Action column next to the corresponding SPWA ID.
4. Enter any necessary **information.**
5. Select **Save** to receive a confirmation.
6. Select **< Back** to return to the previous screen or select **Finish** to return to the Application.

3.22.4 Submitting Requests

1. On the blue menu toolbar, select **Applications.**
2. From the Applications menu, select **Request for SPWA**.
3. Select the **Submit Requests button** to submit any completed requests.

3.23 Application Packet - DCH

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

There are two types of 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 Contracting Entity 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.

Contracting Entities that wish to receive advance payments must also submit an Advance Request to the State. An advance request must be submitted and approved for each program year.

Please 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:

- Contracting Entity Application
- Center Application
- Board of Directors
- Budget Detail

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

3.23.1 Accessing the Application Packet

1. On the blue menu toolbar, select **Applications** to access the menu screen**.**
2. On the menu, select **Application Packet - DCH.** If necessary, search for and select a Contracting Entity. The Application Packet screen displays.

3. Select a **packet item** to access.

Figure 68: Application Packet Screen

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

Figure 69: Application Packet screen – Message

3.23.2 Assigning an Application Packet

1. On the blue menu toolbar, select **Applications** to access the menu screen**.**
2. On the menu, select **Application Packet – Center.** If necessary, search for and select a Contracting Entity. The Application Packet screen displays.
3. Select the **Packet Assigned To** link.

4. Select the **assigned consultant** to assign the packet.

5. Select **Save** to receive a **confirmation.**

6. Select **<Edit** to return to the Application Packet Assignment screen or select **Finish** to return to the Application Packet screen.

3.23.3 Ending a Contracting Entity's Enrollment

1. From the Applications menu, select **Application Packet – Center**. If necessary, search for and select a **Contracting Entity**. The Application Packet screen displays.

2. Associated with the **Contracting Entity Application,** select the **link** under the Latest Version column. The Application History screen is displayed.

3. Select **Close Contracting Entity**. The End Contracting Entity Agreement screen is displayed.

Figure 70: Application Packet Screen – Message

4. Enter the **Closed/Terminated Date**. When this Contracting Entity enters claims, the Days on Operation fields will edit check with this date to ensure meals aren't claimed after the entered date.

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

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

7. Provide a description as to why the Contracting Entity is ending enrollment in **Closed/Terminated Comment**.

8. Select **Save**. The **Application History screen** is displayed with a message stating that the Contracting Entity's enrollment has ended.

Figure 71: End Contracting Entity Agreement

3.23.4 Re-Open a Closed Contracting Entity

1. From the Applications menu, select **Application Packet-Center** to access the menu screen. If necessary, search for and select a **Contracting Entity**. The Application Packet screen displays.

2. Associated with the Contracting Entity Application, select the **link** under the Latest Version column. The Application History screen is displayed.

3. Select **Re-Open Contracting Entity**. The End Contracting Entity Agreement screen is displayed.

Figure 72: Re-Open a Contracting Entity Application Screen

4. Delete the **Closed/Terminated Date.**
5. Select the **blank space** from the drop-down menu for the Closed/Terminated Code.
6. Delete the **Closed/Terminated Reason**.
7. Delete the **Closed/Terminated Description.**
8. Once all fields are blank, select **Save**. The Application History screen is displayed.

3.24 DCH Contracting Entity Application

The Contracting Entity Application screen provides access to the Contracting Entity's annual application for the Child and Adult Care Food Program. The Contracting Entity is required to complete a new Contracting Entity 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.

3.24.1 Viewing a Contracting Entity Application (Original)

1. On the blue menu toolbar, select **Applications.**
2. From the Applications menu, select **Application Packet – Center.** The current year's Application Packet screen displays.
3. Select **View** next to the Contracting Entity Application packet item. The Contracting Entity Application for the designated program year is displayed.

		Packet Assigned To:	
Action	**Form Name**	**Latest Version**	**Status**
View | Modify | Admin	Contracting Entity Application	Rev. 1	Pending Validation
Revise | Details	✔ Board of Directors	Original	Approved
View | Revise	✔ Contracting Entity Budget Detail	Original	Approved
Add	Management Plan		
Details	✔ Checklist (6)		
Details	Application Packet Notes (6)		
View	Application Packet Notes for CE		
Add	✔ VCA Scoring Tool		

	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Site Application(s)	17	0	1	0	0	0	18

Next Base Year Renewal: 2017 - 2018

[< Back] [Submit for Approval] [Update Packet] [Approve] [Return] [Deny]

Show Packet History

Figure 73: Application Packet Screen

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

3.24.2 Viewing a Contracting Entity Application (Revision)

1. On the blue menu toolbar, 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 Contracting Entity Application History for the designated program year is displayed.
4. Select the **application version** to view.

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

Figure 74: Contracting Entity Application Screen (Partial)

3.24.3 Adding a Contracting Entity Application (New Contracting Entity)

1. On the blue menu toolbar, 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 Contracting Entity Application packet item. The Contracting Entity Application for the designated program year is displayed.
4. Enter required **information.**
5. Select **Save** to receive a confirmation.
6. Select **<Edit** to return to the Contracting Entity Application screen or select **Finish** to return to the Application Packet screen.

Helpful Tips

*Tip: The Add option only appears for new Contracting Entities. If a Contracting Entity 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. The user would select **Modify** to review and update this information.*

3.24.4 Modifying a Contracting Entity Application

1. On the blue menu toolbar, 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 Contracting Entity Application packet item. The Contracting Entity Application for the designated program year is displayed.
4. **Modify** any necessary information.
5. Select **Save** to receive a confirmation.
6. Select **<Edit** to return to the Contracting Entity Application screen or select **Finish** to return to the Application Packet screen.

Helpful Tips

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).

3.24.5 Deleting a Contracting Entity Application

1. On the blue menu toolbar, 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 Contracting Entity Application packet item. **The Contracting Entity Application** for the designated program year is displayed.
4. Select **Delete** on the Edit menu in the top-right corner.
5. The system transfers the user 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 Contracting Entity application can only be deleted if the Contracting Entity has not yet submitted any claims for the program year.

Once the application has been deleted, it is permanently removed and cannot be restored. Use caution before deleting an application.

Applications > Application Packet - Centers >	Program Year: 2017 - 2018
	VIEW | **MODIFY** | DELETE | INTERNAL USE ONLY
	Show Changes

Figure 75: Delete Option

3.24.6 Revising a Contracting Entity Application

Please Note: Only State-approved applications can be revised. Once a Contracting Entity revises the Contracting Entity application, the Application Packet must be re-submitted and the State review and approval process starts again.

1. On the blue menu toolbar, 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 Contracting Entity Application packet item. The Contracting Entity Application for the designated program year is displayed.
4. Modify any necessary **information.**
5. Select **Save** to receive a confirmation.

6. Select **<Edit** to return to the Contracting Entity 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.

3.24.7 Enter Internal Use Only Information

1. On the blue menu toolbar, 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 **Admin** next to the Contracting Entity Application packet item. The Contracting Entity Application for the designated program year is displayed.
4. Enter information in the **Internal Use Only section**.
5. Select **Save Internal Use Only** to receive a confirmation.
6. Select **<Edit** to return to the Contracting Entity Application screen or select **Finish** to return to the Application Packet screen.

Tip: If you are viewing an application and have the security rights to update the Internal Use Only section, the user can also select INTERNAL USE ONLY on the Edit menu in the top-right corner of the application screen to access the Internal Use Only section of the screen.

3.25 DCH 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.

3.25.1 Adding a Board of Directors List

1. On the blue menu toolbar, select **Applications.**
2. If necessary, select a **Contracting Entity** using the Search feature.

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

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

Figure 76: Board of Directors Add Member Option

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

Figure 77: Board of Directors Add Member Screen (Partial Screen)

Figure 78: Board of Directors Add Member Screen (Partial Screen)

7. Complete the **Board Member Information**.
8. Select **Save.**
9. Select **Finish** to return to the Board of Directors Member List.

3.25.2 Viewing or Modifying the Board of Directors

1. On the blue menu toolbar, 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.

Figure 79: Board of Directors Member List (Top of Screen)

Figure 80: Board of Directors Member List (Bottom of Screen)

3.25.3 Adding a Member to the Board Directors

1. On the blue menu toolbar, 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.**

3.25.4 Deleting a Member to the Board Directors

1. On the blue menu toolbar, 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 to delete.
5. Select **Delete** in the top-right corner.
6. Select **Delete** at the bottom of the screen to confirm**.**

3.25.5 Reviewing the Member to the Board Directors (State Use Only)

1. On the blue menu toolbar, 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 **Admin** for Board of Directors Board Member List.
4. Review **information.**
5. Select the **Reviewed** checkbox.
6. Select **Save.**

3.26 DCH Budget Detail

The Budget Detail screen must be completed by all Contracting Entities. The system will not allow an Application Packet to be submitted without an error-free Budget.

In addition, the Budget Detail must be completed if an Advance Request is submitted; however, the submission of an Advance Request occurs outside of the system's Application Packet sub-module and therefore must be manually validated by the State. Once a Budget is approved, a revision (i.e., a new version) must be created.

3.26.1 Accessing the Budget Detail

1. On the blue menu toolbar, select **Applications** to access the menu screen.
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.

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

3.26.2 Adding the Budget Detail

1. On the blue menu toolbar, select **Applications** to access the menu screen.
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** to receive a confirmation screen.
6. Select **<Edit** to return to the Budget Detail screen or select **Finish** to return to the Application Packet screen.

3.26.3 Viewing a Budget Detail

1. On the blue menu toolbar, 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 Contracting Entity Budget Detail. The Budget Detail screen displays or to view a prior Budget Detail, select the **revision link** under the Latest Version column. The Contracting Entity Budget History for the designated program year is displayed.

Version	Status	Approved Date
Revision 1	Pending Validation	
Original	Approved	10/03/2016

< Back

Figure 81: Contracting Entity Budget History Screen

4. Select the **budget version** to view.

3.26.4 Modifying a Budget Detail

1. On the blue menu toolbar, select **Applications** to access the menu screen.
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. Make any necessary **modifications**.
5. Select **Save** to receive a **confirmation**.
6. Select **<Edit** to return to the Budget Detail screen select **Finish** to return to the Application Packet screen.

3.26.5 Revising a Budget Detail

1. On the blue menu toolbar, select **Applications** to access the menu screen.
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. Make any necessary modifications.
5. Select **Save** to receive a confirmation.
6. Select **<Edit** to return to the Budget Detail screen 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 Contracting Entity Budget History screen.

3.26.6 Reviewing a Budget Detail

1. On the blue menu toolbar, select **Applications** to access the menu screen.
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 select **Finish** to return to the Application Packet screen.

Tip: Authorized users can also access the Internal Use Only section by selecting Revise next to the Budget Detail option on the Application Packet screen and then selecting INTERNAL USE ONLY at the top right of the Budget Detail screen.

3.26.7 Deleting a Budget

1. On the blue menu toolbar, select **Applications** to access the menu screen.
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.
4. Select **Delete** in the top-right corner.
5. Select **Delete** at the bottom of the screen to confirm.

3.27 DCH Management Plan

Contract Entities must submit a Management Plan as part of the Application Packet. The system will not allow an Application Packet to be submitted without completion of the Management Plan screen, with no errors. Once a Management Plan is approved, a revision (i.e., a new version) must be created.

3.27.1 Accessing the Management Plan

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Application Packet**.

3. Select **Details** next to Management Plan. Select the **version of Management Plan** to **view**. The Management Plan screen displays.

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

3.27.2 Viewing a Management Plan

1. On the blue menu toolbar, select **Applications.**
2. From the Applications menu, select **Application Packet – Center** to access the most current year's Application Packet screen.
3. To view the most current Management Plan, select **View** next to Management Plan or to view a prior Management Plan, select the **Original link** under the Latest Version column. The Contract Entity Management Plan History for the designated program year displays.

Applications > Application Packet - Centers >   Program Year: 2016 - 2017

Child & Adult Care Food Program
CE Application History for 2016 - 2017

Effective Claim Period	Version	Status	Approved Date
Mar 2017	Original	Approved	03/10/2017

< Back   Close Contracting Entity

Figure 82: Management Plan Screen

4. Select the **Management Plan version** for review.

3.27.3 Revising a Management Plan

1. On the blue menu toolbar, select **Applications**, to access the menu screen.
2. From the menu, select **Application Packet**.
3. Select **Details** next to Management Plan. The Management Plan screen displays with the most current Management Plan data.
4. Select **Revise Management Plan** button. Make any necessary **modifications.**
5. Select **Save** to receive a confirmation.

6. Select **<Edit** to return to the Management Plan screen or select Finish to return to the Application Packet or select **Finish** to return to the Application Packet screen.

Tip: When creating a revision, the system maintains the previously approved Management Plan that can be accessed via the Contract Entity Management Plan History screen.

3.27.4 Reviewing a Management Plan

1. On the blue menu toolbar, select **Applications**, to access the menu screen.
2. From the menu select **Application Packet**.
3. Select **Admin** next to **Management Plan**. The Management Plan screen displays. Select the **version** to be reviewed.
4. Review the **Management Plan** information submitted.
5. Select **Internal Use Only** on the Edit menu in the top-right corner.
6. Enter information in the **Internal Use Only** section.
7. Select **Save Internal Use Only** to access a **confirmation.**
8. Select **<Edit** to return to the Management Plan screen or select **Finish**.

Tip: Authorized users can also access the Internal Use Only section by selecting Revise next to the Management Plan option on the Application Packet screen and then selecting Internal Use Only at the top-right of the Management Plan screen.

3.28 Checklist

A checklist is automatically generated based upon answers to specific questions from the Contracting Entity and site applications. The checklist identifies supplemental documents that need to be submitted to the state. The Checklist feature allows Contracting Entities 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.

3.28.1 Accessing a Checklist

1. On the blue menu toolbar, select **Applications** to access the menu screen**.**

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.

Figure 83: CACFP Checklist Summary

3.28.2 Viewing a Checklist

1. On the blue menu toolbar, select **Application** to access the menu screen**.**
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 **Contracting Entity** or **Site/Provider** to access the checklist screen.

Please Note: Only Contracting Entities and sites who have completed their applications and who have additional required documents will have a checklist.

3.28.3 Updating a Checklist

1. On the blue menu toolbar, select **Applications** to access the menu screen.
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 **Contracting Entity or Site/Provider** to update the checklist. The Checklist screen displays.

5. Identify whether the **document has been submitted and the submission date.** The Date Submitted to TDA 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 TDA.

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

3.28.4 Uploading an Attachment to a Checklist Item

Please 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. Enter a **brief comment** (field is not required).

3. Select **Save.**

Checklist File Upload Detail

Checklist

Program:	School Nutrition Programs
Checklist Item:	Attachment B: Meal Count & Collect Procedures

Upload Detail

1. File To Upload: [   ] Browse...
2. Comment: [   ]
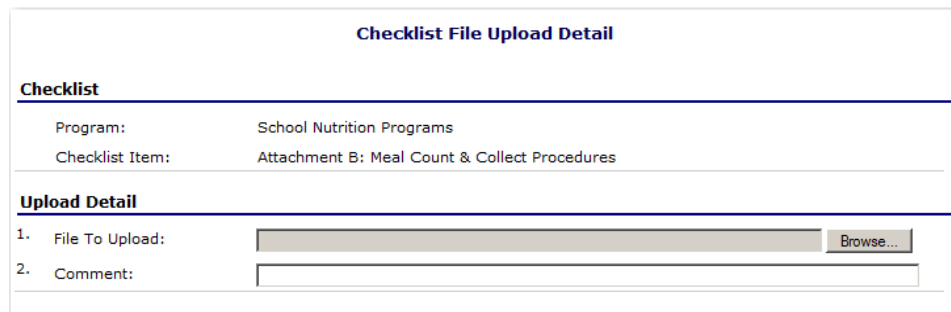
Figure 84: CACFP Checklist File Upload Detail

3.28.5 Entering Use Only Information

1. On the blue menu toolbar, select **Applications** to access the menu screen.

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 **Contracting Entity or Site/Provider** whose checklist you wish to view. The **Checklist screen** displays.

5. Select **Internal Use Only** on the Edit menu in the top-right corner.

6. Identify if the document was received by checking the **"Document on File w/TDA" checkbox**. If you have also reviewed the checklist item, select the **Status** and **Status**

7. Select **Save Internal Use Only** to receive a confirmation.
8. Select **<Edit** to return to the Checklist screen or select **Finish** to return to the Checklist Summary screen.

