



## Child & Adult Care Food Program

Child Care Centers

CNP Web Tutorial

FY2016

*Child Nutrition Programs*

*Teaching and Learning Support*

*801 West 10<sup>th</sup> Street, Suite 200*

*P.O. Box 110500*

*Juneau, Alaska 99811-0500*

*Phone (907) 465-8711*

*Fax (907) 465-8910*

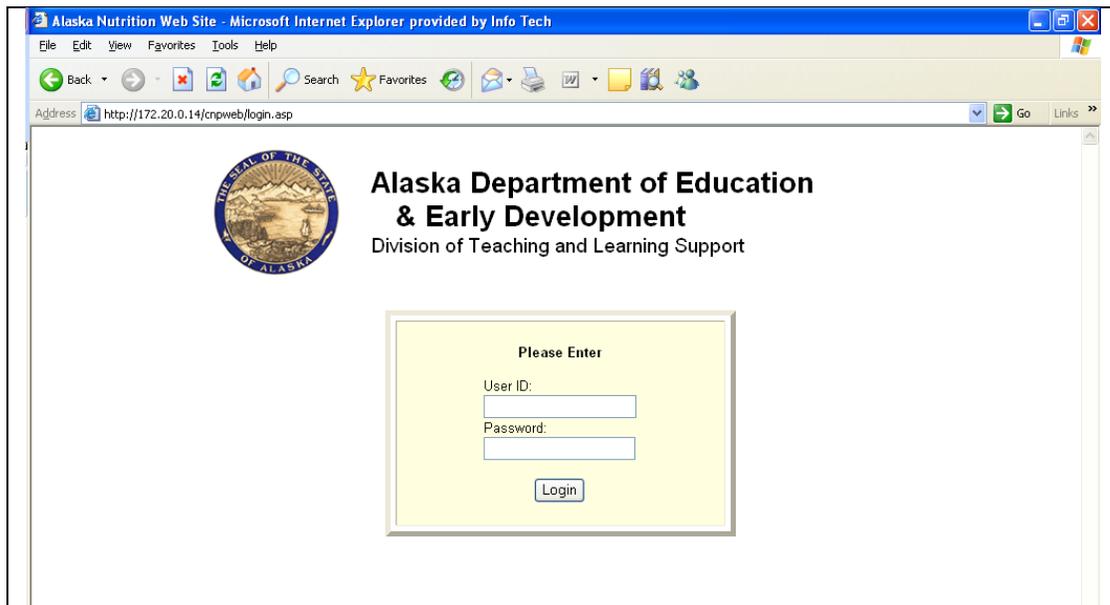
Please note, our database is frequently modified by our contractor so the screen prints that you see in this tutorial may not match exactly what you see on your screen. If you have questions you may contact the State Agency (SA) Child Nutrition Programs (CNP) for guidance.

**Bookmark the following URL address for EED Child Nutrition Programs webpage: –**

<http://education.alaska.gov/tls/cnp/>

(Note – new web page address)

Use this to access the CNP Web Login in right hand column

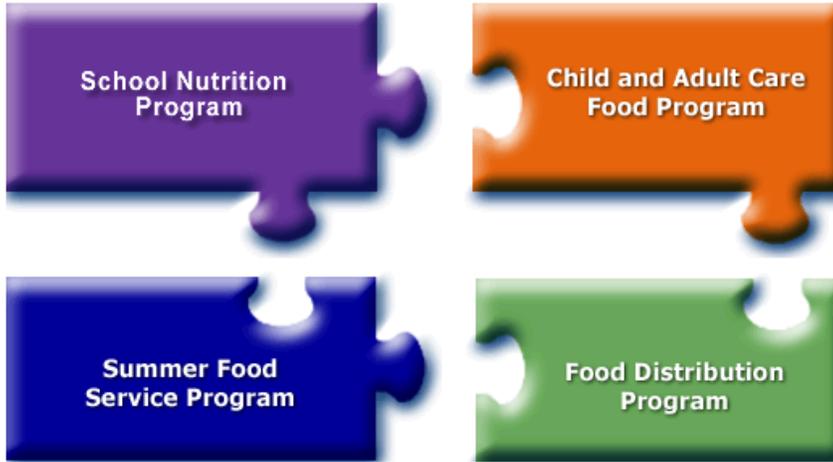
	<p><b>Type in your User ID and Password</b> that has been provided by the state agency (SA).</p> <p>If you are unable to access the internet at your facility you must apply for a waiver from SA to do hard copy updates and claims.</p>
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# Alaska Department of Education & Early Development

Division of Teaching and Learning Support

Click on the orange puzzle piece to enter the CACFP Database



Click on a puzzle piece above for the Child Nutrition Program you wish to access!

