
The CACFP Information And Payment System (CIPS)



User Manual for Day Care Home Sponsors



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Welcome to CIPS!

Welcome to the Child and Adult Care Food Program Information and Payment System (CIPS). CIPS online access allows for online claims processing, managing provider applications and information, maintaining child participation data, and updating fiscal budgets. This system allows for decreased paperwork and reduces the amount of time for many of the daily tasks for CACFP.

This manual has been created to help Day Care Home Sponsors become familiar with the functions that can be utilized in CIPS to maintain CACFP records. These tasks have been included with pictures and step-by-step written instructions for their use.

First, it is suggested that you read the sections “Log In through the NYSDOH Health Commerce System” and “CIPS Navigation.” Both of these sections will help when entering in CIPS for the first time and bypass some of the common navigation errors.

One important note before entering CIPS is that CIPS stores and presents information by CACFP Program Year. The Program Year, or Fiscal Year, runs from October 1 through September 30. To be able to view your claims from a previous fiscal year, you would need to change the year that you are viewing. This will be discussed further in the “CIPS Navigation” section.



CACFP

Child and Adult Care Food Program
New York State Department of Health

System Requirements for CIPS Access

The CACFP Information and Payment System (CIPS) is a web based application that allows users to access the application on any computer that is supported by an internet connection. For optimal functioning of the CIPS application, certain internet browsers and versions of the browsers are recommended. The list below indicates the fully and partially supported browsers for the various forms of technology (desktop and mobile devices) that are frequently used to access the internet. Please check your web browser to ensure you are using a supported browser to access all components of CIPS.

Fully Supported:

Desktop:

Microsoft Internet Explorer
Google Chrome
Safari (Mac OS only)



Mobile:

Safari (iOS5.1 or later)
Google Chrome (iOS5.1/Android 4.0 or later)

Limited Support:

Mozilla Firefox (Desktop and mobile)
Most Webkit-based browsers (Android OS 2.3 or later)



Unsupported Browsers:

Microsoft Internet Explorer Mobile (Windows 8 Phone)
Safari for Windows (Desktop)

Further information can be found at the following link:

<https://commerce.health.state.ny.us/hcs/help/help.html>

Logging in to the NYS Health Commerce System (HCS)

1. Go to Internet Explorer and type https://commerce.health.state.ny.us/public/hcs_login.html in the web address line
2. Enter your HCS assigned User ID and password.
3. Click "Sign In"

The screenshot shows the HCS Login page. At the top left is the New York State logo and the text "NEW YORK STATE Health Commerce System". Below this is a purple header with "HCS Login". The main content area has two input fields: "User ID" and "Password". A red circle with the number "1" is next to the User ID field, and a red circle with the number "2" is next to the Password field. Below the fields is a warning message: "The sharing of user accounts is strictly forbidden. Repeat offenses may result in the permanent removal of your account." Below the warning is a "Sign In" button with a red circle and the number "3" next to it. At the bottom of the form are links for "Forgot your password?" and "Forgot your user ID?". Below the form is a section for "Or sign up for an account:" with links for "Lic. Med. Prof." and "All Others". At the very bottom are links for "Site Policies/Terms of Use" and "Important Site Notices".

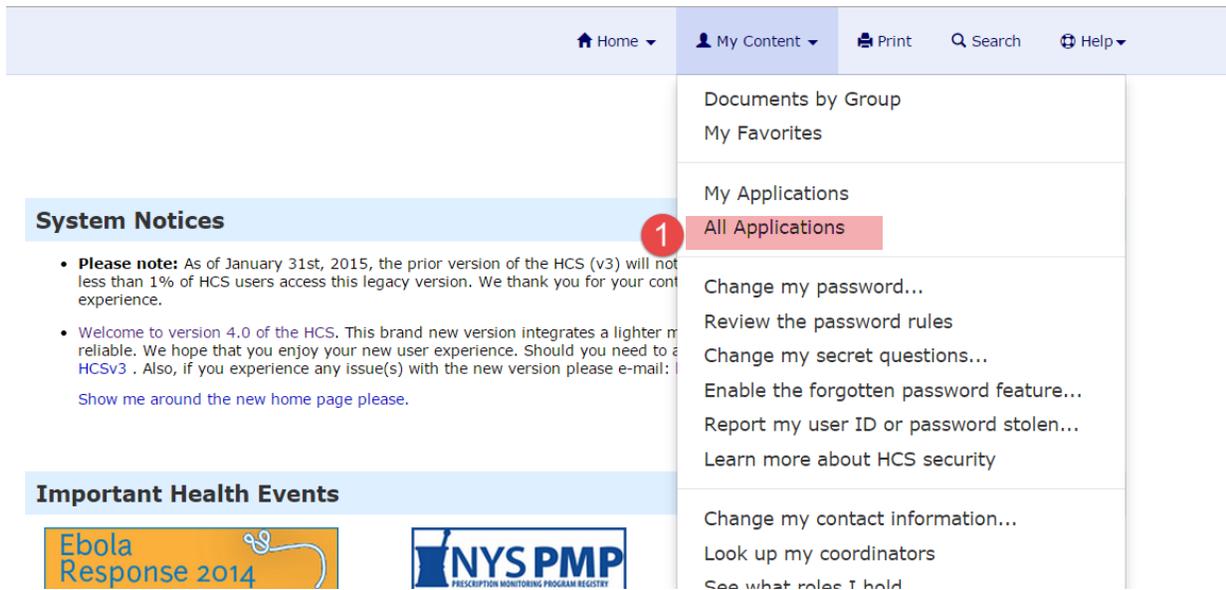
The screenshot shows an error message in a red box: "Your attempt to login was not successful." Below this is a white box with the text: "The User ID and password entered did not match!". Below the text are two input fields: "User ID" and "Password". Below the fields is the same warning message as in the previous screenshot: "The sharing of user accounts is strictly forbidden. Repeat offenses may result in the permanent removal of your account." Below the warning is a "Sign In" button. At the bottom of the form are links for "Forgot your password?" and "Forgot your user ID?".

Note: This message will appear if you have entered the wrong user ID, password, or your HCS account has not been fully set up yet.

If your account has been set up and you are having difficulty logging in to HCS contact the Commerce Account Management Unit (CAMU) at: 1-866-529-1890

Locating CIPS in HCS

1. Click **My Content**, then select **All Applications**



The screenshot shows the top navigation bar with 'Home', 'My Content', 'Print', 'Search', and 'Help'. The 'My Content' dropdown menu is open, showing options like 'Documents by Group', 'My Favorites', 'My Applications', and 'All Applications' (highlighted in red with a red circle '1'). Other options include 'Change my password...', 'Review the password rules', 'Change my secret questions...', 'Enable the forgotten password feature...', 'Report my user ID or password stolen...', 'Learn more about HCS security', 'Change my contact information...', 'Look up my coordinators', and 'See what roles I hold'.

2. Click **C** - This will open all applications that start with the letter "C"
3. Click **CACFP Information and Payment System**



The screenshot shows the 'Health Commerce System Applications' page. The alphabetical filter 'Browse by' has 'C' selected (circled in red with a red circle '2'). The table below lists applications, with 'CACFP Information and Payment System' highlighted (circled in red with a red circle '3'). A green callout box with an arrow points to the 'Add/remove' column of the table, containing the text: 'Click on the "+" to add CIPS to the "My Applications" on the HOME screen'.

Application Name	Acronym	Profile	Restricted	Add/remove
CACFP Information and Payment System	CACFP			
CACFP Directorate (For DOW CACFP Staff Only)			Yes	



The screenshot shows the 'My Applications' list. The application 'CACFP CIPS' is circled in red. Other applications listed include 'Acronyms & Abbreviations', 'Application Access', 'CART', 'Coord Account Tools - HCS', and 'Coord Account Tools - LHD'.

4. Click the green **Continue** button to enter CIPS



5. You are now in the CIPS Application



CIPS Navigation Tips

Being able to “get around” in CIPS is essential to being able to use all functions that it has. It is important to know that the common internet buttons may not be able to be used. Your work may not be saved in CIPS by using the common internet buttons.

CIPS Menu Bar

The menu bar is located across the top of the screen in **DARK BLUE**. It allows you to select areas to complete tasks in CIPS like filing claims or updating sponsor or provider information.



Program year

The program year, as mentioned before, stores your information based on the fiscal year of October 1 through September 30. The year that you are working on in CIPS is displayed in the **GREEN** bar below the menu bar. It is important to check to make sure you are in the right program year before making changes or submitting claims.



It is possible that you may need to make a change to an application or file a claim in the prior program year. In order to do this, you must:

1. First click on Year
2. A list of possible program years will be displayed.

Then, click the year needed to enter the information for.

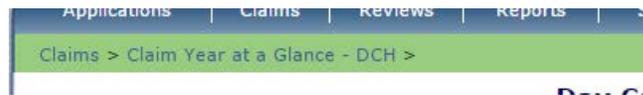


Hints for Selecting the Right Program Year

- Make sure you check the Program year before entering /adjusting a claim or working with sponsor or provider applications
- Change the program year to reflect the year when the change took place. For example:
 - Effective date of a new or changed license
 - Expiration or Closed Date of a provider
 - The claim or adjusted claim month

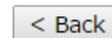
Moving Backward or Between Tasks: “Follow the Breadcrumbs”

The “breadcrumb” trail can be seen in the **green** bar under the CIPS menu bar. This gives you the ability to go back to previous screens you have already been on.



Using the “Back” Button

CIPS utilizes its own back button, located at the bottom of the screen.



****DO NOT use your Internet browser back button. These buttons do not work in CIPS. Using these buttons can cause many problems and your work may not save appropriately. Sometimes an error screen will appear when the Internet back buttons are used.****

ACTION BUTTONS IN CIPS

View: No changes can be made to the information, the information can only be viewed

Modify: Information can be changed. Appears when a new version has been started

Revise: Information is changed. Creates a new version of the Sponsor or Provider Application.

[Additional Helpful Action Hints](#)

Hovering: Moving the mouse over a screen button and holding it there will let you see a description of where the button will take you.

Light Blue lettering indicates that item can be clicked and will move you to another screen. For example: to either **view, modify, or revise** the information on the page.

Packet Assigned To: unassigned			
Action	Form Name	Latest Version	Status
View Revise	✔ Sponsor Application	Original	Approved
Details Revise	✔ Board of Directors Listing	Rev. 1	Approved
View	✔ Sponsor Budget	Original	Approved
Details	Application Checklist		
Details	DCH Application Packet Notes (2)		

	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Provider Application(s) ➔	429	4	0	0	38	1	434

[Logging Out of CIPS](#)

It is very important to log out of CIPS when you finish a session. This will ensure that you are the only individual that uses your username and password to utilize the CIPS application.

To logout click on the Log Out button on the right side of the **DARK BLUE** menu bar.



Chapter 1: CIPS Security

Security is Everyone's Responsibility

The State of New York considers information security a top priority throughout the state. Your personal information for CIPS and HCS should remain confidential otherwise your organization could be at risk. HCS has the right to suspend or shut down an account if there is evidence of sharing of access information. This applies to CACFP Homes Sponsors as you have the ability to submit and adjust claims and update provider and sponsor information online. There are a few simple steps to ensure that all employees can have access to CIPS even when turnover occurs.

1. Establish HCS and CIPS access for multiple employees
2. Replace the HCS Director/Coordinator before employees leave the organization
3. Inactive employees when they leave the organization or job duties change
4. Add users upon employment or when moving into a new position
5. Update employee security right as needed

NEVER SHARE PERSONAL USER IDS OR PASSWORDS WITH ANYONE!

Adding a Staff Person to CIPS

HCS Directors and Coordinators have the right to add new users to HCS and CIPS while adjusting their security rights to ensure the most appropriate access.

Adding a new user is a **2** step process:

Step 1: Requesting HCS Account for New Staff Person

1. Log in to HCS using your user name and password
2. Select My Content → All Applications
3. Browse by the letter "C"
4. Scroll down to **"Coord Account Tools-HCS Coordinator"**
5. Scroll down to **Account Requests**

HCS COORDINATOR TOOLS

- [FAQs](#)
- [ACCOUNT REQUESTS](#)
- [ACCOUNT TOOLS](#)

FAQs

[Frequently Asked Questions](#) for Health Commerce System Coordinators (HCSC).

ACCOUNT REQUESTS

Contact Info: [CAMU](#)
Commerce Accounts Management Unit
Revised: September 2013

- PAPERLESS OPTION FOR USERS WITH A NYS DMV LICENSE OR NON-DRIVER PHOTO ID**
 Click on the link for the appropriate type of account that you desire for the new staff person
 Follow the prompts for information and provide the User Security and User Policy to the staff person-No signatures or notary forms are required
- PAPERLESS OPTION FOR USER WITHOUT A NYS DMV LICENSE OR ID**
 Users must have a VALID photo ID (US passport, driver’s license from another state, unexpired foreign passport etc.)
 User (new staff person) must first register for an account at:
<https://apps.health.ny.gov/pub/usertop.html>
 The user then can be added to your account in the same way as stated above

HCS Account Types

Director: The individual who binds the organization to NYSDOH. It is recommended that your director be your Executive Director

Coordinator: This individual maintains the user accounts of the organization. They are responsible for requesting new accounts and inactivating users. There may be more than one coordinator per sponsor. CACFP recommends this be your sponsor administrator.

Users: Do not have the ability to request new accounts. They have the ability to perform all tasks that are given to them by their Coordinator based on their security rights.

NEW! Paperless HCS User Accounts for non medical professionals OR all those needing access to UAS

Important Information! To enroll using the paperless process, the user must have a valid Photo ID such as a NYS DMV Driver's License, NYS DMV Non-driver Photo ID, Passport, etc. and first register for an account at <https://apps.health.ny.gov/pub/usertop.html>

***** IMPORTANT ***** -- By executing an account request, prospective users of the Health Commerce System are agreeing to abide by the terms of the Security and Use Policy. Account request forms constitute a binding agreement between the NYSDOH and the prospective user, therefore anyone executing an account request should be sure to read and understand terms of these policies before executing the account request.

Request an account	Duties and Responsibilities	Instructions...
Director	Organization Security and Use Policy and User Security and Use Policy	Director
Coordinator		Coordinator
Security Coordinator		Security Coordinator
User (for non medical professionals)	User Security and Use Policy	User
Prescribing Practitioner	Security and Use Policy for Medical Practices	Prescribing Practitioner
Non-prescribing Practitioner	Individual NYS Licensed Practitioner Security and Use Policy	Non-prescribing Practitioner
Automated File Transfer	Organization Security and Use Policy for Public Health Preparedness and Response Applications - accessible when printing the form.	Automated File Transfer

Select Account Type Here

Print User Security and Policy Forms Here

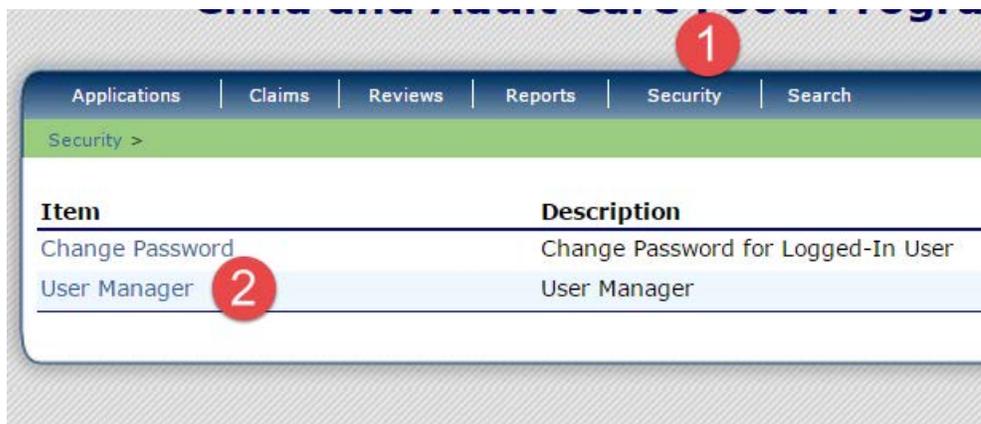
Find Instructions to complete Requests Here

Additional Assistance Provided from HCS:

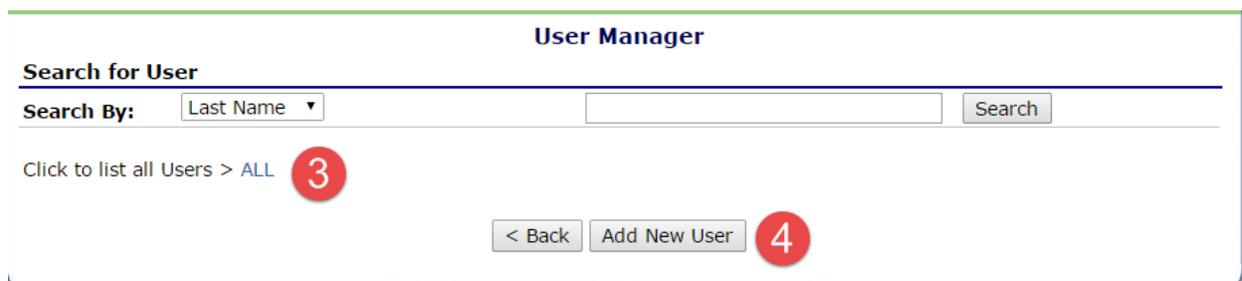
- Check the FAQs
- Call HCS: 1-866-529-1890
- E-Mail HCS: hinhpn@health.state.ny.us
- Refer to the **Help** Menu

Step 2: Adding a New User in CIPS after the HCS Account has been Activated

1. Click on **SECURITY** in the DARK BLUE menu bar
2. Click **USER MANAGER**



3. Click **ALL** to see the current users. Verify that the employee is not already listed. All users are listed including inactive users.
4. If the employee is not on the list, click **ADD NEW USER**



This will then take you to a page to enter the new user information. You will need the HCS activation letter to complete the information.