3.29 Application Packet Notes
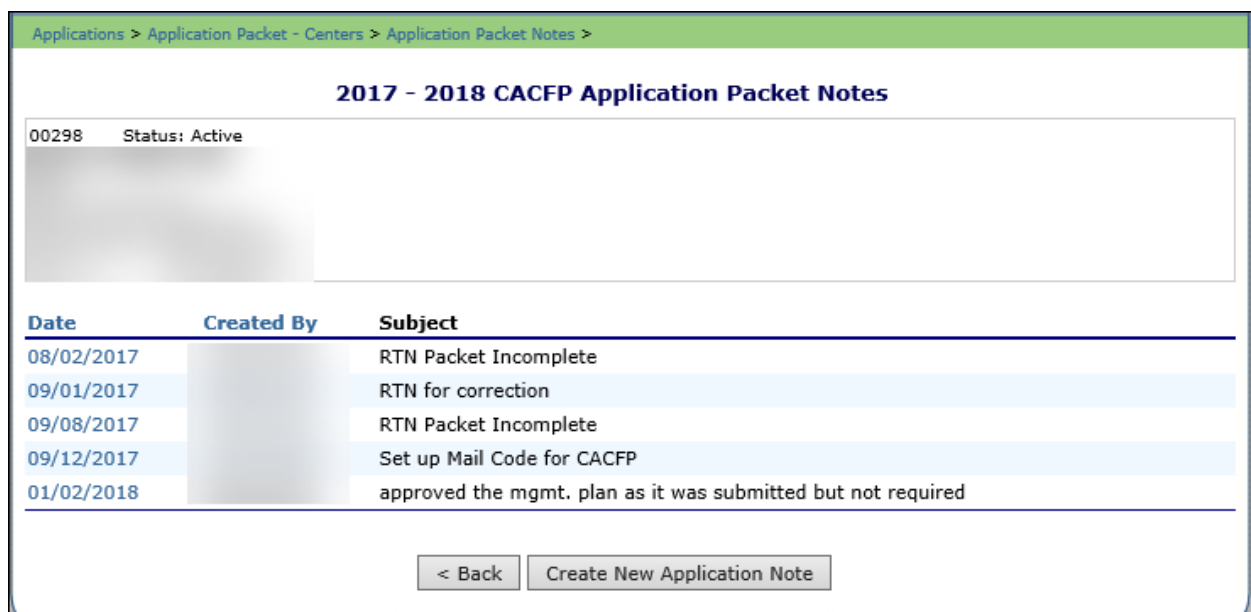
The Application Packet Notes screen allows state users to read and add notes regarding an entire Application Packet. This enables state users to efficiently communicate and log information pertaining to an Application Packet. Comments regarding a specific Application Packet item can be entered in the Internal Comments field in the Internal Use Only section of the respective screen.

3.29.1 Accessing Application Notes

1. On the blue menu toolbar, select **Applications** to access the menu screen.
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.

Please Note: The Notes feature is only accessible to State users. Contracting Entities do not have access to the Notes menu option and, and therefore, will not be able to access any notes that were entered.

Figure 85: Application Notes

3.29.2 Creating a New Application Notes

1. On the blue menu toolbar, select **Applications** to access the menu screen.
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.
4. Select the **Create a New Application Note** button. The Application Packet Note screen displays.
5. Enter the **Subject**.
6. Enter the **Note**.
7. Select **Save** to receive a confirmation.
8. Select **<Edit** to return to the Application Note screen or select **Finish** to return to the Application Notes screen.

Figure 86: Application Notes

Tip: Once the Create New Application Note button is selected, a blank record is created and displayed on the Application Note screen. Even if you do not enter a note and select the Cancel button, the blank application note will remain and be listed on the Application Notes screen.

*To remove the blank note created in error, select it and use the **DELETE** option at the top right of the Application Note screen. To enter information in the blank note, select the note and update the Subject and Note fields on the Application Note screen.*

3.29.3 Deleting an Application Notes

1. On the blue menu bar, select **Applications** to access the menu screen.
2. From the Applications menu, select **Application Packet – Center** 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.
4. Under **Date**, select the date of the note that is to be deleted. The Application Note screen displays.
5. Select **Delete** on the Edit menu in the top-right corner.
6. The system transfers the user to the bottom of the screen and a warning message is displayed.
7. Select the **Delete** button at the bottom of the page to receive a confirmation.
8. Select **Finish** to return to the Application Notes screen.

WARNING: 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**. Selecting the button permanently deletes the Application Note from the application and it will not be recoverable once deleted.

3.30 Application Packet Notes for CE

The Application Packet Notes for CE screen allows Contracting Entities to view all notes entered by the State and indicated as invisible to Contracting Entities.

3.30.1 Accessing Application Notes for CE

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Application Packet - Center**. The Application Packet screen displays.
3. Select **View** next to Application Packet Notes for CE. The Application Packet Notes screen displays.

Please Note: Only notes indicated by the State as visible to the CE on the Application Packet Note screen are listed. Notes are listed in order of the most recent note at the top of the list.

3.31 VCA Scoring Tool

3.31.1 Viewing the Original Scoring Document

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Application Packet - Center**. The Application Packet screen displays.
3. Select **Original** under the Latest Version column.
4. Under the Version column, select **Original** to access the scoring document.
5. When finished, select **< Back** to return to the Application Packet.

3.31.2 Viewing a Scoring Document

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Application Packet - Center**. The Application Packet screen displays.
3. Select **View** next to VCA Scoring Tool.
4. When finished, select **< Back** to return to the Application Packet.

3.31.3 Revising a Scoring Document

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Application Packet - Center**. The Application Packet screen displays.
3. Select **Revise** next to VCA Scoring Tool.
4. Make any necessary **modifications.**
5. Select **Save.**
6. Select **Complete** to receive a confirmation.
7. Click **< Back** to return to the previous screen or select **Finish** to complete the activity.
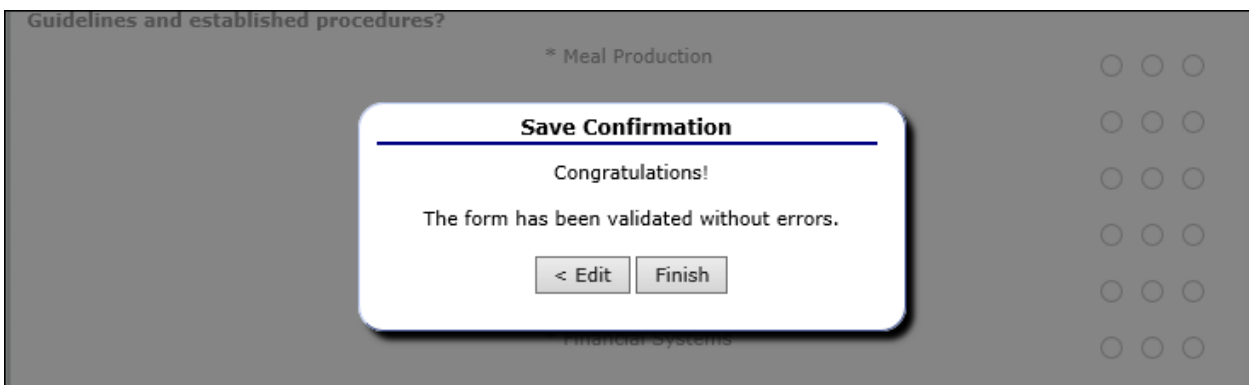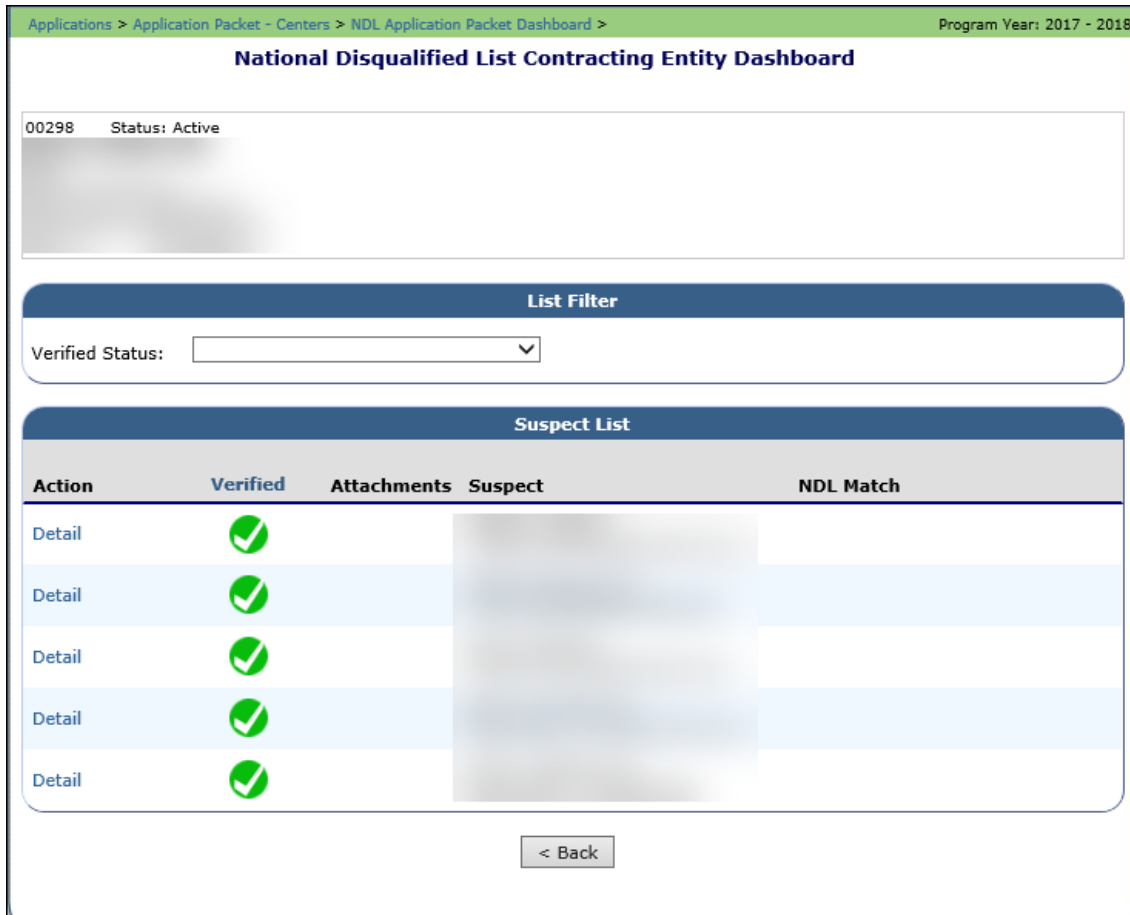
Figure 87: VCA Scoring Tool Confirmation Screen

3.32 National Disqualified List (NDA) Application Packet Dashboard

The purpose of the NDL Dashboard feature is to provide State users and Contracting Entities with efficient and immediate information to identify individuals or entities listed on the National Disqualified List that are no longer allowed to participate in any USDA programs.

3.32.1 Viewing the NDL List

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Application Packet - Center**. The Application Packet screen displays.
3. Select **Details** next to NDL Application Packet Dashboard.
4. Select **< Back** to return to the Application Packet.

Figure 88: NDL Dashboard

3.33 Provider Application(s) for CACFP Day Care Homes

Contracting Entities 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; 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.

3.33.1 Accessing the Contracting Entity's Provider List

1. On the blue menu toolbar, select **Applications.**
2. If necessary, select a **Contracting Entity** using the Search feature.
3. From the Applications menu, select **Application Packet** - **DCH**. The most current year's Application Packet screen displays for the selected Contracting Entity.
4. Under Site Applications, select **Provider Application(s).** The CACFP – Application Packet DCH Provider List displays.

Please Note: Selecting a link in the Provider Totals section will limit the list of providers. A search for a specific provider may also be conducted by using a License Number, Provider Name, or Alternate Provider ID.

Application Packet - DCH Provider List

03320   Status: Active
Day Care Home Foundation
DBA: The Foundation
987 Main Street
Amarillo, TX 75321
County District Code:
TDA Region:

Provider Totals

| Approved: 8 | Unapproved: 0 | Total: 8 | Closed: 0 | Self-Cancelled: 0 | Terminated: 0 |
| Applications Pending Approval: 0 | | | Applications with Errors (Inactive): 0 | | |

Provider Search

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

☐ Include **All** closed Providers

[< Back]   [Add Provider]

Providers: 8

Action	License #	Provider	Tier	Provider Status/ Application Status
Details		Test, Jane 123 Test St. Test, TX 12345	Tier II	Active/ Approved
Details	44456464	jones, Provider 123 Test St. Test, TX 12345	Tier I	Active/ Approved

Figure 89: DCH Provider List Screen

3.33.2 Adding a New Provider (Contract Entities Only)

1. On the blue menu toolbar, select **Applications.**
2. If necessary, select a **Contracting Entity** using the **Search** feature.
3. From the Applications menu, select **Application Packet** - **DCH**. The most current year's Application Packet screen displays for the selected Contract Entities.
4. Select **Provider Application(s**). The CACFP - Application Packet DCH Provider List displays.
5. At the bottom of the site list, select **Add Provider.** The Add Provider screen displays.
6. Enter the applicable **search criteria** and click **Search**.

Please Note: If the provider is classified as "Licensed" or "Registered", a license number is required. If the provider is classified as "Military" or "Tribal", a last name is required.

7. If adding an application for a provider that is listed, select the **Add** link. If the site is not listed, enter the first and last name and select **Add New Provider** to access a new Provider Application.

3.33.3 Viewing a Provider Application

1. On the blue menu toolbar, select **Applications.**
2. If necessary, select a **Contracting Entity** using the **Search** feature.
3. From the Applications menu, select **Application Packet** - **DCH**. The most current year's Application Packet screen displays for the selected Contracting Entity.
4. Select **Provider Application(s**). The CACFP - Application Packet DCH Provider List displays. Select **Details** next to the provider whose application you would like to view.
5. Select **View** next to view the respective version of the application.

3.33.4 Modifying a Provider Application

1. On the blue menu toolbar, select **Applications.**
2. If necessary, select a **Contracting Entity** using the **Search** feature.
3. From the Applications menu, select **Application Packet** - **DCH**. The most current year's Application Packet screen displays for the selected Contracting Entity.
4. Select **Provider Application(s**). The CACFP - Application Packet DCH Provider List displays.

5. Select **Details** next to the provider to modify the application.
6. Select **Modify** next to the provider to view an application. The Provider Application is displayed.
7. Make any necessary **recommendations.**
8. Select **Save** to receive a confirmation.

3.33.5 Deleting a Provider Application

1. On the blue menu toolbar, select **Applications.**
2. If necessary, select a **Contracting Entity** using the **Search** feature.
3. From the Applications menu, select **Application Packet – DCH**. The most current year's Application Packet screen displays for the selected Contracting Entity.
4. Select **Provider Application(s**). The CACFP - Application Packet DCH Provider List displays.
5. Select **Details** next to the provider to delete the application.
6. Select the **Modify** link for the applicable application version. The Provider Application is displayed.
7. Select **Delete** on the Edit menu in the top-right corner.
8. The system transfers the user to the bottom of the screen and a warning message displays.
9. Select the **Delete** button at the bottom of the page to receive a confirmation.

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.

3.33.6 Revising a Provider Application

Please 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 Contracting Entity revises a Provider Application.

1. On the blue menu toolbar, select **Applications.**
2. If necessary, select a **Contracting Entity** using the **Search** feature.
3. From the Applications menu, select **Application Packet – DCH**. The most current year's **Application Packet screen** displays for the selected Contracting Entity.
4. Select **Provider Application(s**). The CACFP - Application Packet DCH Provider List displays.
5. Select **Details** next to the provider to revise the application.
6. Select the **Revise** link for the applicable application version. The Provider Application is displayed.
7. Make any necessary **modifications**
8. Select **Save** to receive a confirmation.

Tip: *The Revise option only appears when the previously submitted Application Packet has been approved by the State.*

Helpful Tips

3.33.7 Entering Internal Use Only Information

1. On the blue menu bar, select **Applications.**
2. If necessary, select a **Contracting Entity** using the **Search** feature.
3. From the Applications menu, select **Application Packet – DCH**. The most current year's Application Packet screen displays for the selected **Contracting Entity.**
4. Select **Provider Application(s**). The CACFP - Application Packet DCH Provider List displays.
5. Select **Details** next to the provider to view their application
6. Select the **Admin link** for the applicable application version. The Provider Application is displayed.
7. Enter information in the **Internal Use Only** section.
8. Select **Save** to select a confirmation.