[Exit Web Site](#)

Read Welcome page for any new alerts regarding the CNP Web, and click on Continue

### Welcome to the Child and Adult Care Food Program (CACFP)

View the most current CACFP Child Care Bulletin:  
[2014-09](#)

**USDA CACFP Policy Memos:**

**Date Issued:**

<a href="#">13-2014 Area Eligibility Using Census Data</a>	5/28/14
<a href="#">12-2014 Disaster Response</a>	5/19/14
<a href="#">11-2014 Sharing Aggregate Data to Expand Program Access and Services in Child Nutrition Programs</a>	4/24/14
<a href="#">10-2014 Area Eligibility Using Census Data</a>	4/21/14
<a href="#">09-2014 – Guidance on Reallocation of CACFP Audit Funds</a>	3/19/14
<a href="#">08-2014 – Fiscal Year (FY) 2014 Reallocation of State Administrative Expense (SAE) Funds</a>	3/10/14
<a href="#">07-2014 – Guidance on Income Eligibility Determinations and Duration - REISSUED</a>	1/10/14
<a href="#">06-2014 - Effective Date of Free or Reduced Price Meal Eligibility Determinations</a>	12/3/13
<a href="#">05-2014 - Smoothies Offered in Child Nutrition Programs</a>	11/14/13

Program Year Selection

Program Year	Program Begin Date	Program End Date
2007	October 1, 2006	September 30, 2007
2008	October 1, 2007	September 30, 2008
2009	October 1, 2008	September 30, 2009
2010	October 1, 2009	September 30, 2010
2011	October 1, 2010	September 30, 2011
2012	October 1, 2011	September 30, 2012
2013	October 1, 2012	September 30, 2013
2014	October 1, 2013	September 30, 2014
2015	October 1, 2014	September 30, 2015
2016	October 1, 2015	September 30, 2016

**Select the program year you wish to add update (2016)**  
 \*Note- you can view prior year's program information & claims but please DO NOT edit any prior year information.  
 (Note: It will be available by the time you do this step)

↓ Bottom of Form

**Sponsor Summary** CACFP New Sponsor (500)

Packet	Applications	Claims	Payments	Users
Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet		No Information Sheet		<a href="#">Add</a>
Center Info Sheet		No Information Sheet		
501 New Sponsor Site		No Information Sheet		

↑ Top of Form

The sponsor sheet and sites from prior years will come forward into the new year. You will need to click the "Add" button to update your sponsor information sheet.

Program Year: 2014 Sp

**CACFP** Alaska Dept of Education & Early Development  
 Sponsor Information Sheet

**CACFP TEST (501)** 2013-2014 Program Year  
Pending Submission  
New Application

D-U-N-S® Number: has not been entered

↓ Bottom of Form

If available, please enter Sponsor's D-U-N-S® #

**Mailing Address** **Street Address**

(1) Addr1:  (6) Addr1:   
 (2) Addr2:  (7) Addr2:   
 (3) City:  (8) City:   
 (4) State: AK (5) Zip Code:  (9) State: AK (10) Zip Code:

Review your addresses and update as necessary.

**Authorized Representative** **Food Program Contact**

(11) Name: Ms.  First  MI  Last  (20) Name: Ms.  First  MI  Last   
 (12) Title:  (21) Title:   
 (13) E-mail:  (22) E-mail:   
 (14) Phone:  (15) Ext:  (23) Phone:  (24) Ext:   
 (16) Fax:  (17) Ext:  (25) Fax:  (26) Ext:   
 (18) Cell:  (27) Cell:   
 (19) Contact's Address: Mailing Address (28) Contact's Address: Mailing Address

Check here to copy Authorized Representative to Food Program Contact

Review your authorized representative and food program contact & update as necessary. If you are a non-profit there should be two different names.

**Financial Contact**

(29) Name: Ms.  First  MI  Last

(30) Title:

(31) E-mail:

(32) Phone:  (33) Ext:

(34) Fax:  (35) Ext:

(36) Cell:

(37) Contact's Address: Mailing Address

Review your financial contact and update as necessary. This is the person the SA will call if questions arise on claims.

**General Information**

(38) Type of Sponsoring Authority: **Public** FEIN:

(39) Is the Sponsor a School Food Authority?  Yes  No

(40) Sponsoring Type:  Independent Sponsor (One Center)  Sponsoring Organization

If **Sponsoring Organization** selected above, check all entity types that are sponsored

(41)  Homes  Centers that are legal entities of the sponsor  Centers that are not legal entities of the sponsor

Make sure we have the correct type of sponsoring authority:  
 \*public  
 \*private non-profit  
 \*private for-profit

Let the SA know if incorrect

Answer the questions.

**Vendor/Food Service Management Company and Contract Information**

If Sponsor contracts with a Vendor or Food Service Management Company (FSMC) for meals served at ANY of the Sponsor's sites, please complete information for each Vendor/FSMC the Sponsor contracts with.