Applications | Claims | Reviews | Reports | Security | Search | Year | Help | Log Out

Security > User Manager > VIEW | MODIFY

User Profile

User Information

First Name:	<input type="text"/>	All information entered here must match the HCS Account Request Information
Middle Initial:	<input type="text"/>	
Last Name:	<input type="text"/>	
Email Address:	<input type="text"/>	
Phone Number (555-555-5555):	<input type="text"/>	

Login Information

User Name:	<input type="text"/>	The User and Single Sign on name will be the USER ID provided by HCS in the activation letter. Enter password1 for the password. This password will never be used.
Password:	<input type="password"/>	
Confirm Password:	<input type="password"/>	
Require password change next login:	<input checked="" type="checkbox"/>	
Single SignOn Name:	<input type="text"/>	

Security Base

User is an Administrator:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Security Group(s):	<input type="checkbox"/> Sponsor Admin Homes <input type="checkbox"/> Sponsor Home App L2 <input type="checkbox"/> Sponsor Home Claim L1 <input type="checkbox"/> Sponsor Home App L1
Associated to Sponsor(s):	<input checked="" type="checkbox"/> Your Sponsor Name Will Appear Here
Associated to Provider:	<input type="text"/>

Status

User Status:	<input type="text" value="Active"/>
--------------	-------------------------------------

Security Base

This section assigns the different security permissions in CIPS for your new user.

User is an Administrator: This gives the employee the right to add additional users. Click “Yes” to grant that right and “No” if not.

Security Groups: Select these based on the permissions the employee will need to perform their tasks in CIPS. The permissions are as follows:

- Sponsor Home App L1 – This security access has the ability to revise/modify the Sponsor and Provider applications and submit sponsor application changes. This security group can be combined with another group(s).
- Sponsor Home Claim L1 – This security access has the ability to revise/modify the monthly claim and submit the claim to the State for payment. This security group can be combined with another group(s).
- Sponsor Admin Homes – This security access has the greatest security access available. It includes the same permissions as the two groups listed above plus the security screen permissions to add new users.

Additional guidance for the HCS Coordinator responsible for adding new users:

- If you want a staff person to be able to modify the applications and be able to submit the monthly claims, but **NOT** be able to have access to security, then select Sponsor Home App L1 and Sponsor Home Claim L1 and no other check boxes.
- If you want a staff person to only work on claims, then select Sponsor Home Claim L1 and no other check boxes.
- If you want a staff person to only work on application data updates, then select Sponsor Home App L1 and no other check boxes.

The last selection in the Security Base section is the **Associated to Sponsor(s):** field. CIPS will default to your sponsorship’s name.

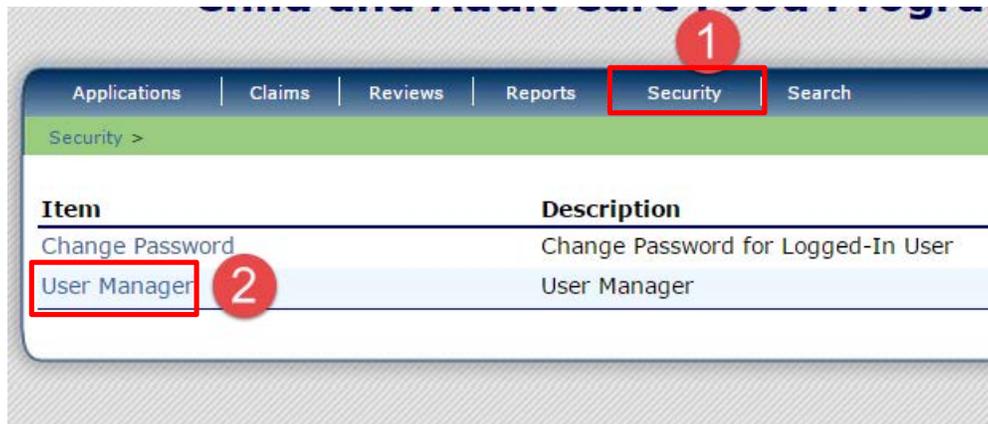
The **Status** field at the bottom of the page should default to **Active** for a new user account. If not, select **Active** when adding a new user.

Click **SAVE** once you have completed all the information. Your new user is now added in CIPS.

[Changing Security Permissions for Staff](#)

A sponsor administrator has the right to customize the security rights of an employee based on which duties the employee needs to perform.

1. In the **DARK BLUE** menu bar, click **SECURITY**
2. Then click **USER MANAGER**
3. Click **ALL** to view the list of current users



User Manager

Search for User

Search By:

Click to list all Users > **ALL**

4. Click on the employee's name to open the User Options Menu
5. Click **USER'S SECURITY RIGHTS**, it will open the Security Rights for that user.

Item	Description
User's Profile	Specific information for the User.
User's Assigned Group(s)	Security Groups assigned to the User.
User's Security Rights	Security settings for the User.
User's Associated Sponsors	Associated Sponsors for the User.
Reset User's Password	Reset the User's password.

CACFP	
Allow	Deny
<input type="radio"/>	<input type="radio"/> CACFP
<input type="radio"/>	<input type="radio"/> Applications
<input type="radio"/>	<input type="radio"/> Sponsor Profile

Notice:

Allow is on the **LEFT**

Deny is on the **RIGHT**

- To change the rights to submit a claim: Click either allow/deny next to **SUBMIT CLAIM FOR PAYMENT-DCH**

<input type="radio"/>	<input type="radio"/>	Delete Provider Claim - DCH
<input type="radio"/>	<input type="radio"/>	Upload Provider Claim - DCH
<input checked="" type="radio"/>	<input checked="" type="radio"/>	Submit Claim for Payment - DCH
<input type="radio"/>	<input type="radio"/>	Claim Summary - DCH

- To change the ability to submit application changes to the State click allow/deny next to **SUBMIT APPLICATION PACKET FOR APPROVAL**

<input type="radio"/>	<input type="radio"/>	Application Packet - DCH Sponsor
<input type="radio"/>	<input type="radio"/>	Application Packet
<input checked="" type="radio"/>	<input checked="" type="radio"/>	Submit Application Packet for Approval
<input type="radio"/>	<input type="radio"/>	DCH Management Plan - History

- All of these security rights can be changed at any time
- Make sure you click **SAVE** at the bottom of the screen. Any changes made will not be applied if this button is not clicked
- Log Out for the changes to be activated

Inactivating Staff

When a staff person leaves employment it is very important that their User Profile be switched to Inactive in CIPS and you then notify HCS.

- In the **DARK BLUE** menu bar, click **SECURITY**
- Click **USER MANAGER**
- Click **ALL** to see all users for your organization.
- Select the employee
- Click **USER PROFILE**
- Change the User Status to **INACTIVE**
- Click **SAVE**
- Alert HCS-call CAMU at 1-866-529-1890 to inactivate the employee’s HCS account.**

Status

User Status:

Inactive ▾

Chapter 2: Provider Applications

Adding a New Provider

Note: A sponsor adds an application for a provider. The State must approve the application.

1. Click on the desired **Program Year**
2. Click **Application**
3. Click **Application-DCH Sponsor**



The screenshot shows a navigation menu with 'Applications' highlighted. Below the menu, a table lists application items. 'Application Packet - DCH Sponsor' is highlighted with a red box and a '2' in a red circle.

Item	Description
Sponsor Profile	CACFP Sponsor Profile Information
Application Packet - DCH Sponsor	DCH Sponsor Applications and Agreement Forms
Advance Requests	Request Sponsor's CACFP Advance(s) for the current year

Currently, there are 3 Program Year(s) available. Select the year you wish to access.

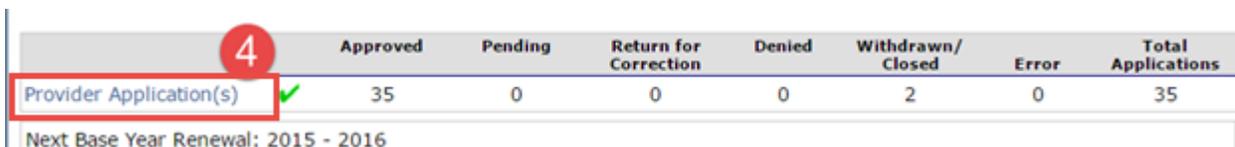
Program Year	Date Range	Application Packet
NEW! 2015 - 2016	10/01/2015 - 09/30/2016	Application Packet on File
3 2014 - 2015	10/01/2014 - 09/30/2015	Application Packet on File
2013 - 2014	10/01/2013 - 09/30/2014	Application Packet on File

< Back

Remember:

CIPS allows changes to be made in different program years. Select the appropriate year to make changes.

4. Click **Provider Applications**



The screenshot shows a summary table for Provider Applications. The 'Provider Application(s)' row is highlighted with a red box and a '4' in a red circle. Below the table, it says 'Next Base Year Renewal: 2015 - 2016'.

	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Provider Application(s)	35	0	0	0	2	0	35

Next Base Year Renewal: 2015 - 2016

5. Click **Add provider**



The screenshot shows the 'Provider Search' form. The 'Add Provider' button is highlighted with a red box and a '5' in a red circle.

Provider Search

Show All Providers or Search By: Search

Include All closed Providers

< Back **Add Provider**

6. Select the provider's license type from the drop down menu
7. Enter the provider's license number
 - a. Licensed/Registered/In Process: "Facility ID #"
 - b. Legally Exempt: "Enrollment #"
 - c. Military or Tribal: No License #
8. Click **Search**

Provider Information

Licensed By/Provider Type

License #: (Complete Number required)

< Back Search

9. Verify the Provider Name and Address are correct and click **Add** to create the provider's application

Provider Information

Licensed By/Provider Type

License #: (Complete Number required)

The following Provider(s) matches the search information entered.

Action	Provider Name	Address
Add	Jane Doe	150 Broadway

10. Click on **License/Reg.**

VIEW | MODIFY

2014 - 2015 Provider Application

1125

This is the CACFP generated provider number. This cannot be changed.

version: Original

Summary **License/Reg.** Tiering Hours/Meals Ethnic/Racial Sponsor Use Only

Item	Item Status	Error(s)	Item Status (State)	Error(s)
A. License / Registration	Not Started	0		0
B. Tiering	Not Started	0		0
C. Hours / Meals	Not Started	0		0
D. Ethnic / Racial	Not Started	0		0
E. Sponsor Use Only	Not Started	0		0

The completed fields on this page are populated from the Child Care Facility System (CCFS) except for military or tribal providers. Pre-populated data cannot be altered.

11. Complete all the fields that are editable then click **Next**.

Summary
License/Reg.
Tiering
Hours/Meals
Ethnic/Racial
Sponsor Use Only

License / Registration Information Section

A1. Provider Type:

A2. License Application Received Date:

A3. Facility ID:

A4. Legally Exempt Provider Type:

A5. Facility Start Date: Capacity:

A6. Facility End Date:

Facility Information

A7. Facility Status: Status Effective Date:

A8. License is Issued to:

	Salutation	First Name	M.I.	Last Name
A9. On-Site Provider:	<input style="width: 50px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 150px;" type="text"/>

A10. On-Site Provider DOB: (mm/dd/yyyy)

A11. DCH Site Email:

A12. DCH Site Phone: Ext: Fax:

A13. DCH Site Address:

A14. DCH Site Address 2:

A15. DCH Site City:

A16. DCH Site State: Zip:

A17. DCH Site County:

Owner Operator Information (If Applicable)

	Salutation	First Name	M.I.	Last Name
A18. Owner Operator:	<input style="width: 50px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 150px;" type="text"/>

A19. Owner Operator DOB: (mm/dd/yyyy)

A20. Owner Operator Email:

A21. Owner Operator Phone: Ext: Fax:

A22. Owner Operator Address 1:

A23. Owner Operator Address 2:

A24. Owner Operator City:

A25. Owner Operator State: Zip:

A26. Owner Operator County:

11

12. Select the correct Tier
13. Complete the **Red Boxed** section for Tier I Providers only
14. Complete the **Blue Boxed** section for Tier II providers only
15. Click **Next**

Summary
License/Reg. ✓
Tiering ✓
Hours/Meals ✓
Ethnic/Racial ✓
Sponsor Use Only ✓

Tiering

B1. The Provider is: Tier I Tier II 12

Note: Tier 1 eligibility must be up to date or CIPS automatically changes the provider and children to Tier 2.

B2. The Provider is TIER I because:

- Income Qualified (IQ)(verified DOH-4161 on file)
- Categorically Eligible (CE)(verified DOH-4161 on file)
- Categorically Eligible/SNAP
- Area School (AS) Qualified for 5 years
- Area Census (AC) Qualified until next census

BEDS Code:

Census Code:

Complete if "AS Qualified for 5 years" is selected

Complete if "AC Qualified until next census" is

Tier I Status: Start Date: End Date: 07/31/2017 13 14 15

If the provider is TIER II reimbursement option is selected:

- Collect and verify a DOH-4160 annually for each child and determine eligibility for all enrolled children
- Collect Categorically Eligible information from Categorically Eligible households
- Provider will receive Tier II rates all meals served

"Start Date" must be the first day of the month

Created By: [REDACTED] on: 10/28/2015 12:31:18 PM Modified By: [REDACTED] on: 10/28/2015 12:31:24 PM

16. Complete the **Hours/Meals** tab without errors to be eligible for participation in CACFP. Then click **Next** when finished

Version: Original

[Summary](#) | [License/Reg.](#) | [Tiering](#) | **Hours/Meals** | [Ethnic/Racial](#) | [Sponsor Use Only](#)

Schedule

C1. A. Months of Operation (Check all that apply)

All: Jan: Feb: Mar: Apr: May: Jun:
 Jul: Aug: Sep: Oct: Nov: Dec:

B. Days of Operation (Check all that apply)

Mon-Fri:
 Mon: Tue: Wed: Thu: Fri: Sat: Sun:

Usual Schedule

C2. Schedule the Provider is open

Time Open: 5:30 AM Time Close: 5:30 PM

C3. Hours meals are served

Meals	Start Time	Shifts	2nd Start Time
<input checked="" type="checkbox"/> Breakfast	6:00 AM	<input type="checkbox"/>	
<input checked="" type="checkbox"/> AM Snack	10:00 AM	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Lunch	12:30 PM	<input type="checkbox"/>	
<input checked="" type="checkbox"/> PM Snack	3:00 PM	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Supper	5:00 PM	<input type="checkbox"/>	
<input type="checkbox"/> LN Snack		<input type="checkbox"/>	

Holiday, Weekend, or School Vacation Schedule

C4. Schedule the Provider is open

Check if the same as Usual Schedule

Time Open: 5:30 AM Time Close: 5:30 PM

C5. Select the Holidays the Provider is closed

<input type="checkbox"/> New Year's Day - January 1st	<input checked="" type="checkbox"/> Thanksgiving Day - observed 4th Thursday of November
<input type="checkbox"/> Martin Luther King Day - observed 3rd Monday in January	<input checked="" type="checkbox"/> Christmas Day - December 25th
<input type="checkbox"/> President's Day - observed 3rd Monday in February	<input type="checkbox"/> Good Friday - Friday before Easter
<input type="checkbox"/> Memorial Day - observed Last Monday of May	<input type="checkbox"/> Rosh Hashanah - in Sept. or October
<input type="checkbox"/> Independence Day - July 4th	<input type="checkbox"/> Yom Kippur - in Sept. or October
<input type="checkbox"/> Labor Day - observed 1st Monday in September	<input type="checkbox"/> Passover - 1st two days and last two days (in the Spring)
<input type="checkbox"/> Columbus Day - observed 2nd Monday of October	<input type="checkbox"/> Succos (Sukkot) - 1st two days and last two days (Sept. or October)
<input type="checkbox"/> Veteran's Day - November 11th	<input type="checkbox"/> Ramadan - 1st day of Islamic Fasting

C6. Hours meals are served

Check if the same as Usual Schedule

Meals	Start Time	Shifts	2nd Start Time
<input checked="" type="checkbox"/> Breakfast	6:00 AM	<input type="checkbox"/>	
<input checked="" type="checkbox"/> AM Snack	10:00 AM	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Lunch	12:30 PM	<input type="checkbox"/>	
<input checked="" type="checkbox"/> PM Snack	3:00 PM	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Supper	5:00 PM	<input type="checkbox"/>	
<input type="checkbox"/> LN Snack		<input type="checkbox"/>	

Created By: [REDACTED] 5:30:10 PM Modified By: [REDACTED] 9:30 AM

[Previous](#) | [Next](#) | **16**

The **Ethnic/Racial** tab will need to be completed next

17. Select the **Provider's Ethnicity** from the drop down menu
18. Select the **Race** from the drop down menu
19. Click **Next**

Summary License/Reg. Tiering Hours/Meals **Ethnic/Racial** Sponsor Use Only

Ethnic/Racial

D1. *By visual observation, using your best judgement, first count the number of children in care at this home in each ethnic category:*

	Count
HISPANIC OR LATINO - A person of Cuban, Mexican, Puerto Rican, South or Central South American, or other Spanish culture or origin, regardless of race.	0
NOT HISPANIC OR LATINO	0

D2. **Now also indicate the racial category for each child.**

	Count
AMERICAN INDIAN OR ALASKAN NATIVE - A person having origins in any of the original peoples of North or South America, and who maintains tribal affiliations or community attachment (includes Aleuts and Eskimos).	0
ASIAN - A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent. This area includes China, Japan, Korea, India and the Philippine Islands.	0
BLACK OR AFRICAN AMERICAN - A person having origins in any of the black racial groups of Africa.	0
NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER - A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.	0
WHITE - A person having origins in any of the original peoples of Europe, North Africa or the Middle East.	0

D3. **Provider's Ethnic/Racial Category**

Ethnicity: Race:

Created By: [redacted] on: 1/16/2015 9:20:16 AM Modified By: [redacted] on: 1/16/2015 9:50:13 AM

Previous **Next** Cancel

Note: The ethnic and racial counts will roll up from the child enrollment forms as you revise the provider application.

The final tab is **Sponsor Use Only**

20. This area needs to be completed without error
21. Click **Finish** when completed to submit the provider application.

Summary License/Reg. Tiering Hours/Meals Ethnic/Racial **Sponsor Use Only**

Sponsor Use Only

E1. Application Effective Date:

E2. Preapproval Visit Date:

E3. Provider signed DOH-3705 Date:

E4. Sponsor signed DOH-3705 Date:

E5. Monitor:

E6. Facility ID Change:

E7. Application Status:

Created By: [redacted] on: 1/16/2015 9:20:16 AM Modified By: [redacted] on: 1/16/2015 9:52:41 AM

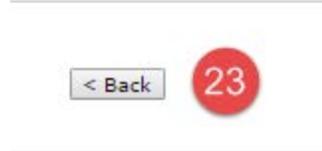
Previous **Finish** Cancel

22. Click **Finish** on the next screen when you see **The Provider Application has been saved**

All tabs should now have a green check mark to indicate they were completed correctly.