Helpful Tips

Tip: *If you are viewing an application and have the security rights to update the Internal Use Only section, the user can also select INTERNAL USE ONLY on the Edit menu in the top-right corner of the application screen to access the Internal Use Only section of the screen.*

3.34 Closing a Provider

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

3.34.1 Closing a Provider

1. On the blue menu toolbar, select **Applications.**
2. If necessary, select a **Contracting Entity** using the **Search** feature.
3. From the Applications menu, select **Application Packet** - **DCH**. The most current year's Application Packet screen displays for the selected **Contract Entity.**
4. Select **Provider Application(s**). The CACFP - Application Packet DCH Provider List displays.
5. Select **Details** next to a provider.
6. Select **Close Provider**. The End Site Agreement screen is displayed.
7. 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.
8. Select the **Closed/Terminated Code**.
9. Enter the **Closed/Terminated Reason**.
10. Provide a **description** as to why the site is being closed in the Comment(s).
11. Select **Save**. The Site Application History screen is displayed with a message stating that the site's enrollment is closed.

3.34.2 Re-Open a Closed Provider

1. On the blue menu toolbar, select **Applications.**
2. If necessary, select a **Contracting Entity** using the **Search** feature.
3. From the Applications menu, select **Application Packet** – **DCH**. The most current year's Application Packet screen displays for the selected Contracting Entity.
4. Select **Provider Application(s**). The CACFP - Application Packet DCH Provider List displays.
5. Select **Details** next to a provider.
6. Select **Edit Provider Closure**. The End Site Agreement screen is displayed.
7. Delete the **Closed/Terminated Date.**
8. Select the **blank space** from the drop-down menu for the Closed/Terminated Code.
9. Delete the **Closed/Terminated Reason**.
10. Delete the **Closed/Terminated Description**.
11. Once all fields are blank, select **Save**. The Provider Application Effective Dates screen is displayed.

3.35 Transferring a Provider

A provider may be transferred from one contracting entity to another within the system.

3.35.1 Re-Open a Closed Provider

1. On the blue menu toolbar, select **Applications.**
2. From the **Applications menu**, select **Application Packet** - **DCH**. The most current year's **Application Packet screen** displays for the selected Contracting Entity.
3. Select **Provider Application(s**). The **CACFP - Application Packet DCH Provider List** displays.
4. Select **Add Provider.**
5. Search for a **provider by type, license number and/or last name.** If the provider is eligible to be transferred, a **Transfer link** displays.
6. Select **Transfer**. The **Provider Transfer screen** displays.
7. 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.)
8. Enter the **Close Date**.
9. Enter the **Transfer Reason**.
10. Enter any necessary **comments.**
11. Select **Save**.

3.36 Advance Request

Contracting Entities use the Advance Request menu option to submit a request for operational or administrative payment advances and to view the status of their submitted requests. Centers can only request Operating Advances, while Day Care Homes may request both Operating and Administrative expenses. This screen is Contracting Entity-specific.

3.36.1 Adding an Advance Request

1. On the blue menu toolbar, select **Applications** to access a menu screen.
2. On the menu, select **Advance Request**.
3. Select the **Advance Type checkbox**.
4. Select the **Percent Requested.**
5. Select the **Certification Statement checkbox.**
6. Select **Save.**

Figure 90: Advance Requests Details Screen – Centers

Figure 91: Advance Request Detail Screen (Day Care Homes)

3.36.2 Viewing or Modifying an Advance Request

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Advance Requests**. The Advance Request list screen displays.
3. Select the **advance** to view or modify. The Advance Request screen displays.
4. Update **information.**
5. Select **Save** to receive a confirmation screen.
6. Select **<Edit** to return to the Advance Request screen or select **Finish** to return to the Advance Requests list screen.

3.36.3 Deleting an Advance Request

1. On the blue menu toolbar, select **Applications** to access a menu screen.
2. On the menu, select **Advance Requests**. The Advance Request list screen displays.
3. Select the **request** to be deleted. The Advance Request screen displays.
4. Select **Delete** on the Edit menu in the top-right corner.
5. The system transfers the user to the bottom of the screen and a warning message is displayed.
6. Select the **Delete** button at the bottom of the page to receive a confirmation message.
7. Select **Finish**.

> **WARNING**: Only Advance Requests that have <u>not</u> been submitted can be deleted. Selecting the Delete button permanently deletes the Advance Request from the system. It will not be recoverable once deleted.

3.37 Advance Requests Manager

The State uses the Advance Request Manager to review and approved advance requests submitted by Contracting Entities. This menu option is available ONLY to authorized State users.

3.37.1 Accessing Advance Requests Manager

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Advance Requests Manager**.
3. Select the desired **Program Type.** The **Advance Requests Manager screen** displays.

3.37.2 Searching for an Advance Request

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Advance Requests Manager**.
3. Select the desired **Program Type**. The Advance Requests Manager screen displays.

Applications > Advance Request Manager >	Program Year: 2017 - 2018

**CACFP Advance Requests
for 2017 - 2018**

Program Description

Child & Adult Care Food Program (CACFP)

Day Care Home Program (DCH)
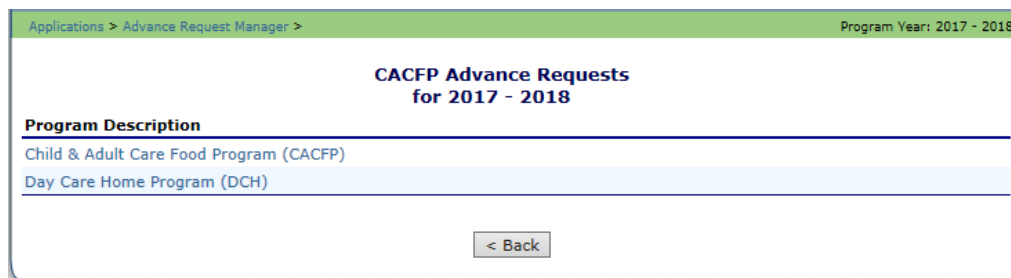
< Back

Figure 92: Advance Request Program Screen

4. Enter desired search criteria and select the **Search** button. The screen will display all advances that meet the entered criteria.

5. Select the **advance** to view or modify or select the **<Back** button to return to the Applications menu.

Figure 93: Advance Request Manager – Search Feature

Tip: Entering the Contracting ID will retrieve the respective Contracting Entity's advance submissions. The more specific the search criteria, the faster the search will be.

3.37.3 Reviewing for an Advance Request

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Advance Requests Manager**.
3. Select the desired **Program Type**. The Advance Requests Manager screen displays.
4. Enter desired search criteria and select the **Search** button. The screen will display all advances that meet the entered criteria.
5. Select the advance you would like to view or modify.
6. Review the information.
7. Identify whether the **Contracting Entity** is approved to receive an advance in excess

of $40,000.

8. Enter the advance amount approved by the State.
9. Enter information in the **Internal Use Only** section.
10. Select the **Save** button to receive a confirmation.

3.38 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.

3.38.1 Accessing Download Forms

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **Download Forms**. The Download Forms screen displays.

3.38.2 Downloading or Viewing a Form

1. On the blue menu toolbar, select **Applications** to access the Applications menu screen.
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.

Please 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 **<Back** button to return to the previous screen.

Form ID	Description	Last Modified	New Contracting Entity?
CACFP-000	Link to CACFP Handbooks, Policy Alerts and Notices	11/18/2011	Y
CACFP-001	FND Permanent Agreement	09/05/2011	Y
CACFP-002	Permanent Agreement Contracting Entity Specific Amendment	06/17/2014	N
CACFP-003	Direct Deposit Authorization (74-176)	08/12/2014	Y

Applications >   Program Year: 2017 - 2018

Download Forms

Figure 94: Download Forms Screen (Partial Screen)
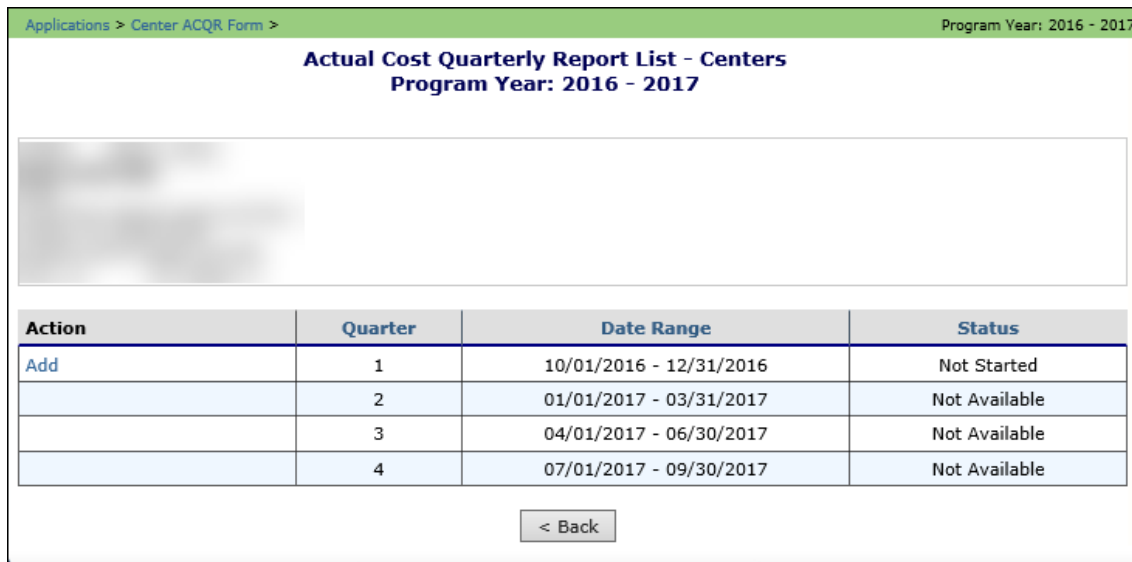
Tip: The New Contracting Entity column indicates whether the form is required for submission by Contracting Entities new to the Child and Adult Care Food Program.

3.39 Actual Cost Quarterly Report (ACQR) List - Centers

Contract Entities submit their quarterly actual costs through the Actual Cost Quarterly Report (ACQR) screen.

3.39.1 Accessing ACQR

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. From the menu, select **AQCR – Centers or ACQR -DCH**. The respective Actual Cost Quarterly Report List screen displays.
3. Select the **quarter of the report** to access.

Figure 95: ACQR List Screen

3.39.2 Viewing a ACQR

1. On the blue menu toolbar, select **Applications** to access the menu.
2. From the menu, select **ACQR – Centers or ACQR - DCH**. The respective Actual Cost Quarterly Report List screen displays.
3. Select **View** for the applicable quarter of the report.
4. Select **<Back** to return to the previous screen.

3.39.3 Adding a ACQR

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. From the menu, select **ACQR – Centers or ACQR – DCH.** The respective Actual Cost Quarterly Report List screen displays.
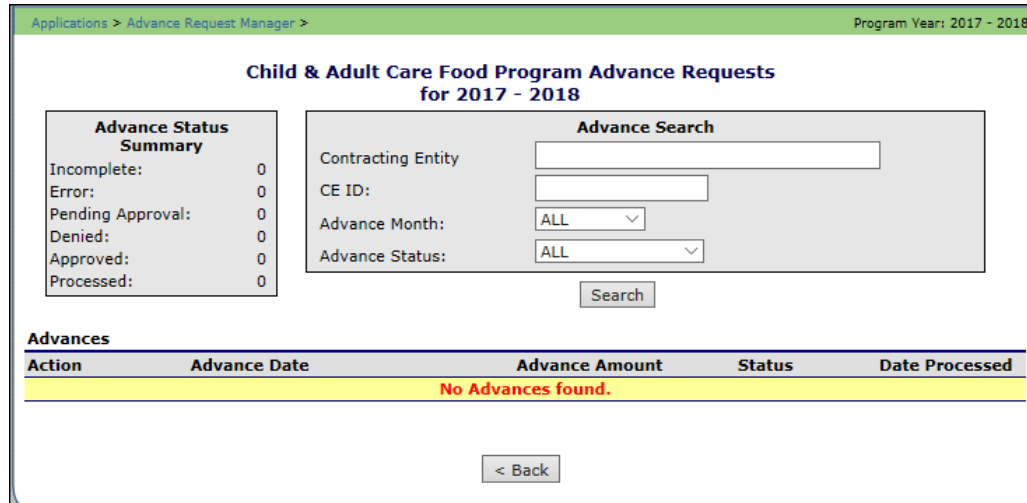
3. Select **Add** for the applicable quarter of the report. The Quarterly Revenue Expenditure screen displays.

4. Enter **data** for the respective quarter selected. The system will automatically calculate Year to Date Revenues, Budget Balance, and Percentage Budget Earned as the user tabs to each field.

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

6. Select **<Edit** to return to the Quarterly Revenue Expenditure screen or select **Finish** to return to the Actual Cost Quarterly Report List screen.

Revenue								
Budget Category	Approved / Amended Budget	1st Quarter Oct-Dec	2nd Quarter Jan-Mar	3rd Quarter Apr-Jun	4th Quarter Jul-Sep	Year to Date	Remaining Budget or <Over budget>	% Budget Utilized
CACFP Meal Reimbursement	36,180,000.00	3.07	0.00	0.00	0.00	3.07	36,179,996.93	0.00
CACFP Cash-in-lieu	4,275,000.00	0.24	0.00	0.00	0.00	0.24	4,274,999.76	0.00
Other Revenue (donations, etc)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	40,455,000.00	3.31	0.00	0.00	0.00	3.31	40,454,996.69	0.00

Figure 96: Adding to the ACQR List Screen (Partial)

Maximum Allowable Administrative Expense YTD	0.00
Unallowable Excess Administrative Expense	0.00

Note: The calculation is the lessor of (a) actual allowable administrative expenses incurred or (b) meal reimbursements (excluding CIL) times 15%.
After the final quarter(Q4) is entered, unallowable excess administrative expense may be assessed.

Certification

☐ I certify that the information on this form, and supporting documents, is true and correct and that I will immediately report to the Texas Department of Agriculture any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The Texas Department of Agriculture may verify information; and the deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

Internal Use Only

Status: Not Started ▾

Date Approved:

Created By: Developer on: 1/8/2018 9:46:06 AM

Save   Cancel

VIEW | **MODIFY** | DELETE | INTERNAL USE ONLY

Figure 97: Adding to the ACQR List Screen (Partial)

3.39.4 Modifying a ACQR

1. On the blue menu toolbar, select **Applications** to access the menu screen.

2. From the menu, select **ACQR – Centers or ACQR – DCH.** The respective Actual Cost Quarterly Report List screen displays.

3. Select **Modify** for the applicable quarter of the report. The Quarterly Revenue Expenditure screen displays.

4. Modify any necessary **information.** The system will calculate Year-to-Date Revenues, Budget Balance, and Percentage Budget Earned.

5. **Select Save.** A confirmation screen displays.
6. **Select <Edit** to return to the Quarterly Revenue Expenditure screen or select **Finish** to return to the Actual Cost Quarterly Report List screen.

3.39.5 Reviewing a ACQR
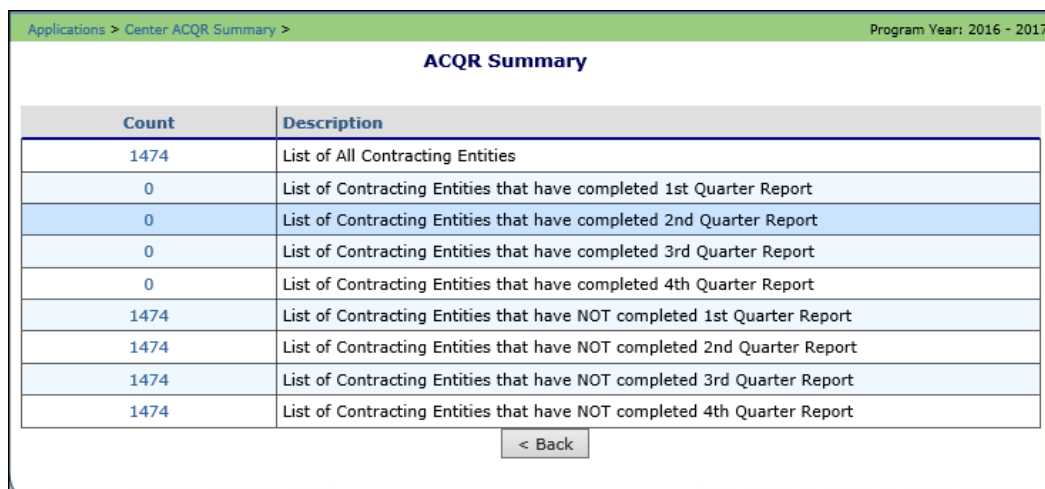
1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **ACQR – Centers or ACQR – DCH.** The respective Actual Cost Quarterly Report List screen displays.
3. Select **Admin** for the applicable quarter of the report. The Quarterly Revenue Expenditure screen displays.
4. Review the **cost information** submitted.
5. Update status in the **Internal Use Only** section.
6. Select **Save Internal Use Only** to receive a confirmation or select **Finish** to return to the Actual Cost Quarterly Report List screen.

3.40 Actual Cost Quarterly Report (ACQR) Summary - Centers

This feature displays a summary of ACQR report activity for Centers.

3.40.1 Accessing the Summary

1. On the blue menu toolbar, select **Applications** to access the menu screen.
2. On the menu, select **ACQR Summary - Centers.** The ACQR Summary screen displays.

Count	Description
1474	List of All Contracting Entities
0	List of Contracting Entities that have completed 1st Quarter Report
0	List of Contracting Entities that have completed 2nd Quarter Report
0	List of Contracting Entities that have completed 3rd Quarter Report
0	List of Contracting Entities that have completed 4th Quarter Report
1474	List of Contracting Entities that have NOT completed 1st Quarter Report
1474	List of Contracting Entities that have NOT completed 2nd Quarter Report
1474	List of Contracting Entities that have NOT completed 3rd Quarter Report
1474	List of Contracting Entities that have NOT completed 4th Quarter Report

Figure 98: Adding to the ACQR Summary Screen

3. Select the applicable **link** in the Count column next to the corresponding Description.

4. A summary of Contracting Entity contacts will display.
5. Select the applicable **CE ID.**
6. From the Report List, select **Add** to make any **modifications.**
7. Select **Save.**
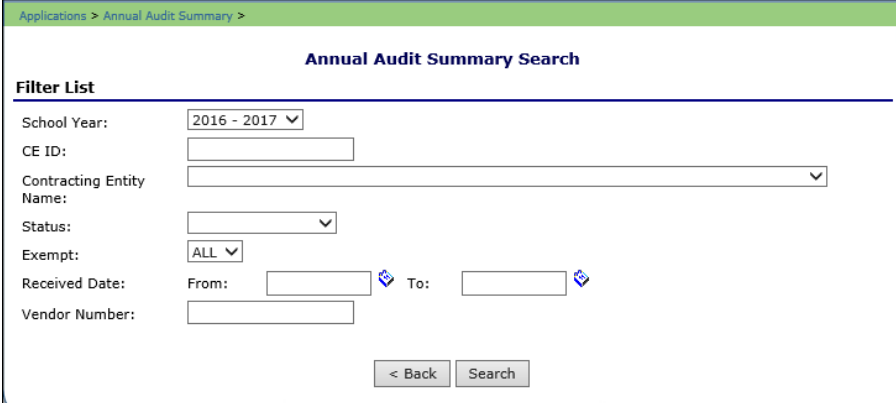
3.41 Annual Audit Status Summary

The Annual Audit Summary Search screen provides a search filter for the Annual Audit Status List screen in order to simplify the annual audit process for State users. Results can be filtered by year, Contracting Entity ID/name, status, exempt status, received date, and vendor number.

The search results from the query criteria entered on the Annual Audit Status (AASC) Summary screen allow the user to view the AASC information, as well as allows the user to export AASC data to an Excel spreadsheet for the Audit and Investigation interface. These spreadsheets can later be uploaded in the Annual Audit Upload feature.

3.41.1 Accessing the Annual Audit Status Summary

1. On the blue menu toolbar, click **Applications** to access the menu screen.
2. From the menu, click Annual **Audit Status Summary.**

Figure 99: Annual Audit Summary Search

3.41.2 Searching for an Annual Audit Status Summary

1. Access the **Annual Audit Status Summary** from the Applications menu.
2. Use the drop-down menus or textboxes to enter **search information.**
3. Click **Search.** The Annual Audit Summary Search results screen displays.

Please Note: For additional information about an annual audit, click the name or ID in the Annual Audit Summary Search results screen.

Applications > Annual Audit Summary >				
Annual Audit Summary Search				
CE ID	**Contracting Entity Name**	**Received Date**	**Status**	**Exempt**
00027	SEALY ISD	12/20/2016 10:52:36 AM	Approved	
00036	SEYMOUR ISD		Not Started	
00044	BARTLETT ISD	7/25/2016 5:06:12 PM	Approved	
00047	KILLEEN ISD		Not Started	
00050	TEMPLE ISD	7/20/2016 7:18:26 AM	Approved	

Figure 100: Annual Audit Summary Search Screen

3.41.3 Viewing or Modifying an Audit Status Summary

1. Access the **Annual Audit Status Summary** from the Applications menu.
2. Search for an **annual audit summary** by using the search fields. The Annual Audit Summary Search results screen displays.
3. Select a **Contracting Entity.**
4. Select **View, Modify,** or **Admin.**
5. Make any **necessary modifications.**
6. Select **Save.**
7. For the Admin feature, select **Save Internal Use Only.**
8. Select the **location** to save the file.
9. Click **Save.**

3.42 Annual Audits

The Annual Audits form screen provides access to the selected Contracting Entity's Annual Audit form based on the year that is selected. The State requires that CACFP CEs fill out an annual audit status form one time per year. CEs that also participate in either SNP or SFSP will see the Annual Audit screen on the menus for those modules; however, the same form is used regardless of the module, which means that the CE only fills this out one time.

Please Note: The Year will default to the current year, if the year needs to be changed, selecting the Year option on the blue menu toolbar at the top of the page will allow the user to select a different year, provided that they have the necessary security clearance.

The Annual Audit form screen allows the CE to enter its information and allows the Department to view the entered data along with audit data imported from Audits and Investigation.

3.42.1 Viewing and Annual Audit Form

1. On the blue menu toolbar, select **Applications.**
2. Select **Annual Audit** to access the Form.

Instructions

Annual Audit for Program Year 2015 - 2016

All Contracting Entities that may be subject to the Single Audit Act are required to complete the Annual Audit screen indicating their fiscal year and any other federal funds they receive. Non-profit Contracting Entities that expend $500,000 or more in TOTAL federal funds during their fiscal year are required to submit an audit that meets the requirements of the Single Audit Act, as amended. For more details on Single Audit requirements, please refer to the Program Handbooks.

Name and Title of Contracting Entity Financial Audit Contact

		Salutation	First Name	Last Name
1.	Name:	Mr.	Steve	Murphy
2.	Email Address:	steve.murphy@killeenisd.org		
3.	Phone:	(254) 336-0775	Ext:	Fax: (254) 680-4342
4.	Title:	Director of School Nutrition		

Organization Type

5. Type of Agency: Private Non Profit Organization

Contracting Entity's 12-Month Fiscal Year

6. Fiscal Year: September - August

7. Total Amount Claimed for this fiscal year (as of 12/15/2015): $3,470,762.16

Figure 101: Annual Audit Form Screen

3.42.2 Entering Internal Use Only Information

1. From the Applications menu**,** select **Annual Audits.**
2. Select **Internal Use Only** in the top-right corner.
3. Enter all necessary information in the **Internal Use Only section.**
4. Select **Save Internal Use Only** to receive a **confirmation.**

3.42.3 Deleting an Annual Audit Form

1. From the Application menu, select **Annual Audits.**
2. On the Edit menu, select **Delete.** A warning displays.
3. Select **Delete** to receive a confirmation.

4.0 Claims

A Contracting Entity submits a reimbursement claim to the State for every month in which one or more sites participate in the Child and Adult Care Food Program. Contracting Entities may enter Contracting Entity and site information into the monthly claim form beginning at the first of every month. Contracting Entities have sixty days from the last day of the claim month/year to submit an original claim. At the time claims are submitted, the submitted claim is reviewed by the system to ensure that it confirms to established business rules governing reimbursement claim eligibility and approval.

Please 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 the Administrator to validate the effective date of the Contracting Entity application and Site application.

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

Performed by	Task
Contracting Entity	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.

4.1 Claims Menu

Contracting Entities 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.

Figure 102: Claims Menu Screen

4.2 Claims 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 date can be changed by an authorized State user via the Internal Use Only section of the claim form until the claim has been processed for payment. The value of this field is used to validate the 60-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.

4.3 Claim Entry

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

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

4.3.1 Accessing Claim Entry

1. On the blue menu toolbar, select **Claims**.
2. If necessary, select a **Contract Entity** using the **Search** function.
3. On the Claims menu, select **Claim Entry – Centers** or **Claim Entry -DCH**. The Claim Summary screen displays.
4. Select the **Claim Month** to submit a claim. The Claim Month Details screen displays.

4.4 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 status of the claim.
- **Date Received:** identifies the date the system initially received the claim submission. The State has the authority to modify this date.
- **Date Processed:** identifies the date the claim was included in the payment batch process.

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

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Oct 2017					$0.00
Nov 2017					$0.00
Dec 2017					$0.00
Jan 2018					$0.00
Feb 2018					$0.00
Mar 2018					$0.00
Apr 2018					$0.00
May 2018					$0.00
Jun 2018					$0.00
Jul 2018					$0.00
Aug 2018					$0.00
Sep 2018					$0.00
				Year to Date Totals	**$0.00**

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Figure 103: Claim Year Summary Screen

4.5 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).

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

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).

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Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Oct 2015	0	Processed	11/16/2015	11/17/2015	$5,893.93
Nov 2015	0	Processed	12/08/2015	12/08/2015	$4,430.02
Dec 2015	0	Processed	01/13/2016	01/14/2016	$3,690.47
Jan 2016	0	Processed	02/16/2016	02/16/2016	$4,991.77
Feb 2016	0	Processed	03/15/2016	03/15/2016	$5,680.99
Mar 2016	0	Processed	04/15/2016	04/19/2016	$4,722.69
Apr 2016	0	Processed	05/10/2016	05/10/2016	$5,913.74
May 2016	0	Processed	06/08/2016	06/09/2016	$5,933.97
Jun 2016	0	Processed	07/28/2016	07/28/2016	$8,744.04
Jul 2016					$0.00
Aug 2016	0	Processed	09/14/2016	09/15/2016	$2,556.42
Sep 2016	0	Processed	10/17/2016	10/18/2016	$6,468.67
				Year to Date Totals	**$59,026.71**

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Figure 104: Claim Month Details Screen – Example of Processed Claims

4.6 Claim Site List

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

Claim Month: October 2015

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View | Summary	0	11/16/2015	11/16/2015	11/17/2015	$5,893.93	Processed
				Total Earned	$5,893.93	

< Back   Add Revision

Figure 105: Claim Site List Screen

4.6.1 Adding 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 (identified by the State in the Internal Use Only section of the Contracting Entity and Site applications).

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 Contracting Entity is performing Contracting Entity-level claiming, the Claim for Reimbursement screen displays.
    a) If the Contracting Entity is performing site-level claiming, the Claim Site List screen displays. Under Actions, select **Add** to the left of the applicable Site Name to add an original claim. The Claim for Reimbursement screen displays.

Claim Month: July 2016						
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 106: Claim Month Details Screen – Add Original Claim

Please 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.
7. To make a modification or correction to the claim, select the **<Back** button to return to the Claim for Reimbursement screen.
8. To submit the claim, check the **Certification box** and select the **Submit for Payment** button.

WARNING: An original claim cannot be submitted by a Contracting Entity if the received date is more than 60-days since the last day of claim month/year.

Please Note: When the Submit for Payment button is selected, the system performs additional edit checks (e.g., 60-day rule, etc.). If the system identifies errors, the errors must be corrected before the user can submit the claim for payment.

4.6.2 Modifying an Un-Processed Claim

Claims can be modified as multiple times 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 applicable **Claim Month**. The Claim Month Details screen displays.
3. If the Contracting Entity is performing Contract Entity-level claiming, select **Modify.** The Claim for Reimbursement screen displays.

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

Claim Month: September 2016

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View | Summary	0	10/17/2016	10/17/2016	10/18/2016	$6,468.67	Processed
View | Modify | Summary	1				$0.00	Incomplete
				Total Earned	$6,468.67	

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Figure 107: Claim Month Details Screen

Important

Please Note: The Summary Link is not active until a claim has been submitted with no errors.

4. Update claim information.
5. Select **Save**. The Claim Month Details screen displays.
6. Review the **information.**
7. To make a modification or correction to the claim, select the **<Back** button to return to the Claim for Reimbursement screen.
8. To submit the claim, check the **Certification box** and select the **Submit for Payment** button.

Please Note: When the **Submit for Payment** button is selected, the system performs additional edit checks (e.g., 60-day rule, etc.). If the system identifies errors, the errors must be corrected before the user can submit the claim for payment.

WARNING: An original claim cannot be submitted by a Contracting Entity if the received date is more than 60-days since the last day of claim month/year.

4.6.3 Revising a Processed Contracting Entity-Level 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 60 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 **Claim Month**. The Claim Month Details screen displays.
3. If the Contracting Entity is performing CE-level claiming, select **Add Revision** button. The Claim for Reimbursement screen displays.

Claim Month: May 2016

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View | Summary	0	06/08/2016	06/08/2016	06/09/2016	$5,933.97	Processed
				Total Earned	$5,933.97	

< Back   Add Revision

Figure 108: Claim Month Details Screen – Add Revision

If the Contracting Entity is performing site-level claiming, the **Claim Site List screen** displays. Under Actions, select **Revise** to the left of the Site Name whose claim is to be revised. The Claim for Reimbursement screen displays.

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

4. Make any necessary changes to the claim.

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

6. Review the **information.**

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

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

Important

Please 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 Contracting Entity if the received date is more than 60-days since the last day of claim month/year.

4.6.4 Viewing a Claim

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

6. Select the desired **Claim Month.** The Claim Month Details screen displays. If the Contracting Entity is performing CE-level claiming, select **View.** The **Claim for Reimbursement screen** displays.

7. If the Contracting Entity is performing site-level claiming, the **Claim Site List screen** displays. Under **Actions**, select **View** to the left of the applicable Site Name. The Claim for Reimbursement screen displays.

4.6.5 Viewing 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 applicable **Claim Month** to access the Details screen.

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

4.6.6 Deleting 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 a **Claim Month**. The Claim Month Details screen displays.
3. If the Contracting Entity is performing CE-level claiming, select **Modify**. The Claim for Reimbursement screen displays.
4. If the Contracting Entity is performing site-level claiming, the Claim Site List screen displays. To delete a claim for only one of the sites, under Actions, select **Modify** to the left of the Site Name to view. (to delete the entire claim, skip this step.) The Claim for Reimbursement screen displays.
5. Select **Delete** in the Edit menu in the upper-right corner.
6. The system transfers the user 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.
8. 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.

4.6.7 Enter Internal Use Only Information for CE-Level Claim

1. From the Claims menu, select **Claim Entry – Centers or Claim Entry - DCH**. The Claim Year Summary screen displays.
2. Select a **Claim Month.** The Claim Month Details screen displays.
3. Select **Modify.** The Claim for Reimbursement screen displays.
4. Select **INTERNAL USE ONLY** from the top right of the screen.
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 Claim for Reimbursement screen or select **Finish** to return to the Claim Month Details screen.

4.6.8 Enter Internal Use Only Information for Site-Level 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. Select **Claim** in the Claim Items column. The **Claim Site List screen** displays. If you wish to access the Internal Use Only section for only one of the sites, under Actions, select **Modify** to the left of the applicable Site Name to view. The Claim for Reimbursement screen displays.
4. Select **INTERNAL USE ONLY** from the top right of the screen.
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 Claim for Reimbursement screen or select **Finish** to return to the Claim Month Details screen.

4.7 Claims 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 TDA staff through the Claim Rate Maintenance screens in the Maintenance and Configuration module.

4.7.1 Accessing 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.

Helpful Tips

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.