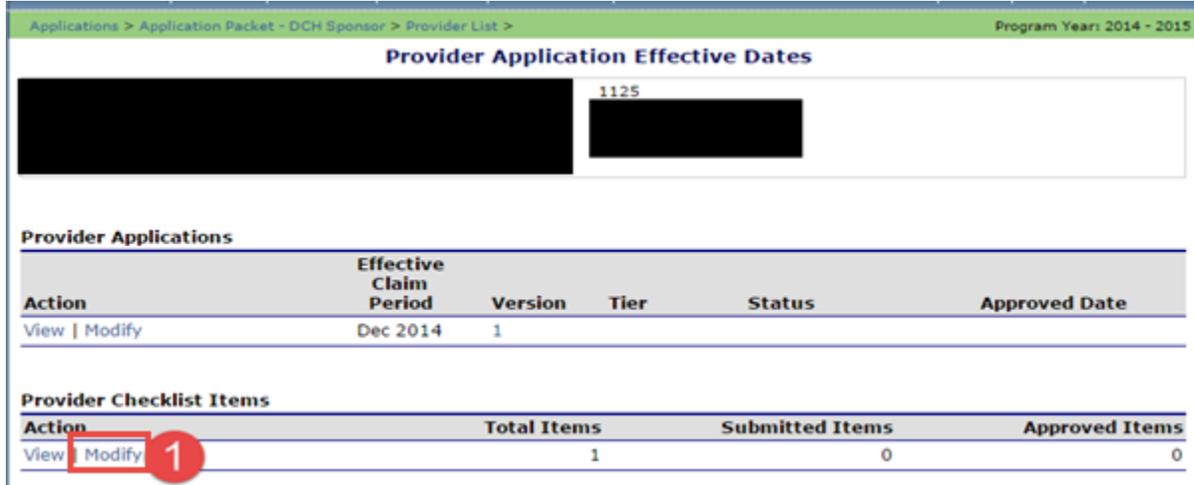
23. Click **Back** to complete the **Application Checklist**



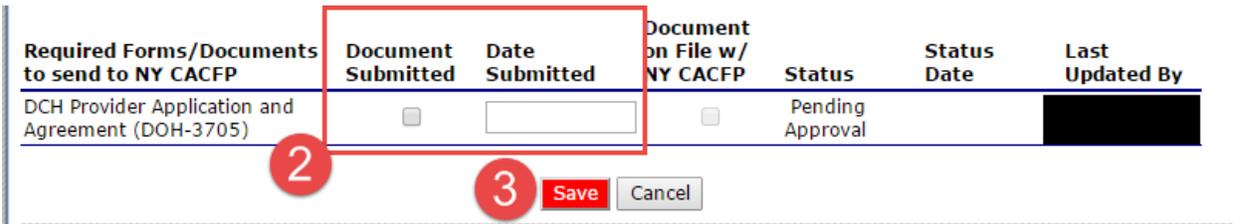
Completing the Application Checklist

The **Application Checklist** is located in the **Provider Application Effective Dates** Screen

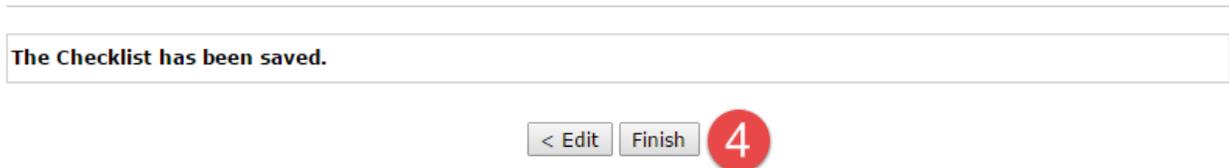
1. Click **Modify**



2. Complete the **Red Boxed** areas
3. Click **Save**



4. Click **Finish**



Action	Provider #	Provider	Tier	Facility ID/ Type	Provider Status/ Application Status	CCFS Date/Status
Details	[Redacted]	[Redacted]	Tier I	[Redacted] Registered	Active/ Submitted	10/15/15 Registered

Note: the Provider Application Status is **Submitted** and there is 1 submitted checklist item.

5. Click **Back** to return to the Day Care Home (DCH) Provider List page



How to Revise a Provider Application

Note: You can revise and approve provider application revisions (with the exception of Facility ID changes)

1. Select the desired program year
2. Click **Applications** in the **DARK BLUE** menu bar
3. Click **Application Packet-DCH Sponsor**
4. Click **Provider Applications**
5. Search for the provider

Provider Search

Show All Providers or Search By: 5

Include All closed Providers

6. Click on **Details**

Providers: 1

Action	Provider #	Provider	Tier	Facility ID/ Type	Provider Status/ Application Status	CCFS Date/Status
Details	1051	[REDACTED]	Tier II	[REDACTED] Registered	Active/ Approved	Registered

6

7. Click **Revise Application**

Provider Applications

Action	Effective Claim Period	Version	Tier	Status	Approved Date
View	Dec 2014	9	Tier I	Approved	1/5/2015
View	Dec 2014	8	Tier I	Approved	12/16/2014
View	Oct 2014	7	Tier I	Approved	10/27/2014
View	Oct 2014	6	Tier I	Approved	10/24/2014
View	Aug 2014	5	Tier I	Approved	8/27/2014
View	Feb 2013	4	Tier I	Approved	2/28/2013
View	Feb 2013	3	Tier I	Approved	2/6/2013
View	Dec 2012	2	Tier I	Approved	12/12/2012
View	Oct 2011	1	Tier I	Approved	10/1/2011

Provider Checklist Items

Action	Total Items	Submitted Items	Approved Items
View Modify	0	0	0

6

8. Click on the tab where the change needs to be made

Version: 9

Summary License/Reg. Tiering Hours/Meals Ethnic/Racial Sponsor Use Only New Version

Item	Item Status	Error(s)	Item Status (State)	Error(s)
A. License / Registration	Approved	0	Approved	0
B. Tiering	Approved	0	Approved	0
C. Hours / Meals	Approved	0	Approved	0
D. Ethnic / Racial	Approved	0	Approved	0
E. Sponsor Use Only	Approved	0	Approved	0

Created By: [REDACTED] : 1/2/2015 6:45:01 AM Modified By: [REDACTED] : 1/5/2015 8:45:05 AM

9. Make the change that is needed within the application
10. Click **Next** at bottom of screen until you reach the **Sponsor Use Only** tab
11. Verify the effective date is correct for the change (this is the date when the change occurred)
12. Change the Application Status to **Approved**
13. Click **Finish**

The screenshot shows the 'Sponsor Use Only' tab of an application form. The form contains the following fields:

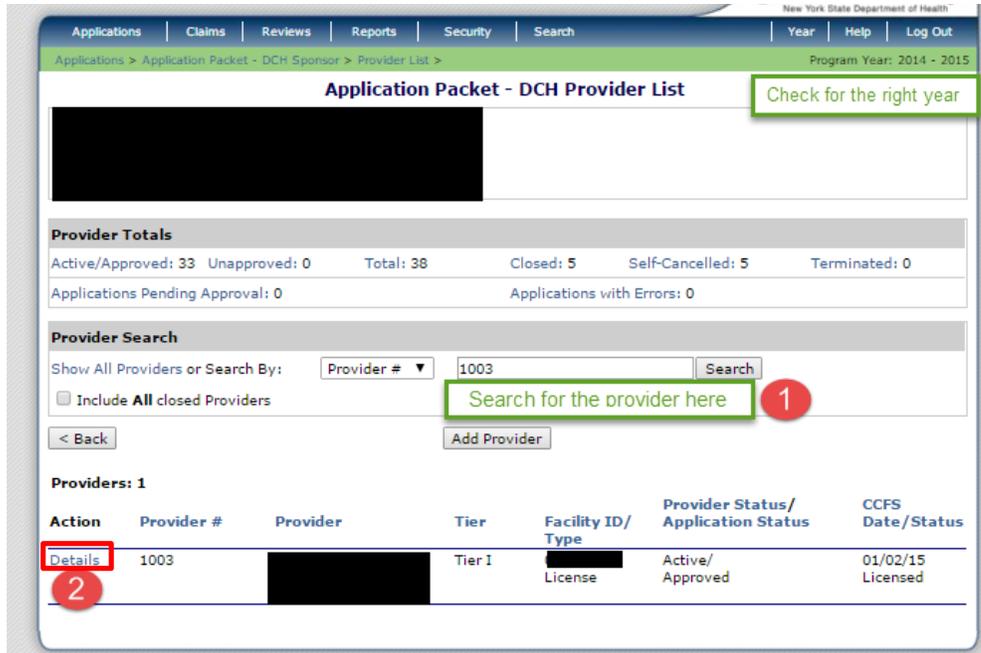
- E1. Application Effective Date: 09/01/2014 (highlighted with a red box and callout 11)
- E2. Preapproval Visit Date: 08/14/2014
- E3. Provider signed DOH-3705 Date: 08/14/2014
- E4. Sponsor signed DOH-3705 Date: 08/14/2014
- E5. Monitor: BT
- E6. Facility ID Change: [Redacted]
- E7. Application Status: Approved (highlighted with a red box and callout 12)

At the bottom of the form, there are three buttons: 'Previous', 'Finish' (highlighted with a red box and callout 13), and 'Cancel'. A large red starburst graphic on the right side of the form contains the text: 'Important: DO NOT forget to change the Application Effective Date'.

Closing a Provider

Note: These are the steps to close a provider that you know will be closing and has not been automatically closed by CCFS

1. Locate the provider application for the closing provider
2. Click on **Details**



New York State Department of Health

Applications | Claims | Reviews | Reports | Security | Search | Year | Help | Log Out

Applications > Application Packet - DCH Sponsor > Provider List > Program Year: 2014 - 2015

Application Packet - DCH Provider List

Check for the right year

Provider Totals

Active/Approved: 33	Unapproved: 0	Total: 38	Closed: 5	Self-Cancelled: 5	Terminated: 0
Applications Pending Approval: 0			Applications with Errors: 0		

Provider Search

Show All Providers or Search By: Provider # 1003 Search

Include All closed Providers

Search for the provider here

1

2

3. Click **Close Provider**

View	Aug 2014	5	Tier I	Approved	8/27/2014
View	Feb 2013	4	Tier I	Approved	2/28/2013
View	Feb 2013	3	Tier I	Approved	2/6/2013
View	Dec 2012	2	Tier I	Approved	12/12/2012
View	Oct 2011	1	Tier I	Approved	10/1/2011

Provider Checklist Items

Action	Total Items	Submitted Items	Approved Items
View Modify	0	0	0

< Back
Roster
Visit
Revise Application
SD Info
Close Provider

3

4. Enter **Closed or Terminated Date, Code and Reason**
5. Click **Save**

Agreement Information

Closed/Terminated Date: (mm/dd/yyyy)

Closed/Terminated Code:

Closed/Terminated Reason: 4

Comment(s):

5

Provider closure information has been saved.
The Provider's enrollment was closed with code: 'Provider Closed' as of: 01/21/2015.

Note: A successful closure will show the date the provider has closed and an approved application status

Details	1016	[Redacted]	Tier I	[Redacted] License	Closed/ Approved	10/25/14 Closed
Details	1025	[Redacted]	Tier II	[Redacted]	Active/	08/20/15

Chapter 3: Child Information

Adding a New Child

Children can be added immediately following saving the Provider’s Application using **Enrollment Forms**. The enrollment forms cannot be deleted once they are approved.

****Be sure the Application Packet is in the desired program year. ****

1. Locate the provider’s application that you need to add children to
2. Click **Details**

Action	Provider #	Provider	Tier	Facility ID/ Type	Provider Status/ Application Status	CCFS Date/Status
Details	1001	[REDACTED]	Tier I	[REDACTED] Registered	Active/ Approved	Registered

3. Click **Roster**

Provider Applications

Action	Effective Claim Period	Version	Tier	Status	Approved Date
View	Oct 2014	2	Tier I	Approved	11/12/2014
View	Oct 2011	1	Tier I	Approved	10/1/2011

Provider Checklist Items

Action	Total Items	Submitted Items	Approved Items
View Modify	0	0	0

4. Click **Add Child** at the bottom of the page

5. The child information page must be completed without errors to be eligible for participation

Child Information

The form opens in the **modify** mode

Version: Original

The CACFP Participant Number is generated by CIPS

Child Information

1. **Participant Number:**
2. **First Name:** **M.I.:** **Last Name:**
3. **DOB:** **Gender:**
4. **Ethnicity:** **Race:**
5. **Primary Language Spoken at Home:**
6. **Child Residency:** Resident Child Non-Resident Child
7. Check if any of these apply:
 - Child is related to provider
 - Child of Migrant Farm Worker
 - Foster Child
 - Special Needs**
8. **Infant Feeding Statement**
 - The Parent will supply breast milk or formula
 - The Parent will supply all infant's food
 - The Provider will supply formula
 - The Provider will supply infant's food

Must verify paperwork is on file

If under 12 months of age validation of form is

Must verify paperwork is on file

Contact Information for Parent / Guardian 1 (Child's Primary Residence)

9. **Name:**
10. **Email Address:**
11. **Phone:** **Ext:**
12. **Alt Phone:** **Ext:**
13. **Address 1:**
14. **Address 2:**
15. **City:**
16. **State:** **Zip:**
17. **County:**

Parent/Guardian 1 contact info must be completed.

Note: Complete the Parent/Guardian 2 Information if applicable

Hours/Days/Meals Add the start date of care. (The end date will be the last day the child is on care and

27. Days child is normally in care:
 Mon-Fri: Mon Tue Wed Thu Fri Sat Sun

28. Date Care Begins: Date Care Ends:

29. Usual Meals Served and Schedule Attending:

Meals		Snacks		Time 1		Time 2	
<input type="checkbox"/>	Breakfast	<input type="checkbox"/>	AM Snack	Begin	<input type="text"/> :00	Begin	<input type="text"/> :00
<input type="checkbox"/>	Lunch	<input type="checkbox"/>	PM Snack	End	<input type="text"/> :00	End	<input type="text"/> :00
<input type="checkbox"/>	Supper	<input type="checkbox"/>	Evening Snack				

30. Holiday, Weekend, or School Vacation Meals Served and Scheduled:

Meals		Snacks		Time 1		Time 2	
<input type="checkbox"/>	Breakfast	<input type="checkbox"/>	AM Snack	Begin	<input type="text"/> :00	Begin	<input type="text"/> :00
<input type="checkbox"/>	Lunch	<input type="checkbox"/>	PM Snack	End	<input type="text"/> :00	End	<input type="text"/> :00
<input type="checkbox"/>	Supper	<input type="checkbox"/>	Evening Snack				

31. Does Child Attend School? Yes No

School Name:

Time 2 applies to a child who leave and returns in one day: Meaning 2 start times and two end times

Note: The **Sponsor's Internal Use Only** section can only be completed when the form is "Internal Use Only" mode. You must have administrative access to enter this information.

6. Click **Save** to finish

Sponsor's Internal Use Only

Eligibility
 Child Eligibility: Eligible InEligible

Tiering
 Provider Tier: Tier I
 Child Tier: Tier I Begin: Tier I End:
 Tier I Qualifier:
 Child Subsidy Number: Child Subsidy End Date:

Enrollment
 Child Enrollment: Pending
 Enrollment Begins: Enrollment Ends:

Transfer Information
 Transfer To: Transfer Reason:
 Begin Date: End Date:

Forms on File

- Infant Feeding Statement (CACFP-121)
- Income Eligibility Form - Resident Child (DOH-4161)
- Enrollment Form (DOH-4419)
- Income Eligibility Form - Non-Resident in Tier II Home (DOH-4160)
- Medical Document if Special Needs

Form Settings
 Form Status: Pending Validation Form Effective Date: 10/01/2014

Comments

Comments to Sponsor:

Comments to Provider:

Created By: [redacted] 1/23/2015 9:02:15 AM Modified By: [redacted] 1/23/2015 9:02:16 AM

6

Correcting Enrollment Form Errors

If an enrollment form has been entered with errors, this message will appear prompting you to edit the enrollment form. You **MUST** fix the errors.



1. Click on **Edit** to correct the errors
2. The error descriptions in **RED** indicate which areas on the form need to be addressed
3. The warning descriptions in **Blue** are reminders for you

Code	Error Description
318003	Gender is required.
318009	At least one Infant Feeding Statement must be selected if the child is less than one year old.
318050	Basic information for parent/guardian 1 (name, phone, address, county) is required.

Code	Warning Description
318061	"Enrollment Form (DOH-4419)" form is required but has not been received.

Version: Original

Child Information

1. Participant Number:

2. First Name: M.I.: Last Name:

3. DOB: Gender:

4. Ethnicity: Race:

5. Primary Language Spoken at Home:

6. Child Residency: Resident Child Non-Resident Child

7. Check if any of these apply:

<input type="checkbox"/> Child is related to provider	<input type="checkbox"/> Child of Migrant Farm Worker
<input type="checkbox"/> Foster Child	<input type="checkbox"/> Special Needs

8. Infant Feeding Statement:

<input type="checkbox"/> The Parent will supply breast milk or formula	<input type="checkbox"/> The Parent will supply all infant's food
<input type="checkbox"/> The Provider will supply formula	<input type="checkbox"/> The Provider will supply infant's food

- Once the errors have been corrected click **Save**
- Click **Finish** to electronically submit the Child Enrollment Form

Note: A paper copy of this form must be maintained on file.

The Child Information form cannot be approved until the **Sponsor’s Internal Use Only** section is completed once the paper copy is received from the provider.