Figure 109: Claim Rates Screen

4.8 Payment Summary

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

4.8.1 Accessing 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
16101806	10/18/2016	10/20/2016	$ 6,468.67	$ 0.00	$ 6,468.67
16091504	09/15/2016	09/19/2016	$ 2,556.42	$ 0.00	$ 2,556.42

Figure 110: Payment Summary List Screen

4.8.2 Viewing a Payment Summary

1. From the Claims menu, select **Payment Summary**. The Payment Summary List screen displays.
2. Select the **payment record** 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	Federal Year	Warrant Number	Paid Date
16072804	07/28/2016	2015-2016	3272811	08/03/2016

Account Description	Month	Transaction Description	Amount
CACFP Meals			
	Jun 2016	Original Claim	$ 8,415.10
	Jun 2016	Distribution for Claim #337775	$ 8,415.10
CACFP Cash In Lieu			
	Jun 2016	Original Claim	$ 328.94
	Jun 2016	Distribution for Claim #337775	$ 328.94

Payment Schedule Summary

	Month		Amount
	Jun 2016	CACFP Meals	$ 8,415.10
	Jun 2016	CACFP Cash In Lieu	$ 328.94
		Total Payments	**$ 8,744.04**

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Figure 111: Payment Summary Screen

5.0 Compliance

The Compliance Review Tracking section provides instructions regarding how to navigate through and use the features associated with Administrative Reviews, including Corrective Action Documents (CADs) Through the web-based Compliance module, authorized users can:

- View review schedules.
- Enter and maintain SFA contact information related to the review.
- Complete select off-site review forms.
- Submit CADs to the State for review.
- View commendation and technical assistance information.
- View notes from the State.
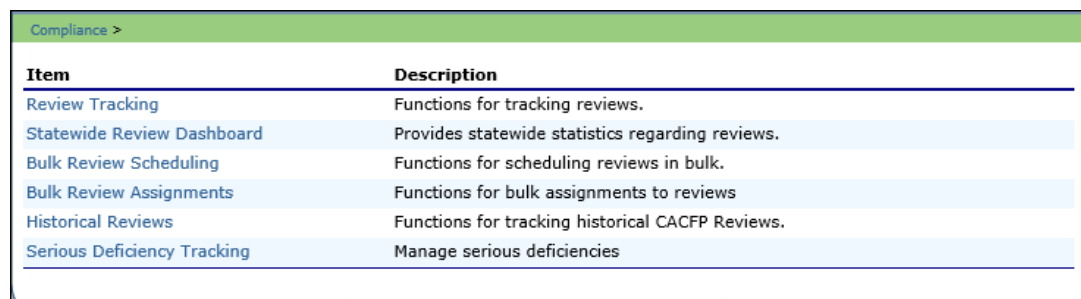- Attachment documents within the system.

5.1 Compliance Menu

Using the CACFP module, authorized users have the ability to access the Compliance administration submodule. From the Reviews screen, the user can either add a new Review or open an existing Review to view or modify.

Once a new review has been set up in the system, the user is transferred to the Review Dashboard for a summary of the review and a launching point to all available review-specific functions.

5.1.1 Accessing the Compliance Menu

1. On the blue menu toolbar, select **Compliance** to access the menu screen.

Item	Description
Review Tracking	Functions for tracking reviews.
Statewide Review Dashboard	Provides statewide statistics regarding reviews.
Bulk Review Scheduling	Functions for scheduling reviews in bulk.
Bulk Review Assignments	Functions for bulk assignments to reviews
Historical Reviews	Functions for tracking historical CACFP Reviews.
Serious Deficiency Tracking	Manage serious deficiencies

Figure 112: Compliance Menu Screen

5.2 Review Tracking

The Review Tracking can be used to add a new Compliance Review or open an existing Compliance Review to view or modify. This feature contains general administrative information about the review.

This screen is:

- The first screen completed to schedule a review.
- Used by the State throughout the review process to track key dates, etc.
- The last screen completed to close a review.

Some Review Information is pre-populated based on the CE Profile, Application, and/or Site Applications. Furthermore, there is data entered on this screen that drives the status of the Review Progress Bar, CE access to the Off-site review forms, and CE access to the Corrective Action documents.

![Helpful Tips]

Tip: The Review Information screen has several overall review-tracking fields. These are completed over the life of the review.

5.2.1 Viewing or Modifying Review Information

1. If necessary, search for and select a **CE.**
2. Select **Review Tracking** from the Compliance menu.
3. Select the **Details link** for the applicable review. The Review Dashboard displays.

Actions	Review ID	Review Year	Review Type	Lead Reviewer	Scheduled Date	Closed Date	Nbr of Sites	Status
Details	31388	2016 - 2017	Scheduled				1	Open
	15230	2016 - 2017	Other	Strodtbeck, Anne			0	Open

Add New Review
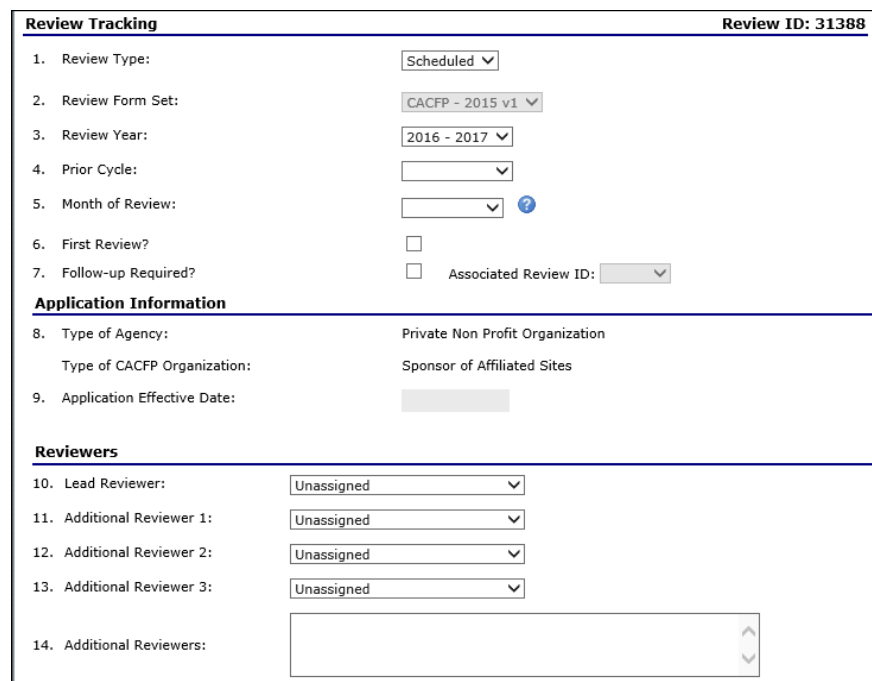Add New Visit Prior to Approval Review

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Figure 113: Review Tracking Screen

4. Select the **View** or **Modify link** next to Review Information.
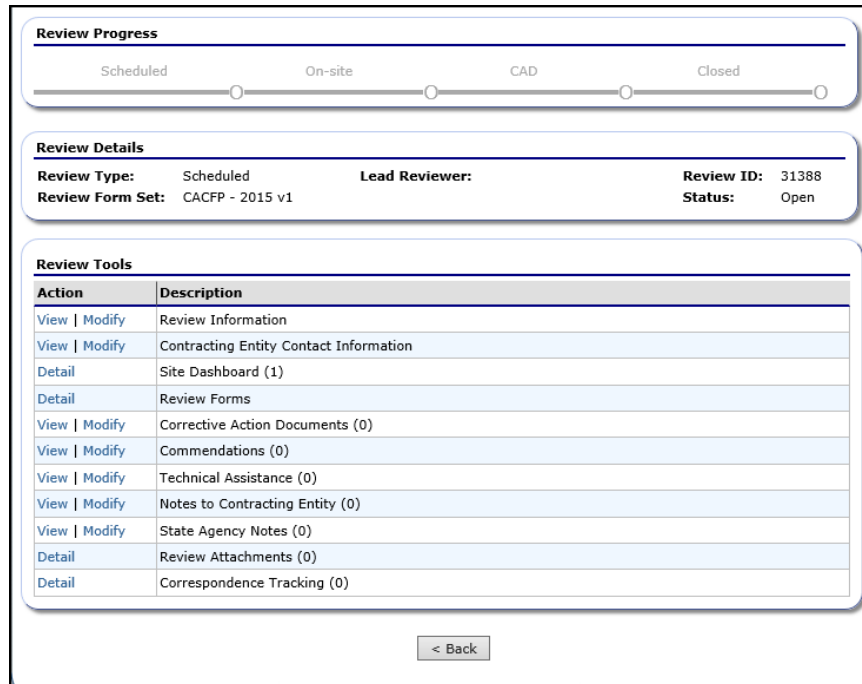
Figure 114: Review Dashboard

5. Enter required **data**.
6. Select **Save.**


Figure 115: Review Information Screen

5.3 Statewide Review Dashboard

The Review Dashboard serves as the launching point for all information pertaining to the review including:

- Managing the administrator of the review.
- Updating review contact information.
- Identifying sites to review.
- Completing forms.
- Managing findings and Corrective Action Documents (CADs).
- Entering Technical Assistance, Notes, and recommendations.

There are four (4) major process steps in completing a CACFP review:

1) Scheduling a review.
2) Preparing for and conducting the On-site review.
3) Completing the Findings/Corrective Action process.
4) Closing the review.
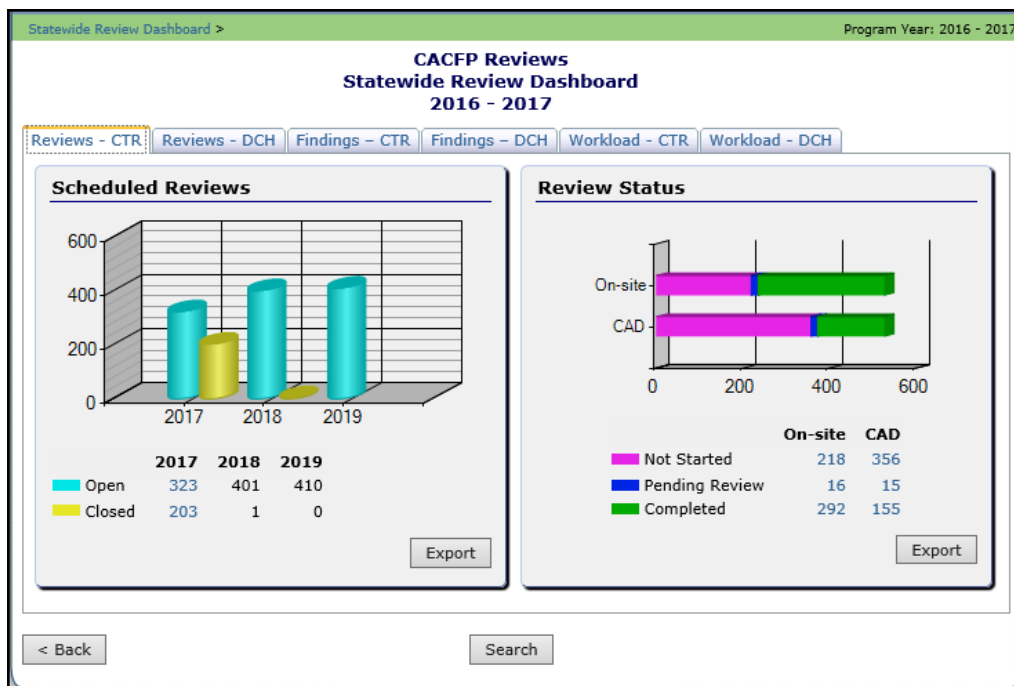
5.3.1 Accessing the Review Dashboard

1. If necessary, search for and select a **CE.**
2. On the blue menu toolbar, select **Compliance.**
3. Select **Review Tracking** from the Compliance menu to access the list screen.
4. Select **Details link** for the applicable review.

Review Tools	
Action	**Description**
View	Review Information
View	Sponsor Contact Information
Detail	Site Dashboard (1)
Detail	Review Forms
View	Corrective Action Documents (0)
View	Commendations (8)
View	Technical Assistance (9)
View	Notes to Sponsor (0)
View	State Agency Notes (0)
Detail	Review Attachments (0)
Detail	Correspondence Tracking (0)

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Figure 117: Statewide Review Dashboard

Please Note: Menu items and links on the Review Dashboard are driven by the Security feature.

Tip: When applicable, a number in parenthesis is displayed after a menu item. This indicates the respective count of the associated items (e.g., a "(1)" next to Site Dashboard indicates that one (1) site has been selected for review).

5.3.2 Accessing the Graphical Review Data

1. On the blue menu toolbar, select **Compliance.**
2. Select **Statewide Review Dashboard link.**
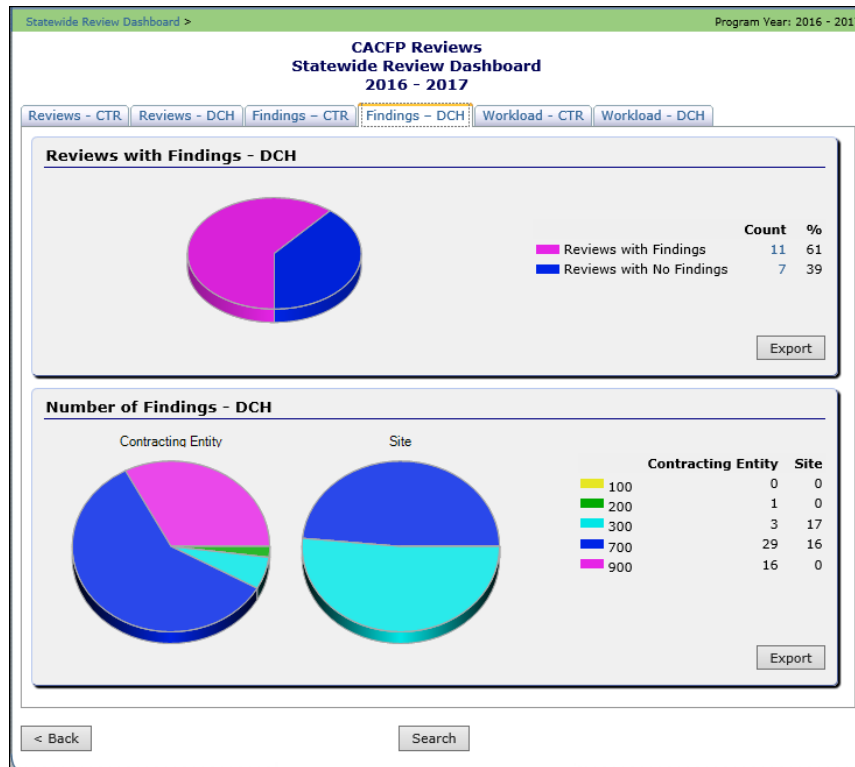3. Select the **tab** related to the category of review data to access.

Figure 118: Statewide Review Dashboard Data Tab

4. To view the data for a specific statistic, select the **count link.** The Review Search displays with the data results.
5. To export the data into Microsoft Excel for a specific graphic, select **Export.**
6. To conduct a search not specific to a graphic, select **Search** at the bottom of the page.
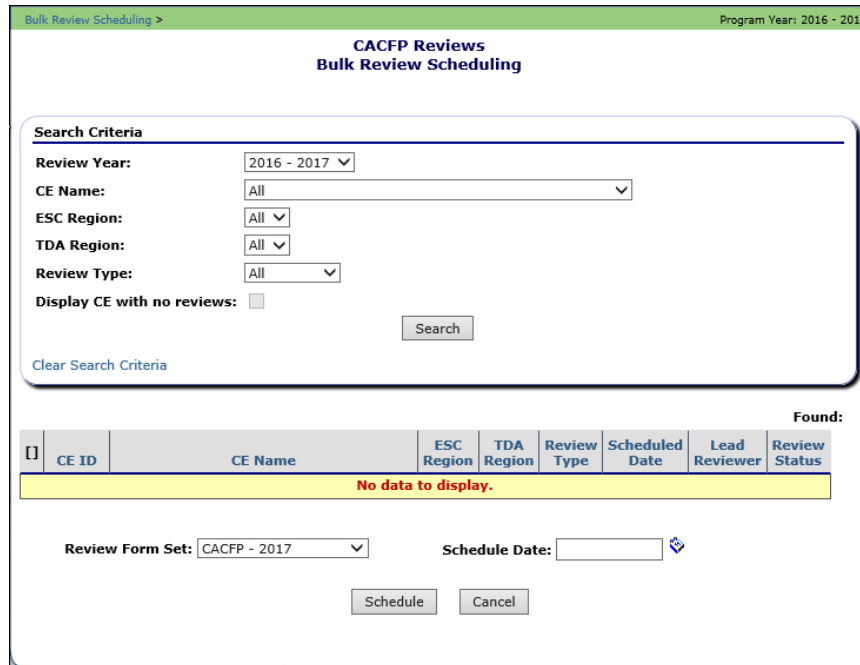
5.4 Bulk Review Scheduling

The Bulk Review Scheduling feature provides the ability for the State to add a new review, or to enter/change a Scheduled Date for multiple reviews, from a single screen. This feature reduces work steps by allowing for review creation and Schedule Date definition/updates from a single screen, as opposed to accessing each review and entering the information on the Review Information screen.

5.4.1 Accessing the Bulk Review Scheduling Screen

1. On the menu toolbar, select **Compliance** to access the menu screen.
2. If necessary, select search to find and choose a **CE.**
3. Select **Bulk Review Scheduling link**.

Figure 119: Bulk Review Scheduling

5.4.2 Adding a Review

1. On the blue menu toolbar, select **Compliance** to access the menu screen.
2. Select **Bulk Review Scheduling link.**
3. The criteria automatically **defaults to CEs** with no review scheduled in the current Review Year.
4. Select **Search.** The results section of the screen displays.
5. Check the **box next to each corresponding review** to schedule.
6. At the bottom of the screen, enter the **Schedule Date.**
7. Select **Schedule.** A review is created for each SFA with the Scheduled Date set to the entered date.
8. A **confirmation message** is displayed identifying that the review(s) have been created.

9. Select **Finish.**

Figure 120: Bulk Review Scheduling List Screen

5.4.3 Adding a Scheduled Date to an Existing Review

1. On the blue menu toolbar, select **Compliance** to access the menu screen.
2. Select **Bulk Review Scheduling link.**
3. Enter the **search criteria.**
4. Select **Search.** The results section of the screen displays.
5. Check the box next to each **corresponding review** to add a scheduled date.
6. At the bottom of the screen, enter the **Schedule Date.**
7. Select **Schedule.** The review's Scheduled Date is updated to be the entered date.
8. A confirmation message is displayed identifying that the review(s) have been created.
9. Select **Finish.**
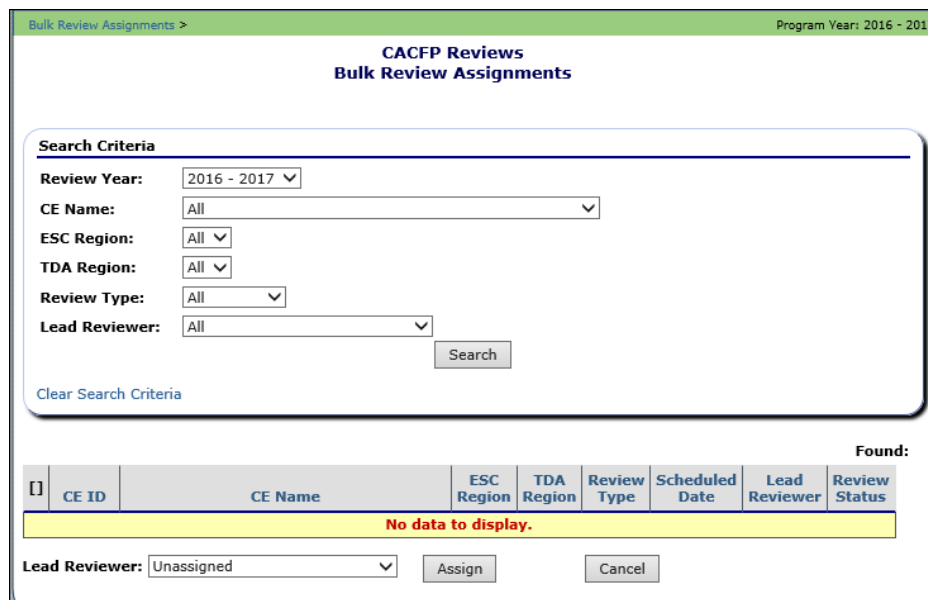
5.5 Bulk Review Assignments

The Bulk Review Assignments feature provides the ability for the State to assign a review, or multiple reviews, to a Lead Reviewer. This is useful at the beginning of the year when reviews are allocated to State staff. This is also useful when reviews need to be reassigned throughout the year due to workload management, absent staff, etc. This feature reduces work steps by allowing for review assignments from a single screen, as opposed to accessing each review and entering the Lead Reviewer information on the Review information screen.

5.5.1 Accessing the Bulk Review Assignments Screen

1. On the blue menu toolbar, select **Compliance.**
2. Select **Bulk Review Assignments link** to access the screen.

5.5.2 Adding a Reviewer

1. On the blue menu toolbar, select **Compliance** to access the menu screen.
2. Select **Bulk Review Assignments link.** Enter the **search criteria.**
3. Select **Search.** The results section of the screen displays.
4. Check the **box next to each review to assign.**
5. At the bottom of the screen, select **Lead Reviewer.**
6. Select **Assigned.** The review is updated with newly assigned **Lead Reviewer.**
7. A confirmation message is displayed identifying that the review(s) has been created.
8. Select **Finish.**

Figure 121: Bulk Review Assignments

5.6 Historical Reviews

If the State has performed historical reviews within the system, the CACFP reviews are also listed on the CACFP Review List screen but are not accessible. The user can access theses reviews via the Historical Reviews menu item on the CACFP Compliance menu.

5.7 Serious Deficiency Tracking

The Serious Deficiencies screen provides the State Agency the ability to identify and track serious deficiencies.

5.7.1 Adding a Serious Deficiency

1. Search for and select a **Contracting Entity,** if necessary.
2. Select **Serious Deficiency Tracking** from the **Compliance menu.**
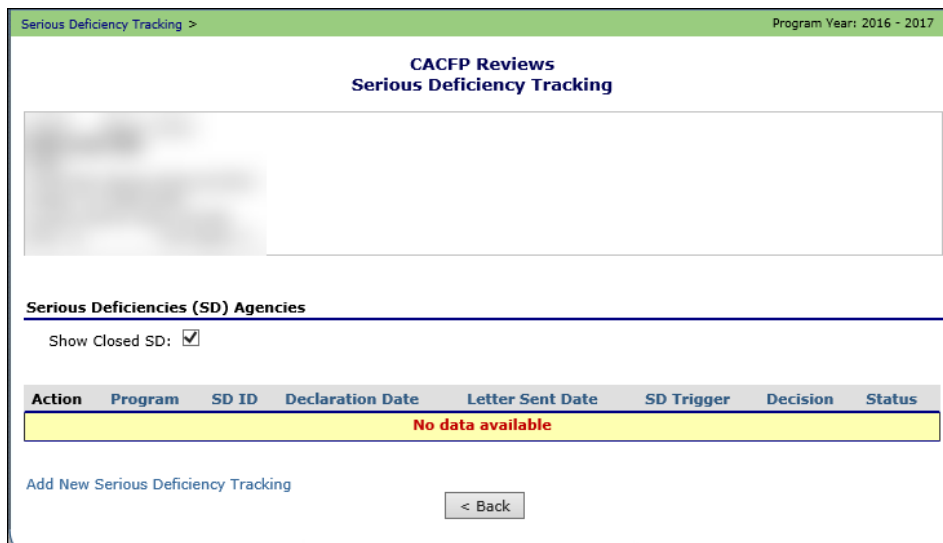
Figure 122: Serious Deficiency Tracking

3. Select the **Add New Serious Deficiency Tracking link** next to **Serious Deficiencies**. The Serious Deficiency Tracking list screen displays.
4. Complete the applicable **Serious Deficiency Details sections.**
5. Select **Save.**

Please Note: The default display on the Serious Deficiency Tracking list screen is to show all deficiencies, including closed. To not display closed deficiencies, uncheck the **"Show Closed SD" checkbox** on the **Serious Deficiency Tracking list screen.**

Figure 123: Serious Deficiency Detail Screen

6.0 Reports

6.1 Reporting Feature

The Reports component of the CACFP module enables users to run, view, and print reports containing data maintained within TX-UNPS. The Report List contains all reports available within the CACFP module. Once a user selects a particular report, TX-UNPS may prompt the user for additional parameters information.

Access to Reports is generally provided to authorized State users to help review and manage statewide data. The Reports menu displays only reports to which the user has access.

6.1.1 Generating a Report

1. On the blue menu toolbar, select **Reports** to access the menu screen.
2. Select a **report** to generate. The respective report's parameters screen will display.
3. Identify the reports parameters.
4. Select **Create Report.** The report is generated and displays in a new browser window.

5.

⚠️ **WARNING:** Use the Report Filter to filter the Reports list by selected Report Group. For example, to display only Claim-related reports, select **Claim Reports** from the drop-down list and select the **Apply Filter** button. The Reports list automatically refreshes.

Important Please Note: The report will not open in a new window if you have a pop-up blocker running on your system. If this occurs, hold down the CTRL key and select Create Report again.
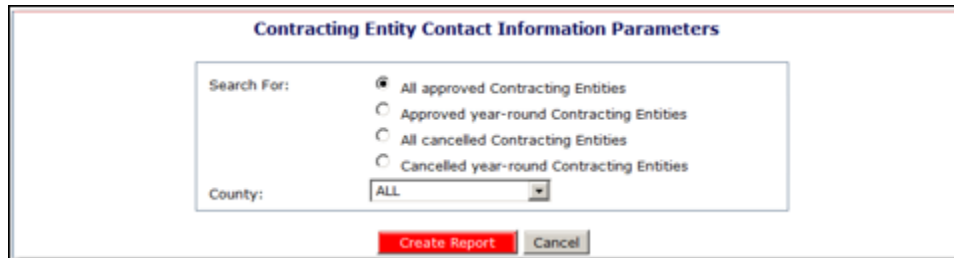
Figure 124: Report Filters

Figure 125: Report List (Partial Screen)

6.2 Report Parameters

Most reports require one or more parameters to be entered to customize the report to the user's specific needs. Report parameters are useful to also limit data contained in the report or control how the information is sorted or grouped.

Figure 126: Search Parameters Screen

6.3 Report

Most CACFP reports automatically open in a new window using Microsoft Excel so that the user can manipulate and format the data as needed without assistance from a technical person. If a report is not generated automatically in Microsoft Excel (i.e., the report is a Microsoft Report Services reports) a window opens that allows the user to:

- View the report, page-by-page.
- Change the zoom percentage of the displayed report.
- Search the report using the "Find/Next" feature.
- Select to export the report data.
- Select to print the report or specific pages.

6.3.1 Generating a Report

If the report does not default to a Microsoft Excel format, the user can export the report in a variety of formats including: .XML, .CSV, .PDF, and Microsoft Excel.

1. In the top menu bar of the generated report, select a format in the **Select a format** box. The Export link becomes active.
2. Select **Export.**
3. The system will open a new window and display a pop-up confirmation asking to open or save the file.
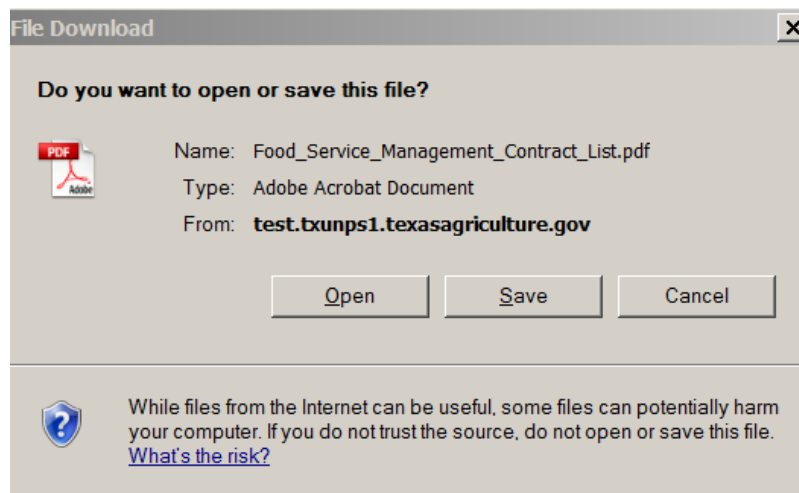
Figure 127: File Download Pop-Up Window

4. Select either the **Open** or **Save** option.
5. The desktop software manages the opening or saving of the file.

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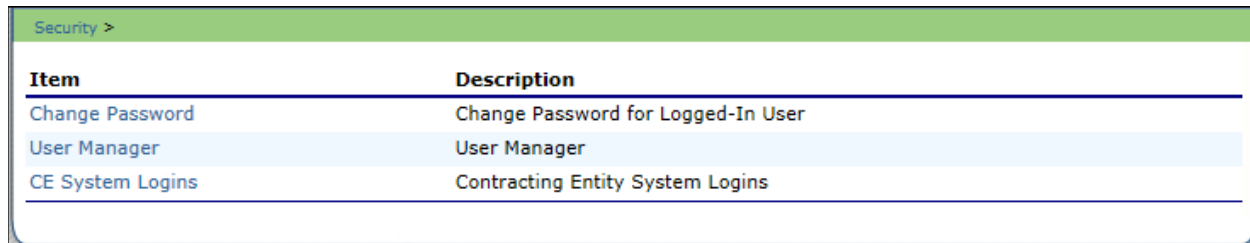
The Security menu option within the Child and Adult Care Food Program module is the access point to the Change Password and User Manager functions.

7.1 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.

7.1.1 Accessing the Security Menu

1. Select **Security** on the blue menu toolbar to access the menu screen.
2. Select a **security item** to access that security function.
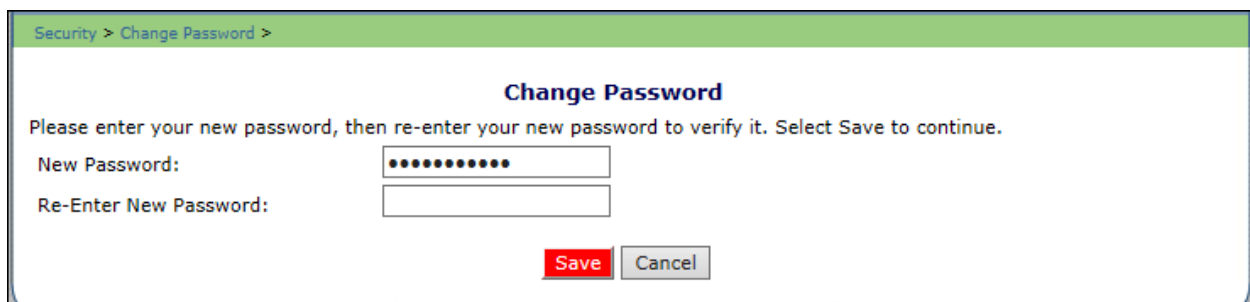
Figure 128: Security Menu Screen

7.1.2 Accessing Change Password

1. On the blue menu toolbar, select **Security**.
2. On the **Security menu**, select **Change Password.** The **Change Password screen** displays.
3. Enter your **New Password**.
4. Re-Enter the **New Password**.
5. Select **Save** to receive a **confirmation message.**
6. Select **<Edit** to return to the recently modified **Change Password** screen or select Finish to return to the **Security menu.**

Figure 129: Change Password Screen

7.2 User Manager

The User Manager allows authorized users to set up and maintain various components of a user's security access. The features within the User Manager enable you to add new users, set up and modify user profiles, change passwords, and set assigned groups, security rights, and associated CEs.

7.2.1 Accessing User Manager

1. On the blue menu toolbar, select **Security.**
2. Select **User Manager** to access the **Search for User screen.**

7.2.2 Searching for a User

Before proceeding in the **User Manager**, a user must always be searched for and selected. If a user has already been selected or are elsewhere in the application, return to the **User Manager** screen.

1. From the User Manager/Search for User Page, select the type of search on the Search By drop-down list. Enter the **Last Name** or **Username** in the text box and select **Search** or select All to display a list of all users. A list of users matching the search criteria displays.

   The names displayed are dependent on the user's type. The chart below describes how a user's type is denoted and which users will be displayed in the search for each type:

User Type	Denoted by	Users displayed
Administrators	"Yes" in Administrator column	All
State Employees	Names and User IDs in bold	Non-administrators
CE users	Non-bolded names; blank administrator column	Non-administrators

2. Select a **User** to access the User Options menu.

7.2.3 Adding a New User

If you have already selected a user or are elsewhere in the application, return to the User Manager screen.