Enrollment Form Approval

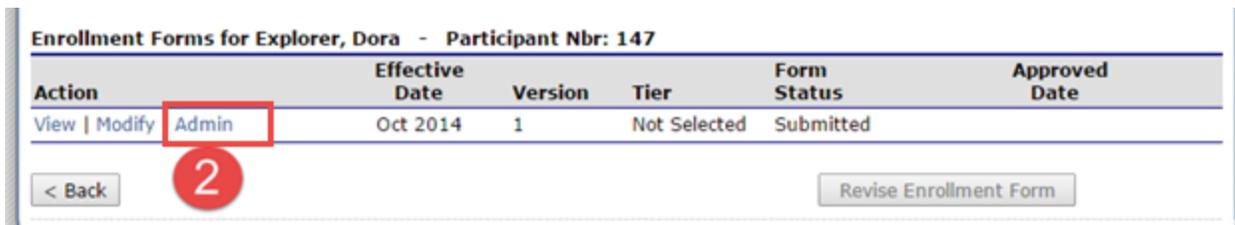
****This requires Sponsor Administrative Access****

- Click on **Details**



Note: The child’s enrollment status is pending/submitted

- Click **Admin**



3. Scroll to the bottom section and complete **Sponsor's Internal Use Only**

The following areas in **Red** must be completed

4. Click **Save Internal Use Only**

5. Click **Finish**

Sponsor's Internal Use Only

Eligibility
 Child Eligibility: Eligible InEligible

Tiering
 Provider Tier: Tier I
 Child Tier: Tier I Begin: Tier I End:
 Tier I Qualifier: Complete if a child receives subsidy
 Child Subsidy Number: Make sure you enter an Enrollment Begins Date
 Child Subsidy End Date:

Enrollment
 Child Enrollment: Active Make sure you enter an Enrollment Begins Date
 Enrollment Begins: Enrollment Ends:

Transfer Information
 Transfer To: Transfer Reason:
 Begin Date: End Date:

Forms on File
 Infant Feeding Statement (CACFP-121) Check to indicate paper forms are on file.
 Income Eligibility Form - Resident Child (DOH-4161)
 Enrollment Form (DOH-4419)
 Income Eligibility Form - Non-Resident in Tier II Home (DOH-4160)
 Medical Document if Special Needs

Form Settings
 Form Status: Approved Form Effective Date: 10/01/2014

Comments
 Comments to Sponsor:
 Comments to Provider:

Created By: on: 10/29/2015 2:00:56 PM Modified By: 4 on: 10/29/2015 2:00:56 PM

Important: Review and change the form effective date.

The Child Information has been saved.

5

Revising Enrollment

1. Navigate to the provider's **Roster**

Provider Checklist Items

Action	Total Items	Submitted Items	Approved Items
View Modify	0	0	0

< Back
Roster
 Visit
 Revise Application
 SD Info
 Close Provider

2. Locate the child and click **Details**
3. Click **Revise Enrollment Form**

Enrollment Forms for Explorer, Dora - Participant Nbr: 147

Action	Effective Date	Version	Tier	Form Status	Approved Date
View	Oct 2014	1	Tier I	Approved	1/23/2015

< Back
Revise Enrollment Form
3

VIEW | MODIFY | DELETE | INTERNAL USE ONLY

[Show Changes](#)

Child Information

This form can be deleted if it

Code	State Only Warning Description
318610	Form Effective Date must be reviewed.

This warning is a notification for the user. The **Form Effective Date** is populated when the form is created and can be changed when approving the form.

Version: 3
Note the new version

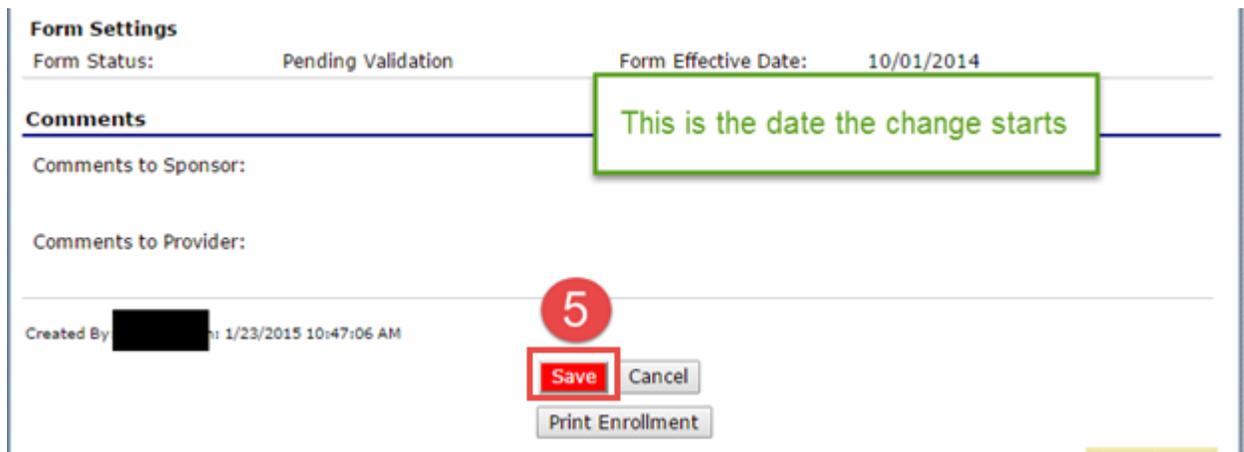
Child Information

- Participant Number:
- First Name: M.I.: Last Name:
- DOB: Gender:
- Ethnicity: Race:
- Primary Language Spoken at Home:
- Child Residency: Resident Child Non-Resident Child
- Check if any of these apply:

<input type="checkbox"/> Child is related to provider	<input type="checkbox"/> Child of Migrant Farm Worker
<input type="checkbox"/> Foster Child	<input type="checkbox"/> Special Needs
- Infant Feeding Statement:

<input checked="" type="checkbox"/> The Parent will supply breast milk or formula	<input type="checkbox"/> The Parent will supply all infant's food
<input type="checkbox"/> The Provider will supply formula	<input checked="" type="checkbox"/> The Provider will supply infant's food

4. Make the change needed on the page
5. Click **Save**



6. Click **Finish**

The revision must now be approved the same way that a new Enrollment form has to be approved. This requires Sponsor Administrative Access.

7. Click **Details** for the child in the roster
8. Click **Admin**
9. Scroll down to the **Sponsor Internal Use Only** section and verify all information
10. Change the **Form Status** to **Approved**
11. ****Review the Form Effective Date: This should be the first day of the month that the change is effective in. Change if needed. ****
12. Click **Save Internal Use Only**
13. Click **Finish**

When you return to the roster page this child will have Version 2 in the approved status.

View	Jun 2013	2	Tier I	Approved	6/20/2013
View	Oct 2012	1	Tier I	Approved	

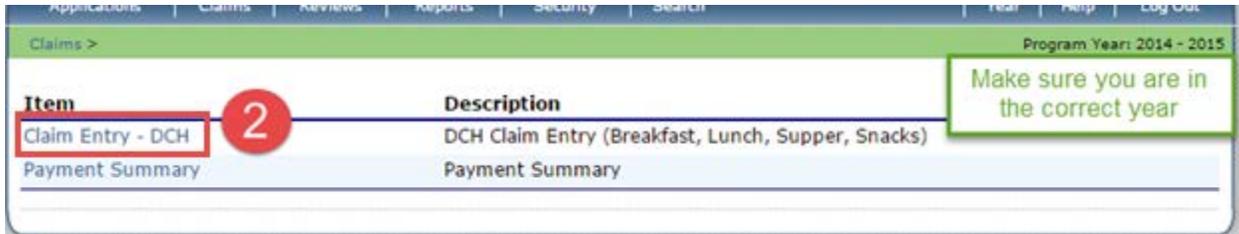
< Back Revise Enrollment Form

Chapter 4: Claims

Submitting an Original Claim

1. Click **Claim** in the **Dark Blue** menu bar
2. Click **Claim Entry-DCH** from the menu list

This brings you to the claim summary for the **Current Fiscal Year**



Applications | Claims | Reviews | Reports | Security | Search | Year | Help | Log Out

Claims > Program Year: 2014 - 2015

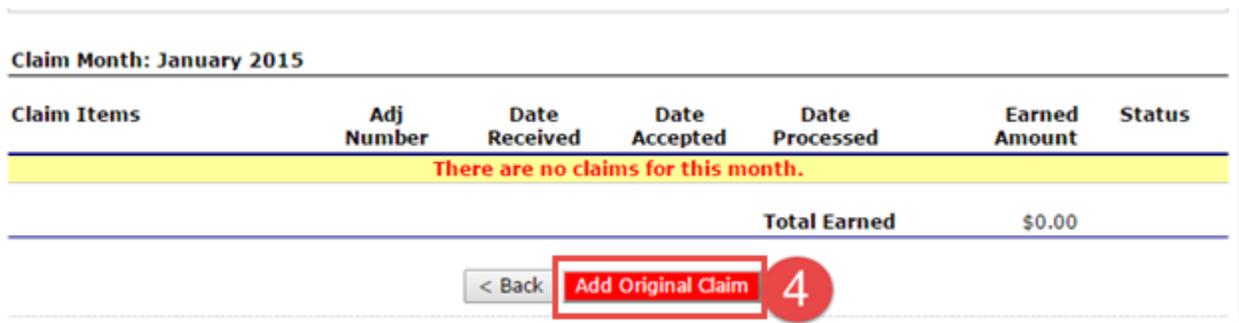
Item	Description
Claim Entry - DCH	DCH Claim Entry (Breakfast, Lunch, Supper, Snacks)
Payment Summary	Payment Summary

Make sure you are in the correct year

3. Click the month of the claim you need to enter.

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Oct 2010	1	Processed	01/24/2011	01/27/2011	\$32,363.03
Nov 2010	0	Processed	01/03/2011	01/06/2011	\$31,643.86
Dec 2010	2	Processed	03/30/2011	04/05/2011	\$31,733.99
Jan 2011	1	Processed	03/30/2011	04/05/2011	\$32,465.22
Feb 2011	1	Processed	05/04/2011	06/09/2011	\$33,344.58
Mar 2011	0	Processed	05/04/2011	05/12/2011	\$39,539.09
Apr 2011	0	Processed	06/06/2011	06/09/2011	\$37,604.14
May 2011	0	Processed	07/05/2011	07/12/2011	\$39,139.62
Jun 2011					\$0.00
Jul 2011					\$0.00
Aug 2011					\$0.00
Sep 2011					\$0.00
Year to Date Totals					\$277,833.53

4. Click **Add Original Claim**



Claim Month: January 2015

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**

On the next screen enter the following figures:

5. Number of Participating Day Care Homes by Tier
6. Number of Days Meals Served by Tier
7. Average Daily Attendance by Tier

Month/Year Claimed	Adjustment Number	Date Received	MIR Date	Date Accepted	Date Processed	Reason Code
Jun 2011	0					
Voucher #						

Attendance Reporting

	Tier I	Tier II High	Tier II Low	Tier II Mix	Total
1. Number of Participating Homes:	71	5			71
2. Total Attendance:	8,079				8,079
3. Number of Days Meals Served:	22	6			22
4. Average Daily Attendance:	367.23	7			367.23

8. Next, enter the number of Breakfasts, AM Snack, Lunch, PM Snack, Supper, and Night Snack totals for each category.
 - If you do not have your snacks separated individually, put the total # of snacks in the Total Meals Column of the Night Snacks category (shown below)

Meals Served

	Tier I	Tier II High	Tier II Low	Total Meals
5. Breakfast:	16,415	1,152	4,488	22,055
6. AM Snack:				0
7. Lunch:	15,166	1,018	4,277	20,461
8. PM Snack:				0
9. Supper:	1,992	127	85	2,204
10. Night Snack:	20,891	1,489	5,532	27,912

9. Click **Save and Continue**
10. In the Claims Cost Details Section enter your **Administrative Costs** for THE CURRENT MONTH ONLY.
11. Click **Save and Validate Claim**

payment address

Month/Year Claimed	Adjustment Number	Date Received	MIR Date	Date Accepted	Date Processed	Reason Code
Jun 2011	0					
Voucher #						

Day Care Home Administrative Costs

	Current Month's Costs	YTD Costs (excludes current)	Annual Budget Amount
1. Personnel	12536.24	54,424.70	97,975.00
2. Operating Costs	215.64	664.84	665.00
3. Allocated Expenses		0.00	0.00
4. Travel		0.00	0.00
5. Training		0.00	0.00
6. Professional Service		0.00	0.00
7. Capital Outlay		0.00	0.00
8. Other		0.00	0.00
9. Indirect		0.00	0.00
Total	12,751.88	55,089.54	98,640.00

Final Expenditure Report

12. You will now see a summary of your claim information. Read the Certification Statement and check the box.

13. Click **Submit for Payment**

Attendance Reporting					
	Tier I	Tier II High	Tier II Low	Tier II Mix	Total
1. Number of Participating Homes:	71	0	0	0	71
2. Total Attendance:	8,079				8,079
3. Number of Days Meals Served:	22				22
4. Average Daily Attendance:	367.23	0.00	0.00	0.00	367.23

Meals Served					
	Tier I	Tier II High	Tier II Low	Total Meals	
5. Breakfast:	2,692	0	0	2,692	
6. AM Snack:	2,301	0	0	2,301	
7. Lunch:	7,034	0	0	7,034	
8. PM Snack:	4,256	0	0	4,256	
9. Supper:	4,724	0	0	4,724	
10. Night Snack:	495	0	0	495	

Cost Information			
	Current Month's Costs	YTD Costs (excludes current)	Annual Budget Amount
Totals	\$12,751.88	\$55,089.54	\$98,640.00

Certification 12

I certify, to the best of my knowledge and belief, that this claim is true and correct in all respects; that records are available to support this claim; that it is in accordance with the terms and conditions of existing agreements; and that payment therefore has not been received. I recognize that I will be fully responsible for any excess amount that may result from erroneous or neglectful reporting herein. Also, I am aware that deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

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Note: If you forget to check the Certification box, you will receive this error message. Click the check box to remove the error.

Input Errors

[N] Certification must be checked to submit the claim for payment.

After the claim has been submitted, the screen below appears.

14. It shows the **Date Received**, **MIR Date**, and the **Date Accepted**. The **Date Processed** will populate when the NYS CACFP has placed the claim into a payment schedule.
15. It also shows the month of the claim and the **Total Claim Earnings**. This is the amount of only this claim, as it was entered. No adjustments, such as, advance payments/recoveries or review recoveries are included in this dollar amount.
16. Click **Finished**

**Day Care Home Program
Claim Month Details for June 2011**

payment address

Month/Year Claimed	Adjustment Number	Date Received	MIR Date	Date Accepted	Date Processed	Reason Code
Jun 2011	0	08/15/2011	08/15/2011	08/22/2011		Original

Voucher #

Confirmation Number: **ADBJJB**

Thank you for your **June 2011** Claim Submission.

Total Claim Earnings: **\$40,698.56**

An email confirmation has been sent to:

Note: CIPS sends a confirmation e-mail to the Payment Contact e-mail listed in the Sponsor Application. Be sure to update and make changes when the sponsor administrator changes.

17. Click **Summary** to view the information that was just entered in the claim.

Claim Month: June 2011

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View Summary	0	08/15/2011	08/22/2011		\$40,698.56	Accepted
Total Earned					\$40,698.56	

After the State has placed the claim into a payment schedule, your **Claim Month Details** screen will show the **Status** of the claim as **Processed** and the **Date Processed** is populated. The **Modify** option is gone and the **Add Revision** button is available to submit an adjusted claim.

Claim Month: June 2011

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View Summary	0	08/15/2011	08/22/2011	08/24/2011	\$40,698.56	Processed
Total Earned					\$40,698.56	

Making Changes to an Existing Claim

You can make changes to a claim if any corrections are needed or if the claim is incomplete. The steps used depend on the status of the claim.

If the Claim Status is **Pending** or **Accepted** in Claim Month Details, you can **Modify** the claim.

If the Claim Status is **Accepted*** (note the asterisk) or **Processed** in Claim Month Details, you must submit an Adjusted Claim by clicking **Add Revision**

Modifying a Claim

A claim can be **Modified** when it is in the **Pending** or **Accepted** Status

1. Click the Claim Month you want to Modify in the Claim Year Summary

Note: In this image both July and August can be modified

Jul 2011	1	0	Accepted	08/11/2011	\$38,080.00
Aug 2011		0	Pending	08/18/2011	\$15,673.00

2. Click **Modify**

Claim Month: July 2011						
Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View Modify Summary	0	08/11/2011	08/24/2011		\$66,518.46	Accepted
Total Earned					\$66,518.46	

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3. Make the necessary changes needed to the claim data that you entered

Month/Year Claimed	Adjustment Number	Date Received	MIR Date	Date Accepted	Date Processed	Reason Code
Jul 2011	0	08/11/2011	08/11/2011			Original
Voucher #						
Attendance Reporting						
		Tier I	Tier II High	Tier II Low	Tier II Mix	Total
1. Number of Participating Homes:		45	0	0	0	45
2. Total Attendance:		28,512				28,512
3. Number of Days Meals Served:		27				27
4. Average Daily Attendance:		1,056.00	0.00	0.00	0.00	1,056.00
Meals Served						
		Tier I	Tier II High	Tier II Low	Total Meals	
5. Breakfast:		23,568			23,568	
6. AM Snack:					0	
7. Lunch:		19,547			19,547	
8. PM Snack:					0	
9. Supper:		1,259			1,259	
10. Night Snack:		27,658			27,658	

4. When finished, click **Save and Continue to Costs**
5. You may update Current Month's Costs, then click **Save and Validate Claim**
6. Read the Certification Statement and check the Certification Box
7. Click **Submit for Payment**, click **Finished**

Creating an Adjusted Claim

An Adjusted or Revised Claim is made when the claim is in the **Accepted*** or **Processed** status

1. Click on the month of the claim you wish to modify in the Claim Year Summary

May 2011	1	0	Processed	07/05/2011	07/12/2011	\$39,139.62
Jun 2011		0	Processed	08/15/2011	08/24/2011	\$40,698.56
Jul 2011		0	Accepted	08/11/2011		\$101,348.26

NOTE: In the above picture, the July claim has the same status as it did in the "Modify a Claim" process. However, when you click on it, notice that there is an asterisk (*) following the status of **Accepted** and a notation that the claim is currently being processed (see below). This means the State has locked the claim and begun the payment process. The claim can no longer be modified.

2. Click **Add Revision** to create an adjusted claim. This will display the same claim data you entered previously.

Claim Month: July 2011						
Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View Summary	0	08/11/2011	08/18/2011		\$38,080.00	Accepted*
* Claim(s) is currently being processed.						
Total Earned					\$38,080.00	

2

Note:

Increase or Decrease the data as needed. The adjusted claim should be a cumulative total of all previous claims plus/minus this current claim.

DO NOT use negative numbers to reduce the claim previously submitted. Simply reduce what is there to the number it should be.