1. From the User Manager screen, select **Add New User** to access the User Profile screen.
2. Enter the **new user's information** in the User Information section.
3. Enter the **new user's login name** and **password**. Enter the **password again** for confirmation.
   (The new user is required to create a new password upon first logging in).
4. Use the **buttons** to select if the user is a State employee, an Administrator, and if the user is to only be granted access to associated CEs.
5. Use the drop-down menu to select the **user's status.**
6. Select **Save** to receive a confirmation.

Please Note: After creating a new user, it is recommended that the user is assigned to a group. Until the user is linked to a security group, he or she does not have any security rights and will not be able to access any system functions.

7.3 User's Profile

The User's Profile enables a user's basic information, login, security base, and status to be viewed and modified. In addition to name, contact, and login information, the user's profile specifies whether the user is a State employee, an administrator, and if the user is granted access to associated CEs only. These specifications affect which program functions the user may access. Furthermore, users specified as **Active** have access to all normal functions, while **Inactive** and **Locked** users are not permitted to login or access the system.

7.3.1 Accessing User's Profile

1. On the blue menu toolbar, select **Security**.
2. Select **User Manager** to access the Search for User screen.
3. On the Search By drop-down list, select the type of search, enter the Last Name or Username in the text box, and then select **Search** or select All to display a list of all users. A list of users matching the search criteria displays.
4. Select the User to access the User Options menu.
5. Select **User's Profile**.

7.3.2 Viewing or Modifying a User's Profile

1. Access the User's Profile to view or modify through the **User Manager**.
2. Make any necessary **modifications.**
3. Select **Save** to receive a confirmation.

Please Note: To make any modifications, **Modify** must be selected on the Edit menu in the top-right corner.

7.3.3 Deleting a User's Profile

WARNING: Once a profile has been deleted, it cannot be restored. Use caution before deleting profiles.

1. On the blue menu toolbar, select **Security**.
2. Select **User Manager** to access Search for User screen.
3. On the Search By drop-down list, select **Last Name** or **User Name**, enter all or part of the Name in the text box and then select **Search** or select All to display a list of all users. A list of users matching the search criteria displays.
4. Select the **User to access** the User Options menu.
5. Select **User's Profile**.
6. On the **Edit menu**, select **Delete.** A warning displays.
7. Select **Delete** again to receive a confirmation screen.

7.4 User Assigned Group(s)

The User Assigned Group(s) enables users to be assigned to numerous pre-defined groups. Groups are created as a way to categorize multiple users together to provide identical security settings for the entire group. Changing any security setting for the group changes the setting for each member in that group.

7.4.1 Accessing User Assigned Group(s)

1. On the blue menu toolbar, select **Security**.
2. Select **User Manager**, to access the Search for User screen.

3. On the Search By drop-down list, select **Last Name** or **Username**, enter all or part of the Name in the text box, and then select **Search** or select **All** to display a list of all users. A list of users matching the search criteria displays.

Figure 130: User Manager Search Screen

4. Select the **User** to access the **User Options menu**.
5. Select **User's Assigned Group(s).**
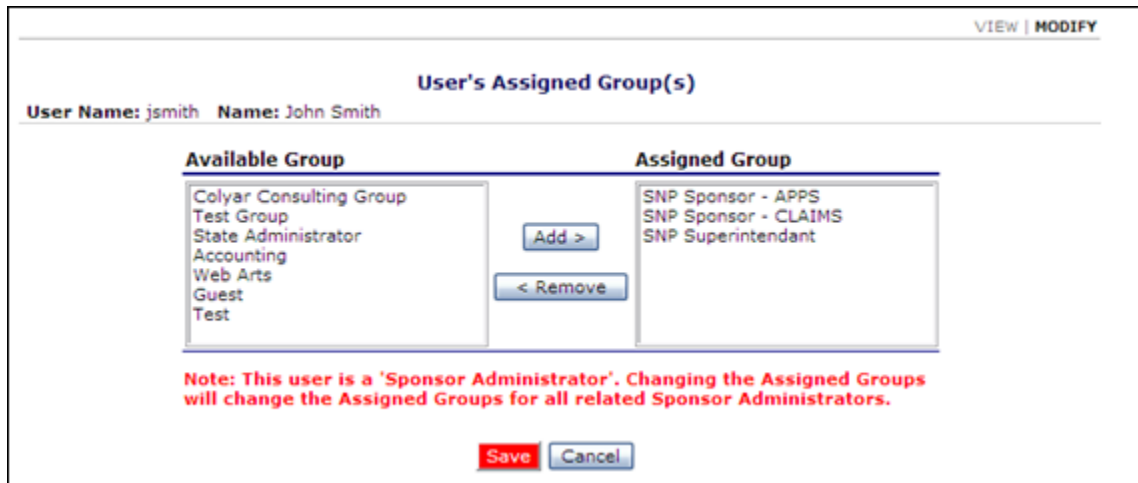
Figure 131: User's Assigned Group Search Screen

7.4.2 Adding a User to Assigned Group(s)

1. On the blue menu toolbar, select **Security**.
2. Select **User Manager**. The Search for User screen displays.
3. On the Search By drop-down list, select **Last Name** or **User Name**, enter all or part of the Name in the text box, and then select **Search** or select **All** to display a list of all users. A list matching the search criteria displays.
4. Select a **User** to access the User Options menu.

5. Select **User's Assigned Group(s)**.
6. Once the screen displays, select the **group to add the user** to on the Available Group list.

Please Note: To make any modifications, **Modify** must be selected on the **Edit** menu.

Figure 132: User's Assigned Group Screen

7. Select **Add>.**
8. Select **OK** on the **Message box** that appears.
9. Select **Save** to receive a confirmation.

7.4.3 Removing a User to Assigned Group(s)

1. On the blue menu toolbar, select **Security**.
2. Select **User Manager**. The Search for User screen displays.
3. On the Search By drop-down list, select **Last Name** or **Username**, enter all or part of the Name in the text box, and then select **Search** or select All to display a list of all users. A list matching the search criteria displays.
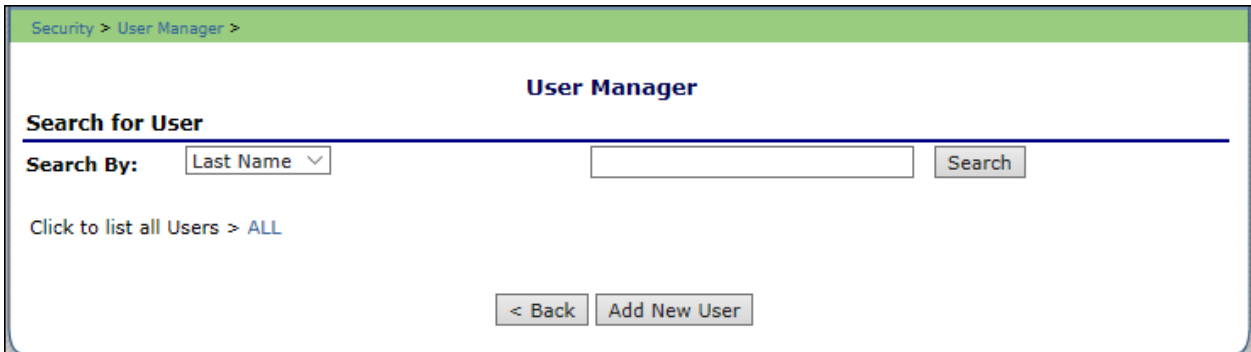4. Select a User to access the User Options menu (please see Figure 65).
5. Select **User's Assigned Group(s)**.
6. Select the **group** to remove the user from on the Available Group list.

Please Note: To make any modifications, **Modify** must be selected on the **Edit** menu.

7. Select **<Remove.**
8. Select **OK** on the Message box that appears.
9. Select **Save** to receive a confirmation.

7.5 User's Security Rights

The User's Security Rights feature enables administrators to set security rights for an individual user. These rights determine the areas within the system's programs and modules the user is granted access.

When a user has assigned groups, the groups' default security settings will apply and display in the user's security rights. No more rights may be given to the user than are given to the group. However, administrators may deny user's specific rights through this feature. Users cannot modify their own security rights.

7.5.1 Accessing a User's Security Rights

1. On the blue menu toolbar, select **Security**.
2. Select **User Manager**. The Search for User screen displays.
3. On the Search By drop-down list, select **Last Name** or **User Name**, enter all or part of the Name in the text box, and then select **Search** or select **All** to display a list of all users. Select **All** to display a list of all users. A list matching the search criteria displays.
4. Select a **User** to access the User Options menu displays.

5. Select **User's Security Rights** to access the screen.
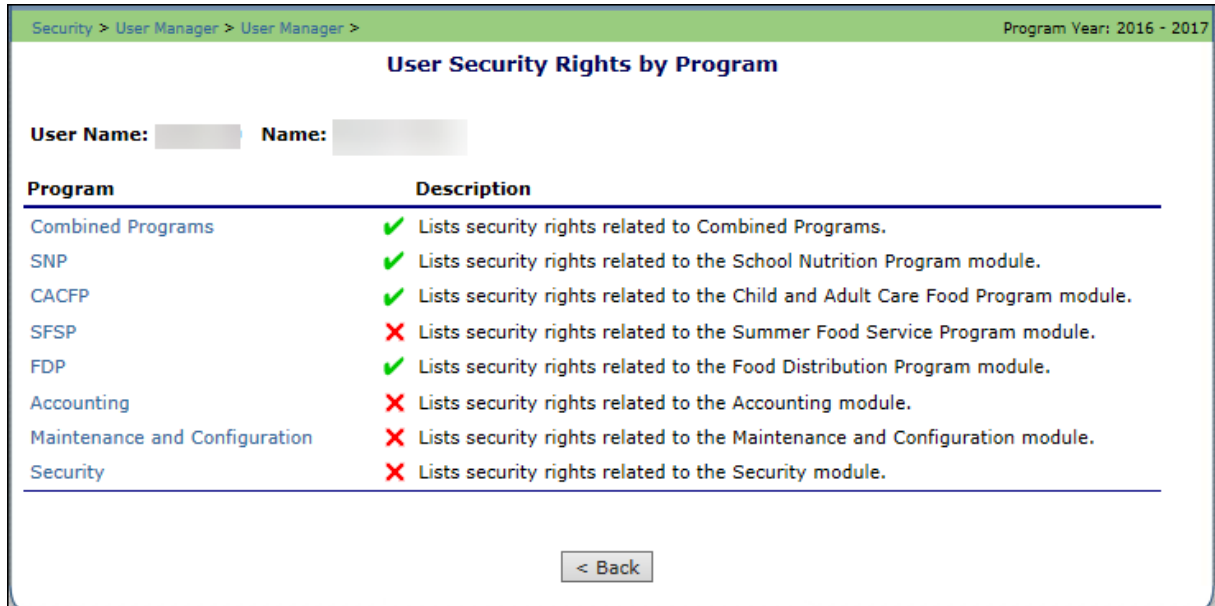
Figure 133: User's Security Rights Menu Screen
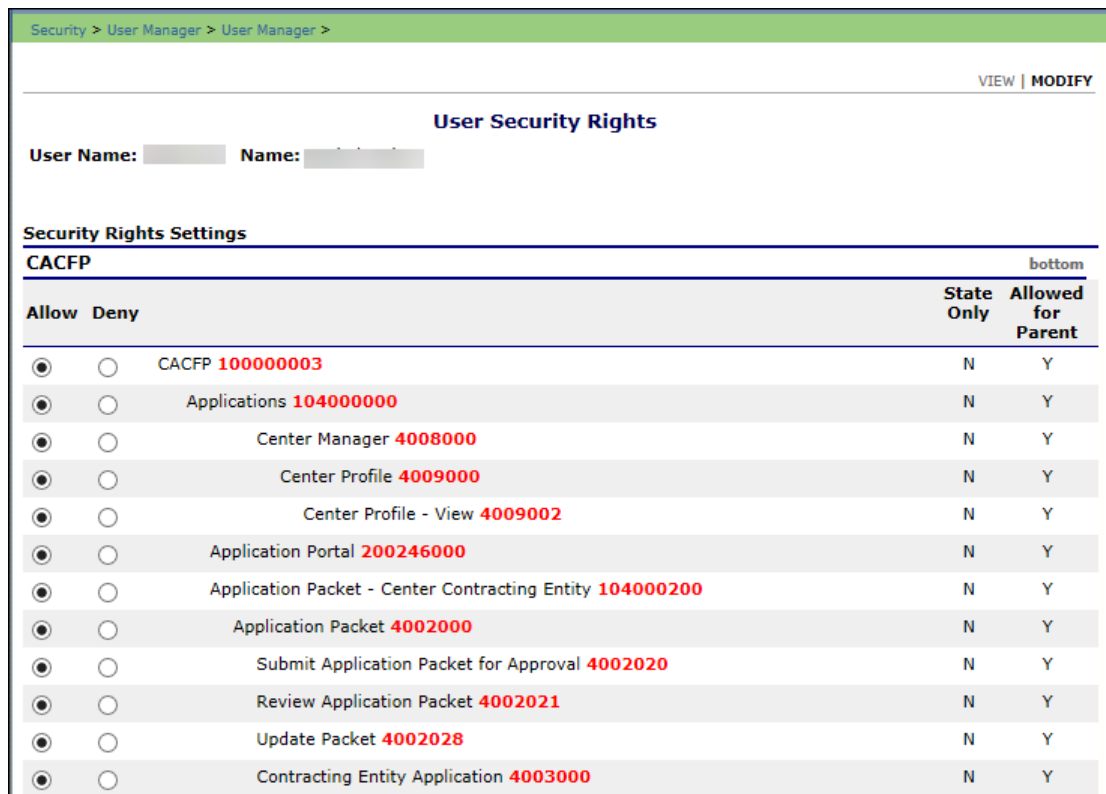
Figure 134: User's Security Rights Menu Screen

7.5.2 Modifying a User's Security Rights

1. On the blue menu toolbar, select **Security**.
2. Select **User Manager**. The Search for User screen displays.
3. On the Search By drop-down list, select **Last Name** or **Username**, enter all or part of the Name in the text box, and then select **Search** or select **All** to display a list of all users. A list matching the search criteria displays.
4. Select a **User** to access the User Options menu.
5. Select **User's Security Rights**.

Please Note: To make any modifications, **Modify** must be selected on the **Edit** menu.

6. Modify any necessary **information.**
7. Select **Save** to receive a **confirmation.**

Please Note: To security rights available to a user depend on the user's assigned groups. Only the security rights assigned to the user's assigned groups display in the user's security rights. To assign additional security rights to a user that are not displayed as options in the user's security rights, a user will need to be assigned to a group with the preferred rights.

7.6 User's Associated Contracting Entities (CEs)

The User's Associated CEs feature enables individual users to be associated with specific CEs. In order for users to have access to system functions for a Contracting Entity, such as claims access, users must be associated with the Contracting Entity. Similarly, users who should no longer have access to Contracting Entity functions need to have their Contracting Entity association removed.

Please Note: for security purposes, users can only view Contracting Entities to whom they are associated.

7.6.1 Accessing User Associated CEs

1. On the blue menu toolbar, select **Security**.
2. Select **User Manager**. The Search for User screen displays.
3. On the Search By drop-down list, select **Last Name** or **Username**, enter all or part of the Name in the text box, and then select **Search** or select **All** to display a list of all users. A list matching the search criteria displays.
   Select a **User** to access the User Options menu.
4. Select **User's Associated CEs**. The User's Associated CEs screen displays.

Figure 135: User's Associated Contracting Entities Screen

7.6.2 Adding a CE Association

1. On the blue menu toolbar, select **Security**.
2. Select **User Manager**. The Search for User screen displays.
3. On the **Search By** drop-down list, select **Last Name** or **Username**, enter all or part of the Name in the text box, and then select **Search** or select **All** to display a list of all users. A list matching the search criteria displays.
4. Select a **User** to access the User Options menu.
5. Select **User's Associated CEs**. The User's Associated CEs screen displays.
6. Select **Add CE** to access the Add User's Associated CEs screen.
7. Enter the **Agreement Number** or the **CE Name**, and then select **Search** or select All to display a list of all CEs. A list matching the search criteria displays.
8. Select **Add Association** to the left of the CE to associate with the User. A confirmation message displays.
9. Select **Finish**. The User's Associated CE screen displays with the newly added Contracting Entity on the list.

7.6.3 Removing a CE Association

1. On the blue menu toolbar, select **Security**.
2. Select **User Manager**. The Search for User screen displays.
3. On the Search By drop-down list, select **Last Name** or **Username**, enter all or part of the Name in the text box, and then Select **Search** or select **All** to display a list of all users. A list matching the search criteria displays.
4. Select a **User** to access the User Options menu.
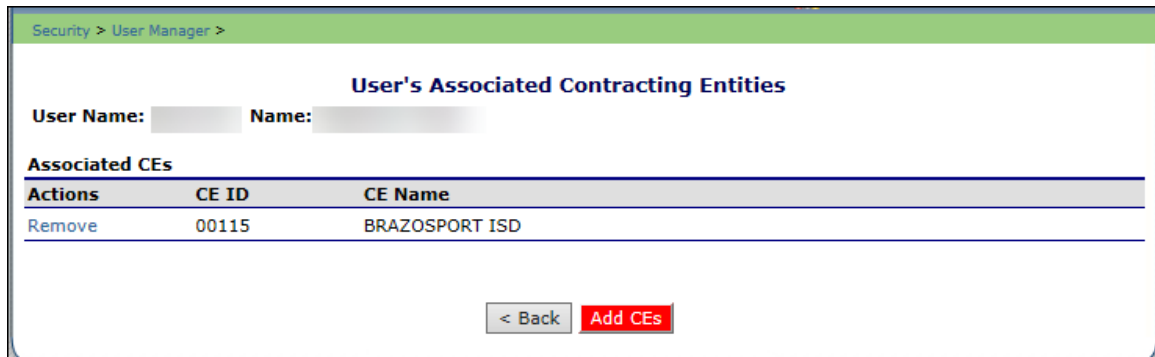5. Select **User's Associated CEs**. The User's Associated CEs screen displays.
6. Select **Remove** to the left of the CE to remove. A confirmation message displays.

7.7 Reset User's Password

The Reset User's Password enables a user's required password to be reset to login to the system.

Please Note: Passwords can be reset for user's who have forgotten their passwords. If a user attempts to log in with an incorrect password, a Login error will display. The user will be temporarily locked out of the system after six unsuccessful login attempts. Remember, passwords are case-sensitive.
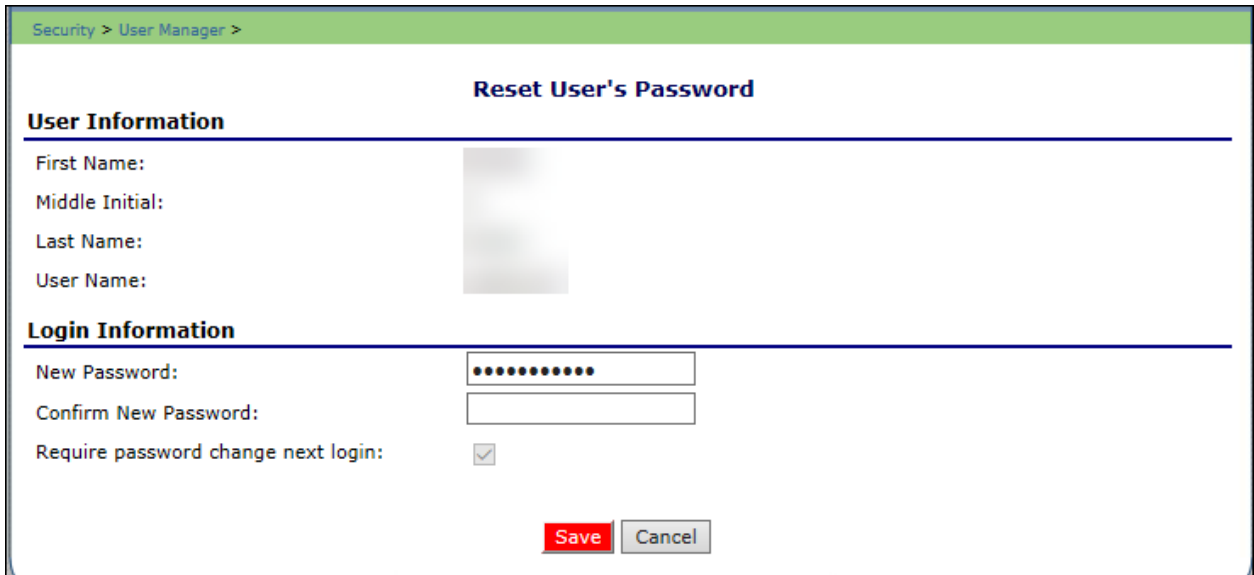
7.7.1 Resetting a User's Password

1. On the menu toolbar, select **Security**.
2. Select **User Manager**. The Search for User screen displays.
3. On the Search By drop-down list, select **Last Name** or **Username**, enter all or part of the Name in the text box, and then Select **Search** or select **All** to display a list of all users. A list matching the search criteria displays.
4. Select a **User** to access the User Options menu.
5. Select **Reset User's Password**. The Reset User's Password screen displays.
6. Enter the **New Password.**

Please Note: Default settings require a password to be at least six characters in length, containing one or more numbers. However, these settings can be changed by State administrators within the Configuration module.

8. Confirm the **New Password**.

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

Figure 136: Reset User's Password Screen

8.0 Application Packet Process

8.1 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. To submit a completed Application Packet, the Contracting Entity 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 Contracting Entity.

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:

For Center Contracting Entities:

- The Contracting Entity Application must contain no errors.

- At least <u>one</u> Site Application must exist and contain no errors.

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

    o Had not enrolled in the Child and Adult Care Food Program in the previous year (i.e., "new" application)

- A Budget must exist and contain no errors.

- All items in the Checklist must be submitted (submitted checkbox checked and date submitted is entered).

- The Contracting Entity is not closed.
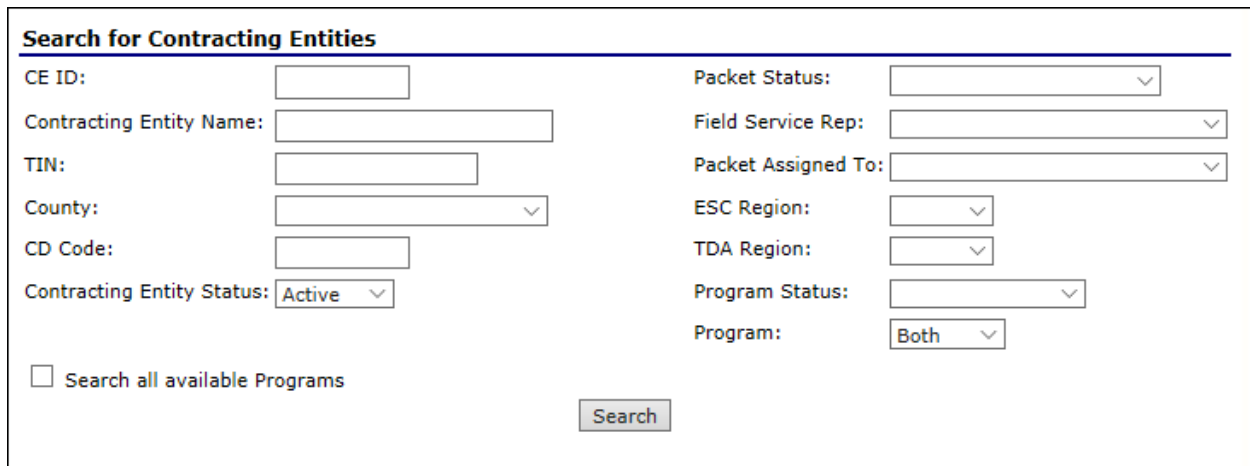
Once the Contracting Entity has submitted the Application Packet, the State will review each item in the submitted Application Packet. The State may approve each application item, deny an application item, or return the application item and its respective Application Packet back to the Contracting Entity for correction.

If the Application Packet is denied or returned to the Contracting Entity 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.

8.2 Reviewing a CACFP Application Packet

Once a Contracting Entity's Application Packet has been submitted, it must be reviewed by an authorized State user. The State must review each item included in the Application Packet and set each item's status to "Approved". This includes each checklist item.

To identify which Application Packets have been submitted, State users can use the Contracting Entity Search screen by performing a search where Packet Status is "Submitted for Approval.

Figure 137: Search for Contracting Entities

After locating a submitted Application Packet via the Search screen, the State user should follow the following steps:

1. Assign the Application Packet to a State consultant (this may be yourself). For additional information, see the ***Assign an Application Packet*** section.

2. Review each submitted site/provider application.

   o Select the Admin option next to the site application item.

   o Review the application.

   o Update the Internal Use Only section of each site application.

   o Enter Internal Comments and Comments to Contracting Entity, if desired.

   o Update the application status.

   ▪ If the application has no issues, change the status to "Approved".

- Returning to the Site List screen, you will notice that the application status is "Approved" and there is a green checkmark next to the packet item.

▪ If the application requires additional information or corrections from the Contracting Entity, change the status to "Returned for Correction".

- Ensure that you have provided information as to what needs to be corrected within the Comments to Contracting Entity field.

- Returning to the Site List screen, you will notice that the application status is "Returned for Correction".

▪ If the application is not valid for submission, change the status to "Denied".

- Ensure that you have provided information as to the reason for denial within the Comments to Contracting Entity field.

- Returning to the Site List screen, you will notice that the application status is "Denied".

▪ If the Contracting Entity has requested to withdraw the application, change the status to "Withdrawn".

- Ensure that you have entered information as to the reason for the withdrawal within the Comments to Contracting Entity field.

- Returning to the Site List screen, you will notice that the application status is "Withdrawn".

3. Review the Contracting Entity Application.

o Select the Admin option next to the Contracting Entity Application item.

o Review the application.

o Update the Internal Use Only section of the application.

o Enter Internal Comments, if desired.

o Update the application status.

▪ If the application has no issues, change the status to "Approved".

- Returning to the Application Packet screen, you will notice that the application status is "Approved" and there is a green checkmark next to the packet item.

▪ If the application requires additional information or corrections from the Contracting Entity, change the status to "Returned for Correction".

- Ensure that you have provided information as to what needs to be corrected within the Comments to Contracting Entity field.

- Returning to the Application Packet screen, you will notice that the application status is "Returned for Correction".

  ▪ If the application is not valid for submission, change the status to "Denied".

  - Ensure that you have provided information as to the reason for denial within the Comments to Contracting Entity field.

  - Returning to the Application Packet screen, you will notice that the application status is "Denied".

  ▪ If the Contracting Entity has requested to withdraw the application, change the status to "Withdrawn".

  - Ensure that you have entered information as to the reason for the withdrawal within the Comments to Contracting Entity field.

  - Returning to the Application Packet screen, you will notice that the application status is "Withdrawn".

4. Review the submitted Board of Directors, if applicable.

5. Review the submitted Budget Detail.

6. Review the Checklist items (if applicable).

   o Select the Details option next to Checklist Summary. The Checklist Summary is displayed.

   o Select each checklist item for the Contracting Entity and each site.

   o Select **INTERNAL USE ONLY** from the top right of the screen.

   o For each checklist item received and reviewed, identify that the items were received and change the status to "Approved".

   • Returning to the Application Packet screen, you will notice that there is a green checkmark next to the Checklist Summary packet item.

Please Note: If the Contracting Entity organization submits a Revised Application, which occurs when a Contracting Entity makes any changes to an Application Packet that has already been approved, the original packet's status automatically changes to **Not Submitted.** The State is required to perform all of the steps identified above for the revised items in the Application Packet.

7. Return to the Applications menu, access the Advance Requests Manager to determine if the Contracting Entity has submitted an advance request.
   o If an advance request has been submitted, ensure that a Budget has been submitted with the Application Packet and has been approved.
   o Review and approve the Advance Request.

8.3 CACFP Application Packet Checklist Items

8.3.1 Contracting Entity Application - Centers

1. The following checklist items are required for ALL New CACFP –Centers Contracting Entity applications:

   o FND Permanent Agreement

   o Vendor Direct Deposit/Advance Payment Notification Authorization (74-176)

   o Application for Texas Identification Number (AP-152)

   o Management Plan

   o Pre-Award Civil Rights Compliance Review

   o Subcontract Agreements

   o Legal Documents

   o Performance Bond

   o Governing Body Awareness

   o Certificate of Authority

2. The following checklist items are required for a New CACFP Contracting Entity applications; however, the Contracting Entity does operate in another program:

   o Permanent Agreement Contractor-specific Amendment

3. The following checklist items are required for ALL Continuing CACFP –Centers Contracting Entity applications:

   o Management Plan

   o Subcontract Agreements

   o Legal Documents

   o Performance Bond

   o Governing Body Awareness

   o Certificate of Authority

8.3.2 Contracting Entity Application - DCH

1. The following checklist items are required for ALL New CACFP – DCH applications:

   o FND Permanent Agreement

   o Vendor Direct Deposit/Advance Payment Notification Authorization (74-176)

   o Application for Texas Identification Number (AP-152)

   o Management Plan

   o Pre-Award Civil Rights Compliance Review

   o Subcontract Agreements

   o Legal Documents

   o Performance Bond

   o Governing Body Awareness

   o Certificate of Authority

2. The following checklist items are required for a New CACFP Contracting Entity applications; however, the Contracting Entity does operate in another program:

   o Agreement Contractor-specific Amendment

3. The following checklist items are required for ALL Continuing CACFP – DCH applications:

   o Management Plan

   o Subcontract Agreements

   o Legal Documents

   o Performance Bond

   o Governing Body Awareness

   o Certificate of Authority

8.3.3 Site Application - Centers

1. The following checklist item is required for ALL new Center sites:

   o License, Exemption, or other Documentation
   o At Risk: Documentation of Area Eligibility and Education/Enrichment Activities

8.3.4 Site Application - DCH

1. The following checklist item is required for ALL new Day Care Home sites:
   o License, Registration, or Documentation to Care for Children

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8.4 Approving a CACFP Application Packet

1. For <u>new</u> Contracting Entities (Centers and Day Care Homes), <u>all</u> original forms must be reviewed. Once the State has reviewed each Application Packet item and has identified each item as "Approved", the State can now approve the Application Packet.

2. For <u>new</u> Contracting Entities (Centers and Day Care Homes), two levels of approval are required. Initially, an authorized State user must select the **Recommend Approval** button on the Contracting Entity's Application Packet screen. Once the button is selected, the **Approve** button is activated on the Contracting Entity's Application Packet screen. Once the Approve button is selected, the Application Packet status is set to "Approved" and the Contracting Entity can begin submitting claims for reimbursement based on the approved Application Packet's data.

3. For existing Contracting Entities (Centers and Day Care Homes), only a single level of approval is required and some forms may already be approved depending on whether the Application Packet is a Non-Base Year Renewal or a Base Year Renewal. The following table details the form approval requirements. For definitions of Application Statuses, see ***Application Statuses.***

Application Form Status Summary for Renewal Applications		
Packet Item	**Non-Base Year Renewal**	**Base Year Renewal**
Contracting Entity Application	Pending Validation	Pending Validation
Board of Directors	Approved	Incomplete
Budget Detail	Add	Add
Site Application(s)	Approved	Approved
DCH Application	Pending Validation	Pending Validation
DCH Board of Directors	Approved	Incomplete
DCH Budget Detail	Add	Add
Provider Application(s)	Approved	Approved

4. Once the renewal applications and required packet items have all been reviewed and approved by TDA, the State user selects the **Approve** button (i.e., the **Recommend Approval** button is not active) on the Contracting Entity's Application Packet screen. Once the **Approve** button is selected, the Contracting Entity can begin submitting claims for reimbursement.

8.5 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 Contracting Entity 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 Contracting Entity.

- All applications that are "Submitted" must ultimately be "Approved", "Denied", or "Returned for Correction" or "Withdrawn".

o Approval Recommended (i.e., First Level Approved)

- When a Contracting Entity 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 Contracting Entity 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 Contracting Entity 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).

8.6 Application Statuses

Statuses are used to define the current state of an application packet item. Each application 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 Contracting Entity has submitted the Application Packet to the State for review (i.e., the Contracting Entity 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 Contracting Entity 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 Contracting Entity. Only the State can change the status of the application.

- When setting the application status to "Denied", the State should enter a comment in the Comments to Contracting Entity 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 TDA 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 should enter a comment in the Comments to Contracting Entity 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.

8.7 Claim Statuses

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

o   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., Contracting Entity or site is not authorized on the Application Packet to operate for the selected month or the Application Packet status is not "Approved").

o   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.

o   Error

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

o   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 Contracting Entity is participating in CE-level claiming.

o   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 Contracting Entity is participating in site-level claiming.

o   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 TDA and has been sent to the State's Accounting Office for disbursement of funds.