3. The Adjustment Number is **1** indicating it is the first adjusted claim for July.

Month/Year Claimed	Adjustment Number	Date Received	MIR Date	Date Accepted	Date Processed	Reason Code
Jul 2011	1 3		08/11/2011			
Voucher #						

Attendance Reporting

	Tier I	Tier II High	Tier II Low	Tier II Mix	Total
1. Number of Participating Homes:	44	0	0	0	44
2. Total Attendance:	25,893				25,893
3. Number of Days Meals Served:	27				27
4. Average Daily Attendance:	959.00	0.00	0.00	0.00	959.00

Meals Served

	Tier I	Tier II High	Tier II Low	Total Meals
5. Breakfast:	22,468			22,468
6. AM Snack:				0
7. Lunch:	19,025			19,025
8. PM Snack:				0
9. Supper:	1,259			1,259
10. Night Snack:	25,357			25,357

- o In the picture above, the Number of Participating Homes was reduced from 45 claimed on the original to 44.
- o The Average Daily Attendance was reduced from 1,056 to 959
- o The Breakfast, Lunch, and Night Snack counts were all reduced.

- When finished, click **Save and Continue to Costs**.
- You may update the Current Month’s Costs. Click **Save and Validate Claim**.
- Read the Certification Statement and check the Certification box.
- Click **Submit for Payment**.
- CIPS will now calculate the difference between the last claim version and this current version.

Month/Year Claimed	Adjustment Number	Date Received	MIR Date	Date Accepted	Date Processed	Reason Code
Jul 2011	1	08/24/2011	08/11/2011	08/24/2011		Timely Adjustment
Voucher #						
Confirmation Number: EU7JRI						
Thank you for your July 2011 Claim Submission.						
Total Claim Earnings: (\$4,268.73) 8						
An email confirmation has been sent to: _____						
<input style="border: 1px solid black;" type="button" value=" < Modify Claim "/> <input style="border: 1px solid black;" type="button" value=" Finished "/> 9						

Note: You have the ability to modify the claim again if needed.

- Click **Finished**

10. Click on **Summary** to show:

- Administrative Reimbursement (in this example it is a recovery of administrative reimbursement for 1 provider)
- The reimbursement for the current claim (in this example it is the adjusted claim)
- Payment amount on the previous claim (in this example it is the original claim)
- Net Reimbursement (Net Earned Amount)

Administrative Payment			
A. YTD Amount Earned from above:			\$142,666.00
B. Total YTD Payment:			\$142,772.00
C. Administrative Reimbursement (A minus B):			(\$106.00)
Claim Reimbursement Total			(\$1,168.50)
Sponsor Claim Reimbursement Totals	Meal Reimbursement	Administrative Reimbursement	Reimbursement Totals
Current Claim Earnings	31,717.50	5,194.00	36,911.50
Previous Claim Earnings	32,780.00	5,300.00	38,080.00
Earned Amount	-1,062.50	-106.00	-1,168.50
Current Advance Recovered	0.00	0.00	0.00
Net Claim Reimbursement Total	-1,062.50	-106.00	-1,168.50
Warrant #	Warrant Date	Warrant Amount	
Warrant information is unavailable at this time.			

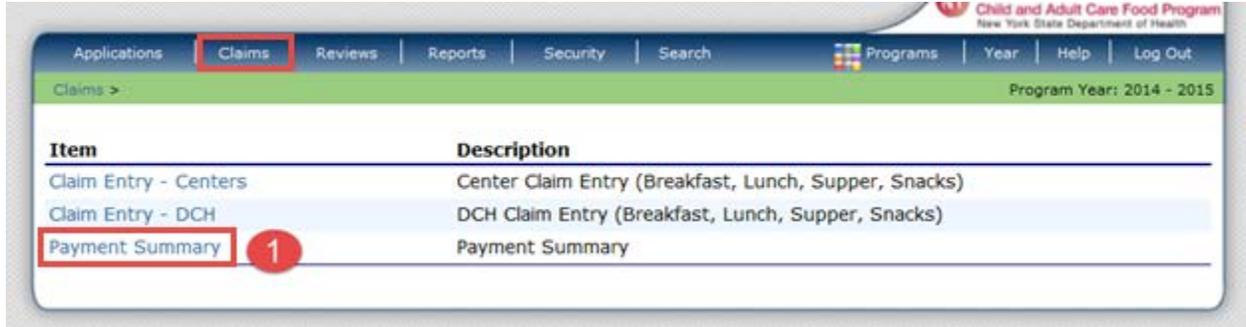
Hint:

Positive: Funds Due to the Sponsor

Negative: Funds Owed to CACFP

Payment Summary

- Under **Claims**, click **Payment Summary**



Payment Summary Terms

Schedule Number: System generated number assigned to the payment

Processed Date: Day the claim was processed by State staff

Warrant Issue Date: Day the check was issue by the State

Earned Amount: Amount of the claim submitted

Adjustments: Change (+/-) made to the claim either by the State or the Sponsor

Distribution Amount: Net amount paid to the Sponsor

- Click on any schedule number to show the details of the payment

Schedule Number	Processed Date	Warrant Issue Date	Earned Amount	Adjustments	Distribution Amount
1460081	01/28/2015		\$ 36,290.44	\$ 0.00	\$ 36,290.44
1460064	12/31/2014		\$ 30,989.43	\$ 0.00	\$ 30,989.43
1460044	12/02/2014		\$ 38,155.91	\$ 0.00	\$ 38,155.91

2
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Payment Details:

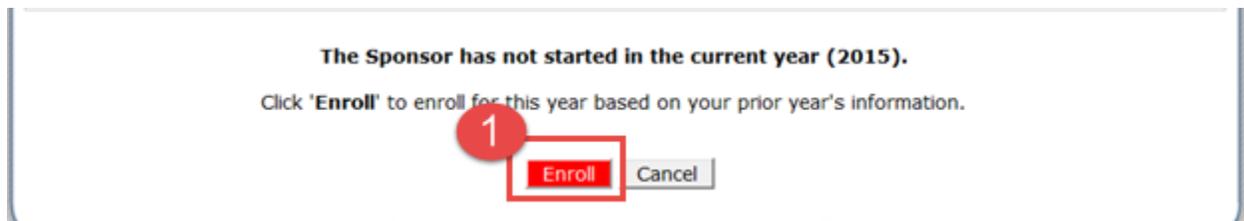
Schedule Number	Schedule Process Date	Federal Year	Warrant Number	Paid Date
1460032	11/13/2014	2014-2015	2142890	
Invoice #: CACFP- [REDACTED]-14-10-0-H		Voucher #: 377245		
Account Description	Month	Transaction Description	Amount	
CACFP Meals	Oct 2014	Original Claim	\$ 13,720.80	
	Oct 2014	Distribution for Claim #225468	\$ 13,720.80	
CACFP Sponsor Admin	Oct 2014	Original Claim	\$ 3,441.00	
	Oct 2014	Distribution for Claim #225468	\$ 3,441.00	
Payment Schedule Summary				
	Oct 2014	CACFP Meals	\$ 13,720.80	
	Oct 2014	CACFP Sponsor Admin	\$ 3,441.00	
Total Payments			\$ 17,161.80	

Chapter 5: Application Renewal

Each year in September, Sponsoring organizations are required to renew their agreement with CACFP. Renewal allows sponsors to continue to submit claims and receive reimbursement. Claims, beginning in October of the new program year, cannot be paid until CACFP receives and approves all renewal documents. Sponsors whose renewal is not approved by November 30, are not eligible for October reimbursement.

Enrolling in a New Program Year

1. Select the program year that needs to be renewed
2. Click **Applications**
3. Click **Enroll**



The Application Packet

Action	Form Name	Latest Version	Status
View Modify	 Sponsor Application	Original	Pending Validation
Details Revise	 Board of Directors Listing	Original	Approved
Add	 Sponsor Budget		
Details	Application Checklist		

	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Provider Application(s)	 305	12	0	0	3	0	317

Next Base Year Renewal: 2015 - 2016

- Application Packet Items are given a **RED** arrow when incomplete. Click on each item to complete the data entry.
- Click **Modify/Revise** to make changes to the Sponsor Application or Board of Directors Listing.
 - Note: The Board of Directors has a green check mark. This must still be revised to indicate the changes in years served of each board member if there are no other changes.

- Click **Add** to create a Sponsor Budget

Sponsor Application

The Sponsor Application contains information about your organization including:

- Staff names and contact information
- Sponsor address and payment address (if different locations)
- Referral phone number for possible new providers
- Racial and ethnic data
- Tier determination methods
- Annual Certification

Contacts			
Sponsor Administrator			
16. Name:	Salutation	First Name	Last Name
17. Facility Phone:		Ext:	Title: Executive Director
18. Cell Phone:		E-Mail:	
19. Fax:			
Payment Contact			
<input type="checkbox"/> Payment Contact is the same as the Sponsor Administrator			
20. Name:	Salutation	First Name	Last Name
21. Facility Phone:		Ext:	Title:
22. Cell Phone:		E-Mail:	
23. Fax:			
Program Contact			
<input type="checkbox"/> Program Contact is the same as the Sponsor Administrator			
24. Name:	Salutation	First Name	Last Name
25. Facility Phone:		Ext:	Title: CACFP Coordinator
26. Cell Phone:		E-Mail:	
27. Fax:			
Authorized Individual 1			
28. Name:	Salutation	First Name	Last Name
29. Facility Phone:		Ext:	Title:
30. Cell Phone:		E-Mail:	
31. Fax:			
Authorized Individual 2			
32. Name:	Salutation	First Name	Last Name
33. Facility Phone:		Ext:	Title:
34. Cell Phone:		E-Mail:	
35. Fax:			

Note: The staff indicated in the application are those staff that are authorized to discuss CACFP program matters.

Each year the following steps should be taken:

- Review the information in the application
- Revise/correct any previously entered data and complete any missing information
- Review Racial/Ethnic Chart that is completed automatically by CIPS from provider applications
- Complete Tiering Data
- Check Certification Statement-must be read and reviewed to verify the organization’s agreement with the terms

Certification Statement

The Sponsor agrees to:

- Allow access to all persons without regard to color, race, sex, age, disability or national origin.
- Offer the same meals to all participants enrolled in day care, at no separate charge and without physical segregation or other discriminatory action because of color, race, sex, age, disability or national origin.
- Provide an Income Eligibility Form and Letter to Households in accordance with Federal regulations.
- Offer access to disabled participants as needed.
- Assist participants who speak a language other than English.
- Meet special dietary requirements for disabled participants as outlined by physician’s order.
- Display the *And Justice for All* poster in the Sponsor’s office.
- Maintain CACFP records at an accessible location for four years.
- Maintain CACFP financial records separate from other funding.

I CERTIFY THAT:

- The names, current mailing addresses and dates of birth of the Chair of the Board of Directors and executive director have been submitted to the State.
- The Sponsor and its principals have not been determined ineligible to participate in any publicly-funded program for violating the program’s requirements, in the past seven years.
- None of the Sponsor’s principals has been convicted of any activity that indicated a lack of business integrity, in the past seven years.
- None of the following are currently on the CACFP National Disqualified List:
 - Sponsor organization
 - Sponsor organization’s principals
 - Sponsor’s day care home providers
- The Sponsor is currently compliant with the required performance standards of financial viability and management, administrative capability and program accountability as described in 7CFR226(b)(2)(vii).
- The Sponsor will provide CACFP with immediate notification of any change in the program or application, including but not limited to: change in organization name, FEIN, Sponsor administrator, Sponsor contact, approval status of sponsored day care homes, or any lawsuit alleging civil rights violations filed against our organization or any of its facilities.
- All of the information contained in this application package and certification is true and correct.

Error Messages will appear if fields are not completed

Click **Edit** to go back into the application to make corrections



Updating the Board of Directors Listing

1. Click **Revise** next to Board of Directors Listing
The Board that has been previously entered will be displayed

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Revise 1	✓ Sponsor Application	Original	Approved
Details Revise	✓ Board of Directors Listing	Rev. 1	Approved
View	✓ Sponsor Budget	Rev. 1	Approved
Details	Application Checklist		
Details	DCH Application Packet Notes (3)		

2. Click **Modify** for each member to verify the information is correct
 - o Check and update the years served on the Board for each individual
 - o Make any additional updates or corrections as needed
3. Click **Add Member** to input any new member information to the Board

Child and Adult Care Food Program

CACFP
Child and Adult Care Food Program
New York State Department of Health

Applications | Claims | **Reviews** | Reports | Security | Search | Year | Help | Log Out

Applications > Application Packet - DCH Sponsor > Program Year: 2012 - 2013

**DCH Board of Directors
Member List for 2012 - 2013**

05123 (H)
Day Care Home Sponsor
150 Broadway
Menands, NY 12201-2719
ALBANY

Version: Rev. 1

Action	Name	Board Position	Phone
View Modify 2	Mickey Mouse 12 State St. Albany, NY 12201 DOB: 10/02/1954	Chairman of the Board	(518) 402-7104
View Modify	Minnie Mouse 150 Broadway Menands, NY 12204 DOB: 10/02/1954	Executive Director	(518) 402-7104
View Modify	Goofy Doberman 18 Little Lane Albany, NY 12210 DOB:	Treasurer	(518) 402-7104
View Modify	Daisy Duck 22 River Rd Latham Falls, NY 12110 DOB: 02/06/1967	Secretary	(518) 402-7104

Created By: mmouse on: 8/2/2012 3:31:31 PM Modified By: mmouse on: 8/2/2012 3:34:48 PM

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Add Member
3

4. Complete the required fields for the new board member
5. **Save** and return to the entire Board Member Listing

Board Member Information

1. Board Member type:

2. Length of time on board:

3. Name:

Salutation	First Name	Last Name
<input type="text" value="Mr."/>	<input type="text" value="Mickey"/>	<input type="text" value="Mouse"/>

4. Date of Birth: (mm/dd/yyyy)

5. Email Address:

6. Phone: Ext: Fax:

7. Occupation:

8. Current employer:

Employer Address

9. Address 1:

10. Address 2:

11. City:

12. State: Zip:

Home Address

13. Address 1:

14. Address 2:

15. City:

16. State: Zip:

17. Is this member related to other board members or staff of this organization? Yes No

If **Yes**, please specify name and position held:

Created By: on: 8/24/2011 1:16:48 PM Modified By: : 8/24/2011 1:16:48 PM

5

Remember **Do Not** delete previous Board Members

To replace board members, delete out the previous members information and write the new member in the same space.

6. When finished, click **Back** to return to the Sponsor Application Packet

Editing the Sponsor Budget

1. Click **Add** next to Sponsor Budget to view the summary page

Action	Form Name	Latest Version	Status
View Modify	➔ Sponsor Application	Original	Pending Validation
Details Revise	✔ Board of Directors Listing	Original	Approved
Add 1	➔ Sponsor Budget		
Details	Application Checklist		

	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Provider Application(s)	✔ 305	12	0	0	3	0	317

Next Base Year Renewal: 2015 - 2016

2. Enter the number of day care homes you intend to claim for the new year
CIPS auto calculates your projected revenue based on the number of homes entered

These values will be entered into the **Sponsor Completes this Column**
The **State Use Only** column will be completed by CACFP

Note: If you expect to grow over the next year, include the number of new homes you expect over the next year. This prevents making budget amendments later.

Budget Version: Original		
	Sponsor Complete This Column	FOR STATE USE ONLY Approved
Projected Revenue		
Number of Operating Months	12 ▼	12
Number of Day Care Homes anticipated for sponsorship	<input type="text"/>	0
Projected Total Annual Revenue (Subtotal)	\$ 0.00	\$ 0.00
Prior Year Carry Over Amount	\$ <input type="text"/>	\$ 0.00
Projected Total Annual Revenue	\$0.00	\$0.00

Projected Total Annual Revenue calculated must equal the Projected Annual Administrative Costs Grand Total.

3. Next: Outside of CIPS work on the **Budget Detail Spreadsheet** in Excel that is emailed to you annually

This should be saved as “FFY 20__ Budget Detail” on your computer

4. Locate the budget spreadsheet and complete the details for each line item
5. The first page is **Budget Summary**

The **Budget Summary** is be the same as the budget web page shown in CIPS

Budget Summary	Admin Labor & Monitoring	Personnel Costs A	Operating Costs B
-----------------------	--------------------------	-------------------	-------------------

6. Enter your CACFP Agreement Number in the top right of the budget summary
7. Enter the number of homes you plan to sponsor for the year

	A	B	C	D	E	F	G	H	I	J	K
1											
2	CACFP FFY 2016 Budget Details							<div style="border: 1px solid red; padding: 2px;"> 6 CACFP Agreement # _____ </div>			
3											
4	Administrative Budget – Projected Revenues and Expenses:										
5	In this budget, provide a plan of how projected CACFP administrative payments will be spent by your organization.										
6	Attention: Your organization must have documentation that all CACFP administrative payments received are spent on										
7	allowable and necessary or reasonable CACFP expenses. Repayment of funds will be demanded if documentation is										
8	insufficient or incomplete. Refer to the CIPS Budget Detail Instructions (CACFP-194) for more information on allowability of costs.										
9											
10	1. <u>Projected Revenue</u>										
11	This budget is based on the anticipated sponsorship of							<div style="border: 1px solid red; padding: 2px;"> 7 <input style="width: 50px;" type="text"/> day care homes. </div>			
12	CACFP Administrative				Sponsoring Organization's				Estimate of		
13	Reimbursement Rates				Estimate of Monthly Revenue				Yearly Revenue		
14											
15	First 50 homes @ \$111 per home				\$ -		x 12 months =		\$ -		
17	Next 150 homes @ \$85 per home				\$ -		x 12 months =		\$ -		
19	Next 800 homes @ \$66 per home				\$ -		x 12 months =		\$ -		
21	Additional homes @ \$58 per home				\$ -		x 12 months =		\$ -		
23	CALCULATED TOTAL ANNUAL REVENUE =								\$ -		
24					PRIOR YEAR CARRY OVER AMOUNT* =				\$ -		
25	PROJECTED TOTAL ANNUAL REVENUE =								\$ -		
26	Projected Total Annual Revenue calculated in Part 1 must equal the Grand Total Budget Requested in Part 3 Line J.										

Prior Year Carry Over: This is determined after the final claim is submitted each September. CACFP will notify you if there is an amount that you can/need to carry over into the next fiscal year. A budget amendment will be required.

More info can be found in Policy Memo 160: Carry Over of Unused CACFP Administrative Payments

- Complete each budget category or line item. They are found on the bottom of the Excel File.

Admin Labor & Monitoring	Personnel Costs A	Operating Costs B	Allocated Expenses C	Travel D	Training E
--------------------------	-------------------	-------------------	----------------------	-----------------	------------

- The totals from each category will automatically transfer to the Budget Summary worksheet of the workbook
- Example:

Category: Personnel

	Line A – Total Personnel Costs	\$ 78,981
Line A: Total Personnel Costs (Enter on Line A, Page 5)	\$ 78,981 Annual)	

- Carry Over to the Budget Summary page

2. Projected Annual Administrative Costs:
Using the pages below, list the annual projected budget amount for each cost item. All costs listed must be necessary, reasonable and in accordance to FNS Instruction 796-2, revision 3.

Budget Item	Sponsor Requested	State Agency Approved
A. Personnel	\$ 78,981	\$ -
B. Operating Costs	\$ -	\$ -
C. Allocated Expenses	\$ -	\$ -
D. Travel	\$ -	\$ -
E. Training	\$ -	\$ -
F. Contracts for Purchased/Professional Services	\$ -	\$ -
G. Capital Outlay	\$ -	\$ -
H. Registration/ License Assistance	\$ -	\$ -
I. Indirect Costs	\$ -	\$ -
J. Grand Total (Lines A through I)	\$ 78,981	\$ -

* Refer to DOH-CACFP Number 160, Carry Over of Unused CACFP Administrative Payments, for guidance.

- As you fill out the line item details, the totals on each page will populate into the Sponsor Requested column above.
- Enter the totals on this page into the Budget Summary in CIPS.
- When finished with the details, save this document to your computer for uploading later.
- Use the Download Attachment function in CIPS to upload this spreadsheet.
- Refer to the CIPS User Manual for instructions to upload documents into CIPS.

- The spreadsheet contains formulas that will auto calculate values
- Enter the agency's total expense for a line item and the percent attributed to CACFP, and the total CACFP portion will auto calculate

Item	¹ Total Annual Agency Cost	² % Allocated to CACFP	Annual Cost to CACFP	State Use Only Modified Annual Cost to CACFP
Office/Maintenance Supplies	\$ 5,000.00	15.00%	\$ 750.00	

- **In Admin Labor & Monitoring:**

1. Enter the typical work week hours at the top right
2. Enter Employee's Total Annual Salary, Total Agency hours, Total CACFP Hours (Column 3, 4, 5)
 - a. The Total wage and Total CACFP Salary will be auto calculated (column 6 & 7)
3. Enter the number of hours per week the employee conducts CACFP related monitoring (column 8), the FTEs for monitoring will be auto calculated (column 9)

7. **Total Salary Paid by CACFP Homes:** Multiply Column 3 by Column 4 by total number of weeks employee works per year.

8. **Total Hours per Week Spent on Monitoring Activities:** Enter total hours per week spent on monitoring activities.

9. **Total FTE's Spent on Monitoring Activities:** Indicate hours per week a full time employee works in cell to right

Employees		Hours Worked Per Week				Monitoring Requirements		
1	2	3	4	5	6	7	8	9
Employee Name	Position	Total Annual Salary (All Sources)	Total Hours for Agency	Total Hours for CACFP	Hourly Wage	Total Salary paid by CACFP Homes	Total Hours per Week Spent on Monitoring Activities	Total FTE's Spent on Monitoring Activities
Mickey Mouse	CACFP Administrator	\$ 42,000	37.50	20.00	\$ 21.54	\$ 22,400	10	0.27
					#DIV/0!	#DIV/0!		0.00
					#DIV/0!	#DIV/0!		0.00

- The total salaries from this page are transferred to Salaries in the **Personnel Cost A** category

				#DIV/0!	#DIV/0!		0.00
\$ 42,000	37.50	20.00		\$ 22,400			0.27

Line A: Personnel Costs

Salaries must equal the total calculated from the Administrative Labor Chart (column 7 on page 6)

Percent Allocated to CACFP: Percentage of shared costs determined by agency's cost allocation plan.

Annual Cost to CACFP: This field is auto-calculated based upon Columns 1 and 2.

Item	1 Total Annual Agency Cost	2 % Allocated to CACFP	Annual Cost to CACFP
Salaries			\$ 22,400.00
F.I.C.A./Medicare (must be included for all salaries charged to CACFP)		7.65%	\$ 1,713.60

Note the FICA/Medicare cost is auto calculated based on 7.65%

Each category/line item must be completed as applicable to your organization
 Once all line items have been completed the totals from the Budget Summary sheet must be transferred into CIPS

The Excel spreadsheet then should be uploaded into CIPS

*****The budget workbook needs to be uploaded in its Excel format for CACFP to approve*****

Reasonable and in accordance to FNS Instruction 796-2, revision 7.

Budget Item	Sponsor Requested	St
A. Personnel	\$ -	\$
B. Operating Costs	\$ -	\$
C. Allocated Expenses	\$ -	\$
D. Travel	\$ -	\$
E. Training	\$ -	\$
F. Contracts for Purchased/Professional Services	\$ -	\$
G. Capital Outlay	\$ -	\$
H. Registration/ License Assistance	\$ -	\$
I. Indirect Costs	\$ -	\$
J. Grand Total (Lines A through I)	\$ -	\$

Using the Budget Item links below, list the annual projected budget amount for each cost item. All costs listed must be necessary, reasonable and in accordance to FNS Instruction 796-2, revision 3.

A. Personnel	\$	\$ 0.00
B. Operating Costs	\$	\$ 0.00
C. Allocated Expenses	\$	\$ 0.00
D. Travel	\$	\$ 0.00
E. Training	\$	\$ 0.00
F. Contracts for Purchased/Professional Services	\$	\$ 0.00
G. Capital Outlay (for purchases > \$5,000)	\$	\$ 0.00
H. Registration/ License Assistance	\$	\$ 0.00
I. Indirect Costs	\$	\$ 0.00
J. Grand Total (Lines A through I)	\$0.00	\$0.00

Notes for Completing your Budget Spreadsheet

Items marked with a **red asterisk (*)** require Specific Prior Written Approval (SPWA). Sponsors must submit documentation to support the costs of the items, as described in the Budget Guidelines, in one of the following ways:

1. Upload the documents to CIPS on the Budget Summary page. To upload, select **Add an Attachment** (directions on page 59)
2. Mail documents to CACFP Homes Administration Unit

How to Add a Budget Attachment in CIPS

1. Click **Add an Attachment** located at the bottom of the Budget Summary page

Document Attachments

Actions	Notes
View File	Approved FFY 2015 Budget
View File	General Operating Contracts
View File	2014-2015 CACFP Budget
Add an attachment	

2. Click **Browse** and select the **FFY 20__ Budget Detail** from your computer
3. Name the file (FFY 20__ Budget Detail)
This same process should be used for Specific Prior Written Approval (SPWA) documents
4. Click **Upload and Save**

Document

1. Select File: No file selected.
2. File Note: (1000 character max)
-

5. Check the box and **Save** to complete the Budget Page

- I certify, to the best of my knowledge, that the projected figures above, are a true and accurate reflection of the Child and Adult Care Food Program income and administrative program costs for FFY 2015 and that records will be made available to support and document the actual costs.

Submitting the Application Packet and Budget Renewal

The Application is ready to be submitted when all red arrows have disappeared. This is the final step in submitting the Application and Budget Renewal

1. Click the **Submit for Approval** button

Action	Form Name	Latest Version	Status
View Modify	Sponsor Application	Original	Not Submitted
Details	Board of Directors Listing	Rev. 1	Pending
View Modify	Sponsor Budget	Original	Pending Approval
Details	Application Checklist		

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

Next Base Year Renewal: 2012 - 2013

The **Green Check Mark** indicates that the packet has been submitted.

Action	Form Name	Latest Version	Status
View	✓ Sponsor Application	Original	Submitted
Details	Board of Directors Listing	Rev. 1	Pending
View	Sponsor Budget	Original	Pending Approval
Details	Application Checklist		

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

Next Base Year Renewal: 2012 - 2013

Correcting the Application Packet

- CACFP may need to return the Application packet for many reason; more information is required, update needed to the budget, or missing SPWA items
- Application packet items that need attention are indicated by the **Red Arrows** when returned and the Sponsor Application states **Returned for Correction**
- The **Green Check** next to an item indicates it has been approved and does not need attention

Action	Form Name	Latest Version	Status
View Modify	➔ Sponsor Application	Rev. 2	Returned for Correction
Details Revise	✔ Board of Directors Listing	Original	Approved
View Modify	➔ Sponsor Budget	Rev. 3	Pending Validation
Details	Application Checklist		

1. To fix the sponsor application click **Modify**
Comments will be displayed from CACFP to indicate the required changes
After viewing the comments, make the required corrections
2. When the budget has been updated/corrected click **Save** in the budget screen
3. Click the **Submit for Approval** button when all the sections of the packet that need attention have been addressed

Action	Form Name	Latest Version	Status
View Revise	✔ Sponsor Application	Original	Approved
Details Revise	✔ Board of Directors Listing	Rev. 1	Approved
View Modify	Sponsor Budget	Rev. 2	Pending Approval
Details	Application Checklist		

	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Provider Application(s)	✔ 33	0	0	0	0	0	33

Next Base Year Renewal: 2016 - 2017

[< Back](#)
Submit for Approval
3

- CACFP will then be able to review the changes and approve the Packet if acceptable
4. The Application is **Approved** when all packet items have **Green Checks** and the application packet status is **Approved**. The approval date is located on the top right corner

Application Packet
Day Care Home Program Sponsor



Packet Submitted Date: 10/06/2015
 Packet Approved Date: 10/06/2015
 Packet Original Approval Date: 10/06/2015

Note the Packet Approval Dates

Packet Assigned To: Unassigned

Action	Form Name	Latest Version	Status
View Revise	✓ Sponsor Application	Original	Approved
Details Revise	✓ Board of Directors Listing	Rev. 1	Approved
View	✓ Sponsor Budget	Rev. 1	Approved
Details	Application Checklist		
Details	DCH Application Packet Notes (3)		

Note: The application packet must be approved before the October claim for the new fiscal year can be submitted

Budget Amendments

Budget Amendments are needed to change your budget or increase/decrease the number of providers

1. Click **Revise** to modify the most recently approved budget
 - Note: this is labeled as a **Revision**
 - All versions are available for reference

Action	Form Name	Latest Version	Status
View Revise	✓ Sponsor Application	Original	Approved
Details Revise	✓ Board of Directors Listing	Rev. 1	Approved
View Revise 1	✓ Sponsor Budget	Original	Approved
Details	Application Checklist		

2. Make any necessary changes to the budget
 - In this example, the number of providers increased by 10, from 203 to 213

Budget Version: Revision 2

	Sponsor Complete This Column	FOR STATE USE ONLY Approved
Projected Revenue		
Number of Operating Months	12	12
Number of Day Care Homes anticipated for sponsorship 2	213	203
Projected Total Annual Revenue (Subtotal)	\$219,228.00	\$ 211,668.00
Prior Year Carry Over Amount	\$ 0.00	\$ 0.00
Projected Total Annual Revenue	\$219,228.00	\$211,668.00

Projected Total Annual Revenue calculated must equal the Projected Annual Administrative Costs Grand Total.

Projected Annual Administrative Costs

3. Notice the Projected Annual Revenue increased, but the State Approve amounts did not change.
4. Manually calculate the additional reimbursement that will be earned for the months remaining in the Federal fiscal year (ending September 30th).
 - Remember to use the correct reimbursement rate for the total number of homes you are adding
 - Example: Adding 10 homes for next 6 months
 $10 \text{ homes} \times \$82 \times 6 \text{ months} = \$4,920$
 This is the additional administrative reimbursement you will earn
5. Increase the desired line items under Administrative Costs up to the calculated amount
6. Line J will show the total budget amendment requested

Projected Annual Administrative Costs

Using the Budget Item links below, list the annual projected budget amount for each cost item. All costs listed must be necessary, reasonable and in accordance to FNS Instruction 796-2, revision 3.

A. Personnel	\$ 161,277.00	\$ 160,277.00
B. Operating Costs	\$ 12,092.00	\$ 11,092.00
C. Allocated Expenses	\$ 15,687.00	\$ 14,687.00
D. Travel	\$ 6,700.00	\$ 5,700.00
E. Training	\$ 2,920.00	\$ 2,000.00
F. Contracts for Purchased/Professional Services	\$ 8,669.00	\$ 8,669.00
G. Capital Outlay (for purchases > \$5,000)	\$ 0.00	\$ 0.00
H. Registration/ License Assistance	\$ 0.00	\$ 0.00
I. Indirect Costs	\$ 0.00	\$ 0.00
J. Grand Total (Lines A through I)	\$207,345.00	\$202,425.00

CACFP may require you to revise the Budget Detail spreadsheet when you request a budget amendment

- Click **View File** to revise your Budget Detail spreadsheet
- Save to your computer and reattach it after you revise it

View File	Approved FFY 2016 Budget	Original	09/24/2015
View File	Omitted listing Education & Training Supplies on the 1st download.	Original	09/08/2015
View File	2015-16 Budget Details	Original	09/08/2015
View File	Norton Software update purchase 2015-16	Original	09/08/2015

- Check the **Budget Certification** Box and Save
- Submit** the Application Packet to CACFP for Approval

Action	Form Name	Latest Version	Status
View Revise	✓ Sponsor Application	Original	Approved
Details Revise	✓ Board of Directors Listing	Rev. 1	Approved
View Modify	Sponsor Budget	Rev. 2	Pending Approval
Details	Application Checklist		

	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Provider Application(s)	✓ 33	0	0	0	0	0	33

Next Base Year Renewal: 2016 - 2017

CACFP will review and either return or approve in the same manner as the original budget approval

Action	Form Name	Latest Version	Status
View Revise	✔ Sponsor Application	Original	Approved
Details Revise	✔ Board of Directors Listing	Original	Approved
View Revise	✔ Sponsor Budget	Rev. 1	Approved
Details	Application Checklist		

Notice: the newly submitted budget is Revision 1

Chapter 6: Reviews

Respond to Review Findings

All Day Care Home Sponsors can view the results of their review in CIPS and respond to the findings and recommendations in CIPS.

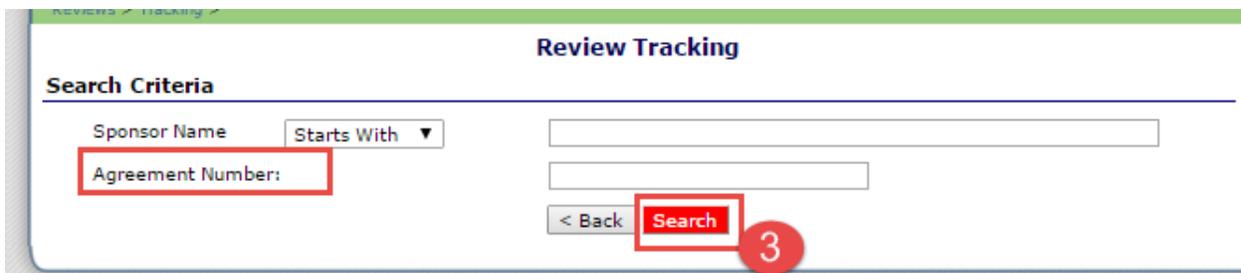
1. To find the results of your review, click **Reviews** in the CIPS Menu Bar



2. Click **Tracking** under Item



3. Enter your Sponsor Agreement Number. Click **Search**



4. Click on the review with a review Status of **Open**.

****Note:** Other recent reviews may be available in a read-only mode.**

████	████	02/08/2008	Home Sponsor Review - WS2003 -v1	2 Year	Closed	02/11/2008	06/06/2008	9	0	0	0	9
████	████	02/02/2012	Home Sponsor Review - WS2003 -v2	2 Year	Closed	04/03/2012	09/04/2012	9	0	0	0	9
████	████	01/21/2017	Home Sponsor Review - WS2003 -v2	2 Year	Open			0	0	0	0	0

Found: 5

5. Click **View** to see the details of a finding.
6. Click **Edit** to respond to any open findings to enter the corrective action plan.



Note: The Severity of a finding/recommendation will stay as **Action Required** until a response is accepted by CACFP.

7. Enter the Corrective Action Plan Response into the **Sponsor Corrective Action Plan (CAP)**. The click **Submit for Acceptance**.

Review Recommendations (Corrective Action Plans)

Case Number: 4810

Recommendation: **Recommended Action:**
Recommendation Cited: Meals and attendance observed during monitoring visits could not be matched with meals and attendance records on monthly, submitted paperwork. Four providers had home visit discrepancies that must be disallowed by Child Care Resource Network (see Attachment 1).

Required Corrective Action:
 Sponsor Corrective Action Plan:

1

Special Instructions:

Recommendation Tracking

1. Current Status: Open
2. Severity:
3. Due Date:
4. CACFP Response:

Dates

Created 09/01/2015 by maa14
 Submitted for Acceptance
 Accepted

2

[Show/Hide history](#)

Note: You may **Save** a response but saving a response DOES NOT submit the response to CACFP. Click **Back** to return to the listing of findings/recommendations if no response is entered.

8. Click **Finish** on the Confirmation Screen.

Some Findings/Recommendations may require additional supporting documentation to be submitted to CACFP. Please follow all instructions in the finding/recommendation.

Action	Findings/Recommendations	Severity	Status	Due Date
1. View Edit	Finding: 7 CFR 226.18(e)(3): Payment may be made for meals served to the provider's own children only when providers' children are income eligible.	Action Required	Submitted	08/28/2015

When the CAP has been entered and submitted the status changes to submitted.

9. CACFP staff will evaluate the response and supporting documentation, if required. CACFP will either approve or not approve the response. Responses that have been approved have a status of **Closed**; those that were not approved will have a status of **Not Approved**.

Responding to Not Approved CAPs

2. View Edit	Finding: 7 CFR 226.18(b)(7): The day care home provider must receive in a timely manner the full food service rate for each meal served to enrolled children.	Action Required	Not Approved	05/01/2010
3. View Edit	Recommended Action: In addition to the sign-in sheets and copies of training handouts, JDN must include an agenda to identify the specific CACFP related topics discussed at the provider training.	No Action Required	Closed	02/15/2010

Click **Edit** to respond to all Not Approved Findings

View the information in the **CACFP Response Box**. Highlight and delete your organization's previous **Sponsor Corrective Action Plan** response. Enter and update the **Sponsor Corrective Action Plan Response**. If a corrective action plan is not approved, a new **Due Date** will be assigned.

Review Findings (Corrective Action Plans)

Case Number: 1214

Finding: **Finding: 7 CFR 226.16(e): Each sponsoring organization shall comply with the recordkeeping requirements established by the State agency.**

Finding Cited: JDN does not keep the NYS Local Homes System up-to-date as required. Accurate child enrollment and expirations were not entered in the System, children were missing from the System and/or children were not inactivated.

Required Corrective Action: JDN must develop and submit a procedure to keep the NYS Local Homes System up-to-date and maintain current provider and participant information. At a minimum, the sponsor must use the Local Homes System to inactivate all children no longer participating in CACFP and update the enrollment begin and end date for all children currently participating in the Program. JDN must also submit Homes System Report 10501 (Active Participants) so that CACFP can verify that the updates listed above were completed. Failure to update the data in your Local Homes System will adversely impact the conversion and upgrade of your agency to the new CACFP Information and Payment System (CIPS) that is scheduled for roll-out this fiscal year.

Sponsor Corrective Action Plan:

Delete all information from this box and enter a new Corrective Action Plan.

Special Instructions:

Finding Tracking

1. **Current Status:** Not Approved
2. **Severity:**
3. **Due Date:**
4. **CACFP Response:**

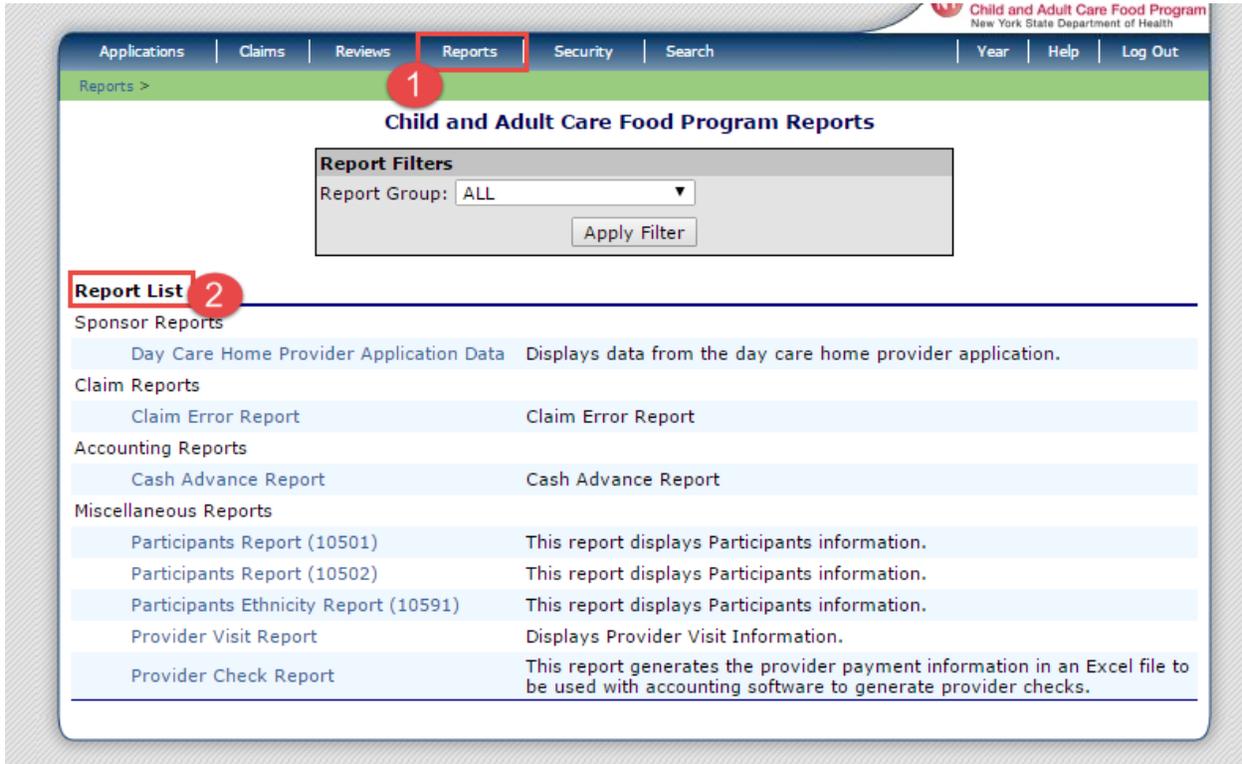
Dates

Created 01/14/2010 by JXB21
Submitted for Acceptance
Accepted

Chapter 7: Reports

Accessing Reports in CIPS

1. Click **Reports** in the **Dark Blue** menu bar
2. Select the desired report from the **Report List**



Child and Adult Care Food Program
New York State Department of Health

Applications | Claims | Reviews | **Reports** | Security | Search | Year | Help | Log Out

Reports >

Child and Adult Care Food Program Reports

Report Filters

Report Group: ALL

Report List

Sponsor Reports	
Day Care Home Provider Application Data	Displays data from the day care home provider application.
Claim Reports	
Claim Error Report	Claim Error Report
Accounting Reports	
Cash Advance Report	Cash Advance Report
Miscellaneous Reports	
Participants Report (10501)	This report displays Participants information.
Participants Report (10502)	This report displays Participants information.
Participants Ethnicity Report (10591)	This report displays Participants information.
Provider Visit Report	Displays Provider Visit Information.
Provider Check Report	This report generates the provider payment information in an Excel file to be used with accounting software to generate provider checks.

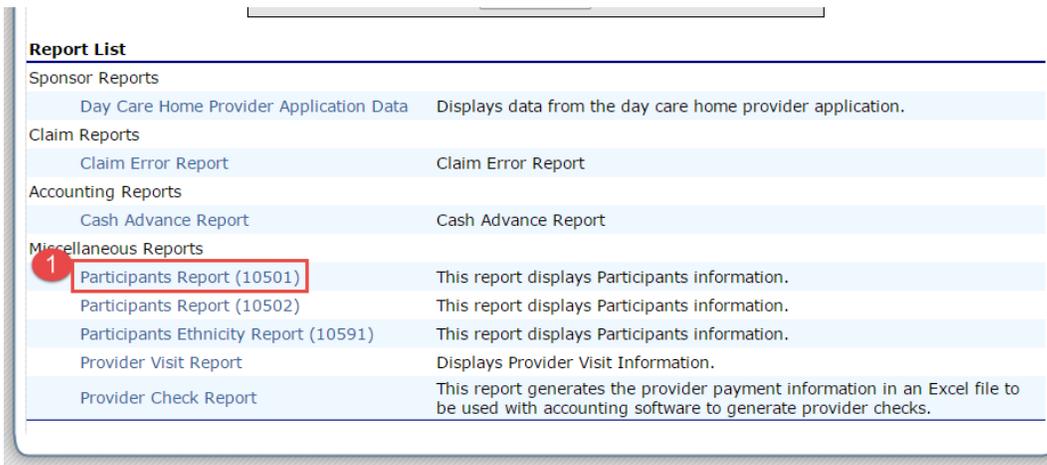
Note: All reports available to access will be displayed when you enter this screen.

Accessing Sponsor Report Data

Participant Report

Filtering to Show Duplicate Children

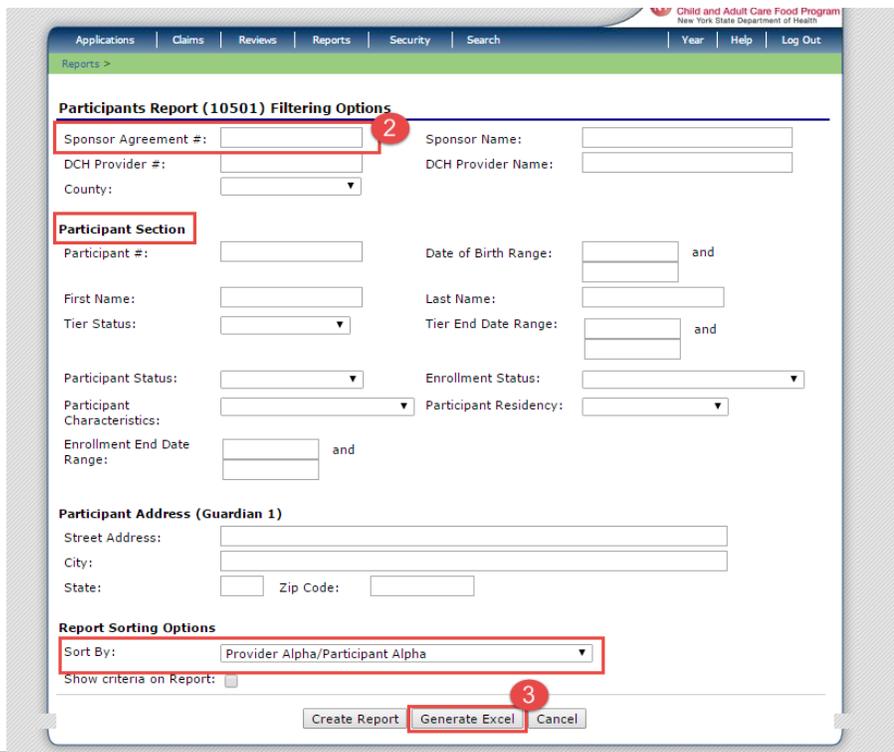
1. Click **Participant Report (10501)**



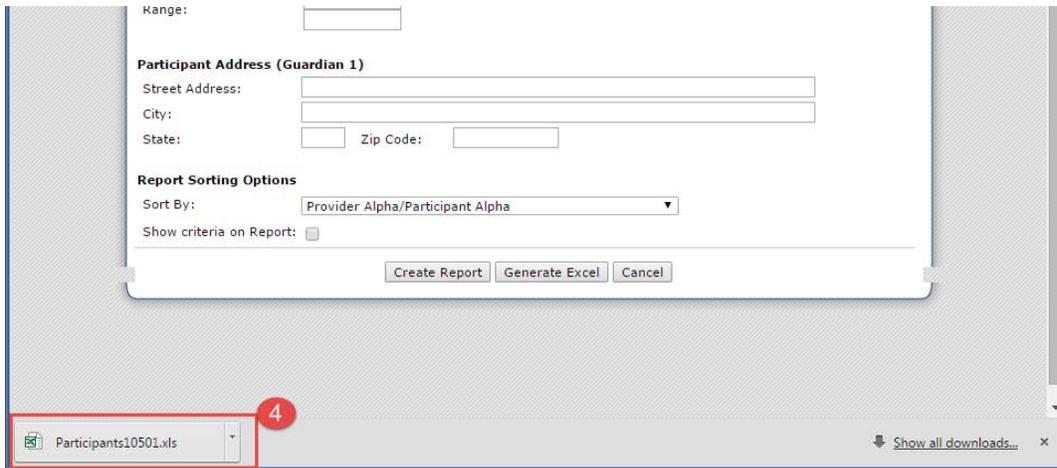
2. Enter your **Sponsor Agreement #**

- **Participant Section:** This area allows for filtering of the report created so the report only shows participants that you are interested in for example all Tier 1 Area Census Children
- **Sort By** allows you to choose how the report will display the order of the headings in the Excel file

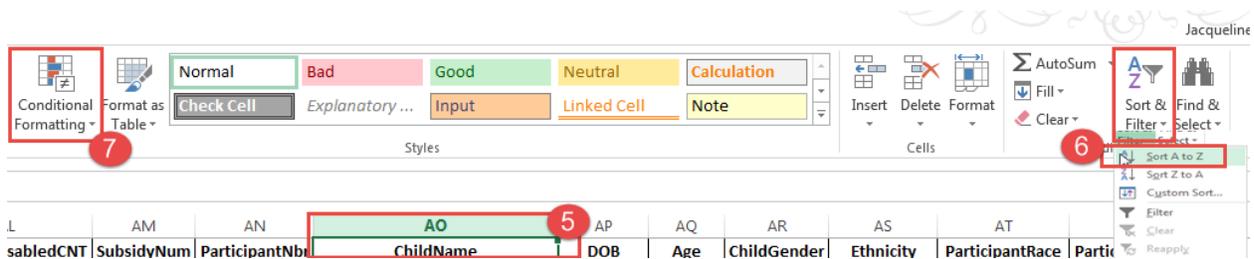
3. Click **Generate Excel**



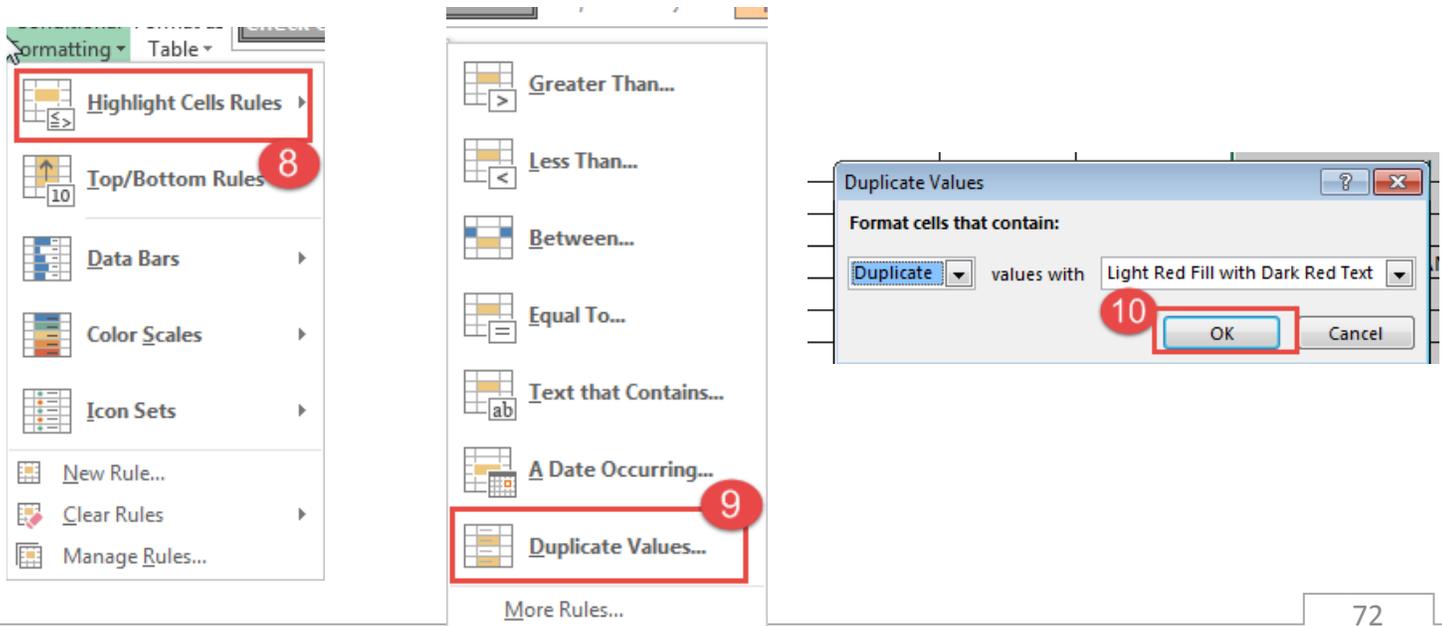
4. Open the Excel Spreadsheet (**Participants10501.xls**) at the bottom of the screen



5. Scroll across the spreadsheet to the column titled **ChildName** and highlight the column
6. Click **Sort & Filter** then click **Sort A-Z**
7. Click **Conditional Formatting**



8. Click **Highlight Cell Rules**
9. Select **Duplicate Values**
10. Click **Ok** in the message box



Children enrolled with the same name will be highlighted on the spreadsheet. You may then verify duplicate enrolled children.

Note: The spreadsheet will display both active and inactive children. You may filter the sheet further to only display actively enrolled children

Filtering for Other Information from this Report

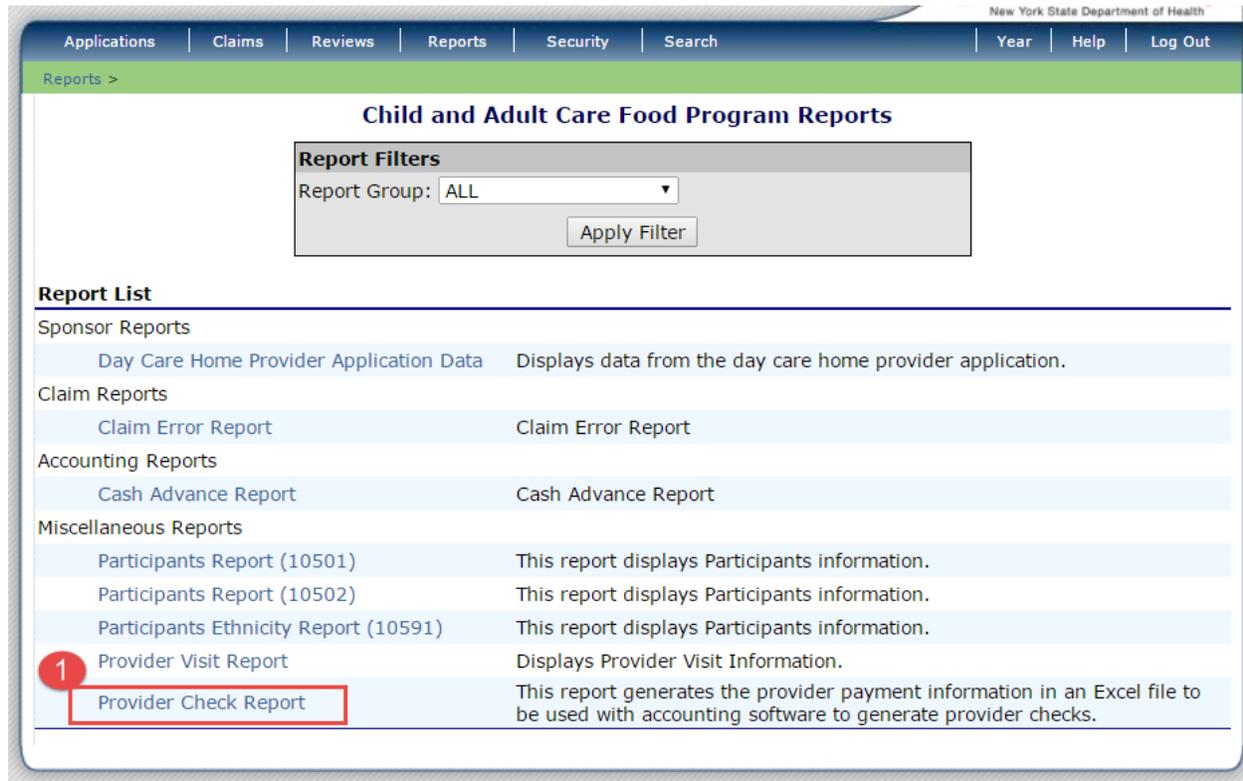
This report contains a large amount of information that can help you keep your records current. You can filter and sort this report to show the following information:

- Children over 13 years old
- Participant Enrollment End Date
- Provider Tier Expiration Date

[Claim Tally Sheet](#)

This report will display the list of providers that you have entered on a claim.

1. Click **Provider Check Report**



New York State Department of Health

Applications | Claims | Reviews | Reports | Security | Search | Year | Help | Log Out

Reports >

Child and Adult Care Food Program Reports

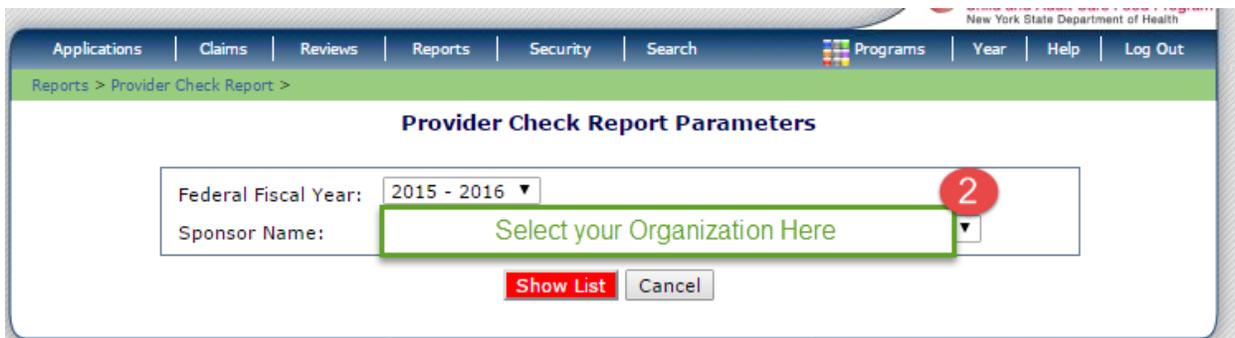
Report Filters

Report Group:

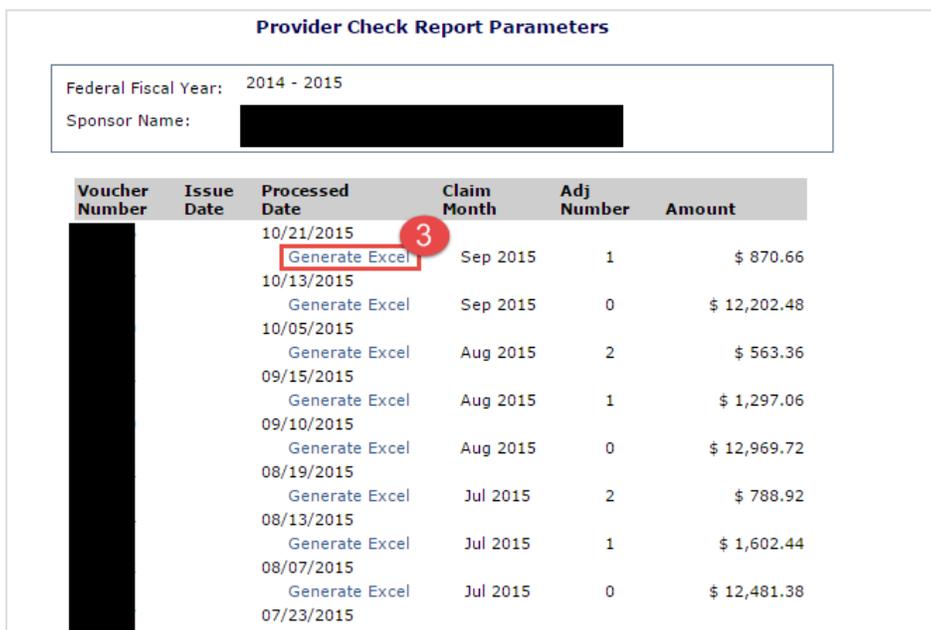
Report List

Sponsor Reports	
Day Care Home Provider Application Data	Displays data from the day care home provider application.
Claim Reports	
Claim Error Report	Claim Error Report
Accounting Reports	
Cash Advance Report	Cash Advance Report
Miscellaneous Reports	
Participants Report (10501)	This report displays Participants information.
Participants Report (10502)	This report displays Participants information.
Participants Ethnicity Report (10591)	This report displays Participants information.
1 Provider Visit Report	Displays Provider Visit Information.
Provider Check Report	This report generates the provider payment information in an Excel file to be used with accounting software to generate provider checks.

2. Select your organization from the drop down menu



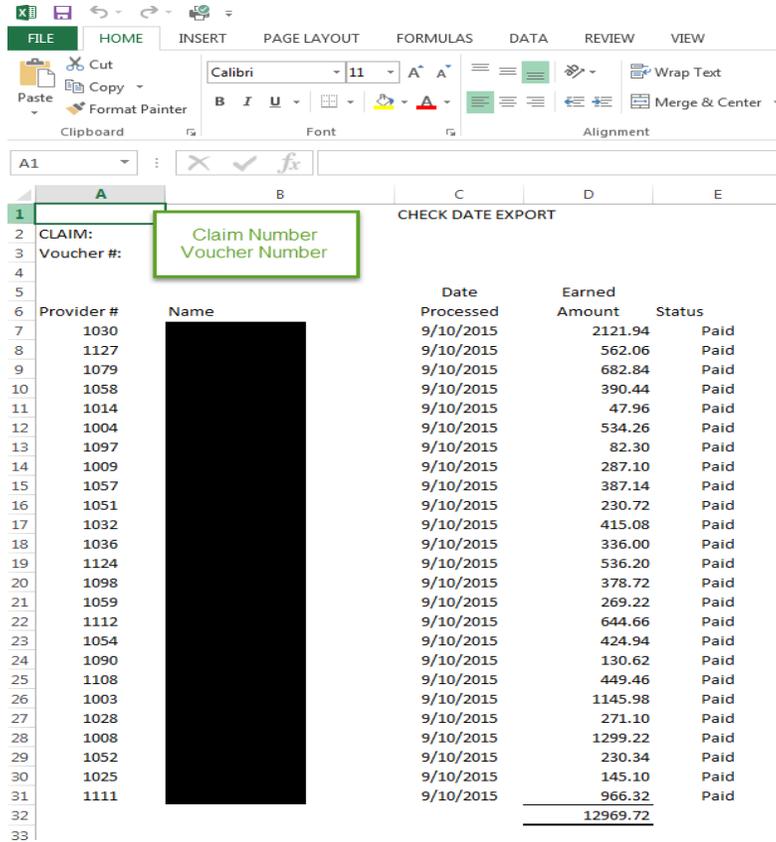
3. Click **Generate Excel** for the claim that you desire



4. Open the Excel Spreadsheet (**Provider_Check_Report.xls**) at the bottom of the screen



- The Excel Spreadsheet will then show the providers that were on the claim you selected with each payment amount.



Provider #	Name	Date	Earned Amount	Status
1030		9/10/2015	2121.94	Paid
1127		9/10/2015	562.06	Paid
1079		9/10/2015	682.84	Paid
1058		9/10/2015	390.44	Paid
1014		9/10/2015	47.96	Paid
1004		9/10/2015	534.26	Paid
1097		9/10/2015	82.30	Paid
1009		9/10/2015	287.10	Paid
1057		9/10/2015	387.14	Paid
1051		9/10/2015	230.72	Paid
1032		9/10/2015	415.08	Paid
1036		9/10/2015	336.00	Paid
1124		9/10/2015	536.20	Paid
1098		9/10/2015	378.72	Paid
1059		9/10/2015	269.22	Paid
1112		9/10/2015	644.66	Paid
1054		9/10/2015	424.94	Paid
1090		9/10/2015	130.62	Paid
1108		9/10/2015	449.46	Paid
1003		9/10/2015	1145.98	Paid
1028		9/10/2015	271.10	Paid
1008		9/10/2015	1299.22	Paid
1052		9/10/2015	230.34	Paid
1025		9/10/2015	145.10	Paid
1111		9/10/2015	966.32	Paid
			<u>12969.72</u>	

Note: If there has been a provider name change, the **Provider Check Report** will display the appropriate name based on the application's **Application Effective Date**

Monitoring Report

This report is helpful to view scheduled monitoring visits that are generated by CIPS. You can use this to make sure all monitoring visits are done each year.

- Click **Provider Visit Report**



Applications | Claims | Reviews | Reports | Security | Search | Year | Help | Log Out

Child and Adult Care Food Program Reports

Report Filters
 Report Group: ALL [v] [Apply Filter]

Report List

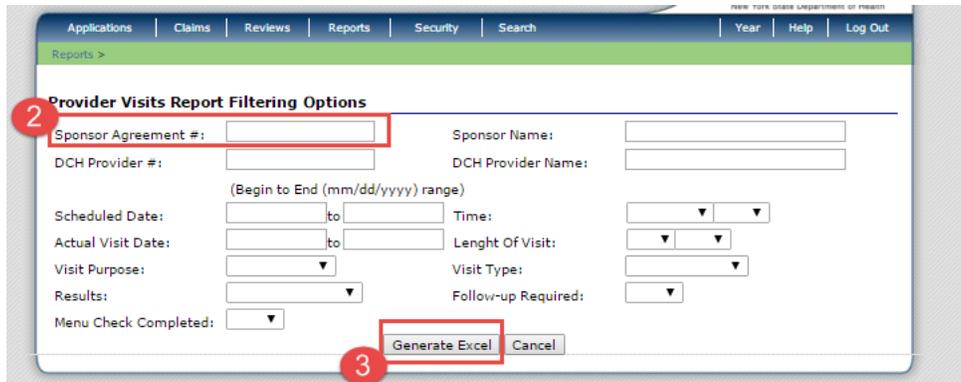
Sponsor Reports
 Day Care Home Provider Application Data Displays data from the day care home provider application.

Claim Reports
 Claim Error Report Claim Error Report

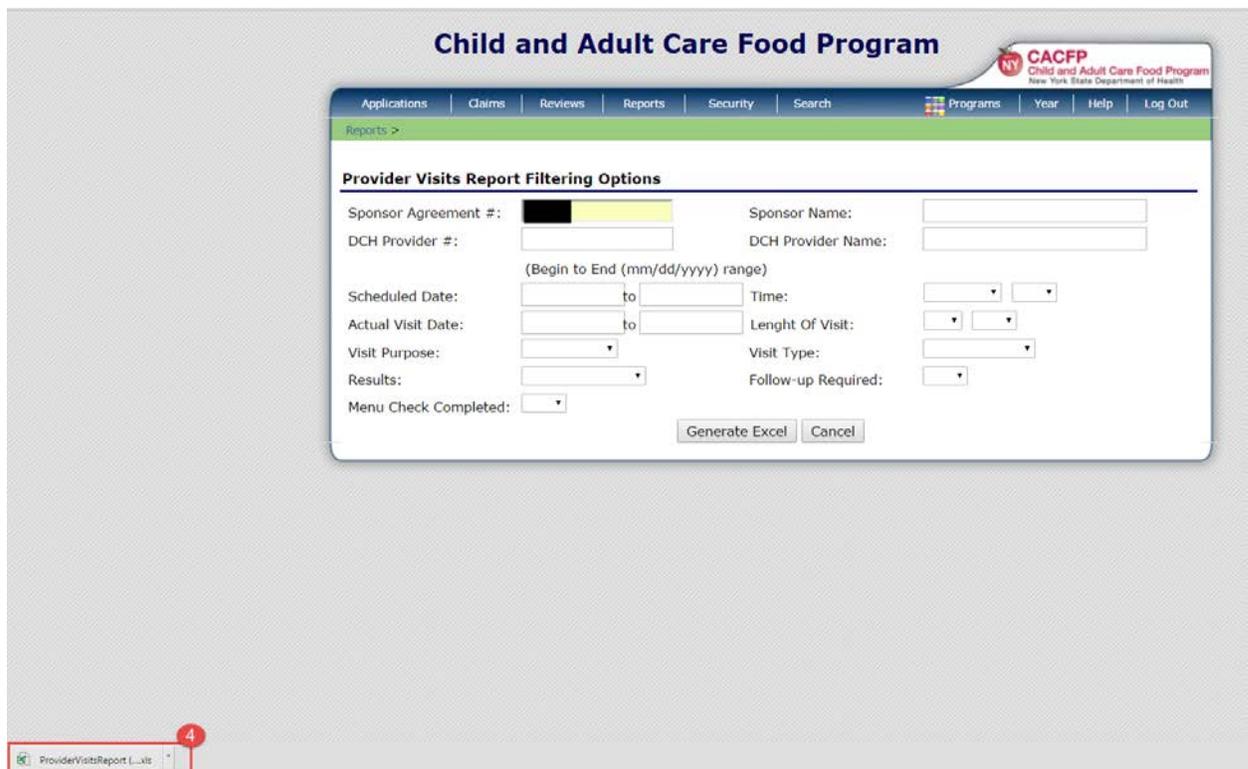
Accounting Reports
 Cash Advance Report Cash Advance Report

Miscellaneous Reports
 Participants Report (10501) This report displays Participants information.
 Participants Report (10502) This report displays Participants information.
 Participants Ethnicity Report (10591) This report displays Participants information.
Provider Visit Report 1 Displays Provider Visit Information.
 Provider Check Report This report generates the provider payment information in an Excel file to be used with accounting software to generate provider checks.

2. Enter your **Sponsor Agreement #**
3. Click **Generate Excel**

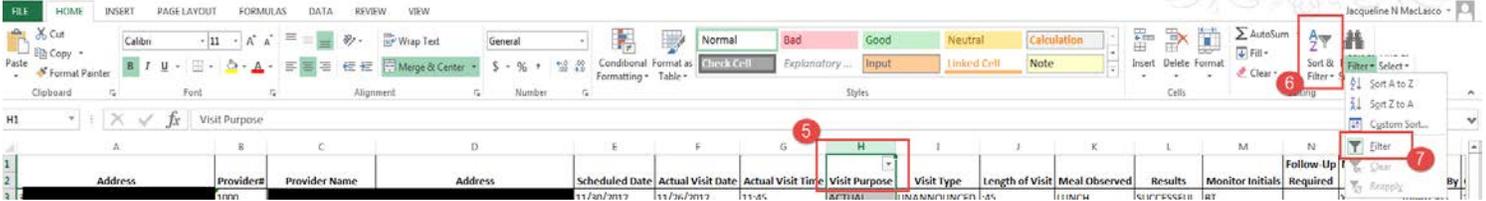


4. Open the Excel Download (**ProviderVisitReport.xls**) located at the bottom of your web page



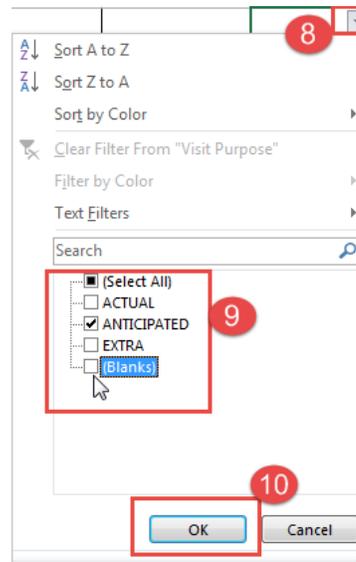
Hint: Delete the first two columns to make it easier to sort this report

5. Highlight **Visit Purpose** Column
6. Click **Sort & Filter**
7. Click **Filter**



Notice the box with a triangle in the corner of the visit purpose box. This allows you to show only the **Anticipated** visits.

8. Click the **Gray Box with the Triangle**
9. De-select all boxes except **Anticipated**
10. Click **Ok**



When to Ask for Help...Troubleshooting Guide

Question from caller:	Possible Resolution:
Having trouble activating HCS account; HCS log in not working; HCS password not correct	Call HCS Commerce Account Management Unit (CAMU) Help Desk at 1-866-529-1890 Option 1.
Payment has not been received	<p>It takes up to 2 weeks to receive payment once the claim is submitted. Payment is not received after 2 weeks, please contact the Financial Representative at CACFP.</p> <p>Check the status of the claim:</p> <ul style="list-style-type: none"> • Processed – means payment is within 2 weeks. • Accepted - means the claim has been submitted. • Pending - means you have not submitted the claim. • Error - means there is a problem with the claim data.
How to print a claim?	After clicking Submit for Payment, Summary will appear in the Action column on the left at the Claim Month Detail screen for the claim month. Open the Summary. Use the print icon on the HCS screen.
Claim says: "Pending"	Is there a red Submit for Payment button on the screen? If so, click it when the claim is complete. Once the status has changed to PROCESSED , the claim check is usually mailed within 2 weeks.
One of the Providers is not eligible (and it should be).	Speak to the Nutritionist or Financial Representative.
Unable to enter all the meals/snacks.	Speak to the Nutritionist or Financial Representative.
Unable to access CIPS or the screen is frozen, or other web connectivity issues.	Please call our CACFP Help Desk for technical assistance. Call 1-800-942-3858. Please press "1" to be connected to a Help Desk agent.

<p>On screen errors</p>	<p>The system will indicate whatever is needed to complete. Follow the prompt message and supply whatever information is requested. If there are questions, contact the Nutritionist or Financial Representative.</p>
<p>Adding a new user; Inactivating a new user; Replacing the HCS Director; Replacing the HCS Coordinator</p>	<p>See Chapter 6- CIPS Security.</p>
<p>Changing security for a user</p>	<p>See Chapter 6- CIPS Security</p>
<p>How to revise information on the Sponsor or Provider application?</p>	<p>For the Sponsor Application and Provider Application click Revise. Once revisions are complete click FINISH, and then click SUBMIT FOR APPROVAL. Speak to a Nutritionist if there are questions.</p>
<p>RENEWAL Questions</p>	<p>Speak to the Financial Representative or Nutritionist.</p>