(42) Name of the Agency and Contact Person that facilitates procurement of the Vendor/FSMC Contract(s):

(43-1) Vendor/Food Service Management Company 1:

Type of Vendor / FSMC

Vendor/FSMC Name (A)	Address (B)	City (C)	State (D)	Zip (E)
<input type="text"/>	<input type="text"/>	<input type="text"/>	AK <input type="text"/>	<input type="text"/>
Contact Name (F)	Email Address (G)	Phone Number (H)	Phone Ext. (I)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Contract Begin Date (J)	Contract End Date (K)	Contract Amount (L)		
<input type="text"/>	<input type="text"/>	<input type="text"/>		

Contract or contract renewal approved: (M)  Yes  No

Click here to enter additional Vendors and/or Food Service Management Companies

If you're purchasing meals from a vendor enter the information in this section. If you have multiple vendors click the button to Add Lines.

**For Sponsors of Centers Only**

(45) USDA Commodities are available to sponsors of centers. Please select either Cash-In-Lieu (CIL) of Commodities or Government Donated Commodities.

Cash-in Lieu of Government-donated Commodities  
 Government Donated Commodities

For Centers: Check if you'd like Cash-in-Lieu of Commodities (CIL) or Commodities.

CIL rate changes yearly. 7/1/15-6/30/16 = \$.2375 per lunch/supper

**USDA Commodities:**  
 Bulk products available through USDA based on average daily attendance  
 Place order in February for following year  
 Products usually delivered in the fall  
 Need space for storage

Number of Sites/Homes				
Pricing Sites (43)	Non-Pricing Sites (44)	Tier I Homes (45)	Tier II Homes (46)	Tier II Mixed Homes (47)
0	0	0	0	0

For Sponsors of FDCH: These fields will auto fill after you've entered provider information.

Confidential Income Statement Categorization <sup>1</sup>			Claim Reimbursement Certification <sup>2</sup>		
First	MI	Last	First	MI	Last
(51) Name:	<input type="text"/>	<input type="text"/>	(56) Name:	<input type="text"/>	<input type="text"/>
(52) Title:	<input type="text"/>		(57) Title:	<input type="text"/>	
(53) E-mail:	<input type="text"/>		(58) E-mail:	<input type="text"/>	
(54) Phone:	<input type="text"/>	(55) Ext: <input type="text"/>	(59) Phone:	<input type="text"/>	(60) Ext: <input type="text"/>

<sup>1</sup> Enter the name, title, phone number and email address of the person who is responsible for approving the application for free and reduced-price meals

<sup>2</sup> Enter the name, title, phone number and email address of the person person who is responsible for certifying the claim for reimbursement

Fill in who is responsible for the Confidential Income Statements (CIS) and the Claim.

Please describe below the controls your organization has in place to backup these persons in the event they are no longer employed by your organization or cannot complete these tasks.

(52)

Documentation of meals and supplements served must be made at point of service. Point of service is defined as the place and time at which meals are served. Please describe below how your organization ensures that meals are documented at point of service. ( NOTE :: Required ONLY for Sponsors of Centers NOT for Sponsors of homes. )

(53)

Please be specific when answering the questions.

**Civil Rights Annual Requirement**

**Civil Rights Compliance for Sponsors of Day Care Homes**

(63) Does your program annually monitor civil rights compliance?  Yes  No

(64) Is an annual Civil Rights Review form kept in each providers file for review?  Yes  No

**Civil Rights Compliance for Sponsors of Day Care Homes and/or Centers**

(65) Has your organization had any civil rights complaints in the past year?  Yes  No  
(If Yes, please submit all complaint details to CNS.)

Disregard Questions 63 & 64 (these are for sponsors of day care homes).

**Staff Training Topics**

(76) List staff training dates for current fiscal year and topics to be presented:

(A) Training Date	(B) Training Topic
(1) <input type="text"/>	<input type="text"/>

[Click here to enter additional Training Items](#)

Complete for all your planned CACFP training. Be specific and if you have site monitors they must be listed separately for site monitoring training

Non-profit agencies: Board members will complete the Certification of Principals form to be kept on file at your agency. Use information from that form to complete this section for all board members. (This does not include committee members who may not be on the official board. This does not include policy council members for Head Start agencies). Minimum of 3 and use the Add Board Member button to add more names.

**Board Members**

(77) Complete Board Member Information.

List each Board member's full legal name and any other names they have used. Include the Board Member's title. Check the box if board member holds any personal fiscal interest in the Institution's activities or is related to other board members or to the Institution's personnel. Provide an explanation if a fiscal interest or relationship to others exists.

**Board Member 1**

(A) Name:

(B) Other Names:

(C) Title:

(D) Fiscal Interest or Relationship:  Yes  N/A

(E) If Yes to (D), please explain:

**Board Member 2**

(A) Name:

(B) Other Names:

(C) Title:

(D) Fiscal Interest or Relationship:  Yes  N/A

(E) If Yes to (D), please explain:

**Board Member 3**

(A) Name:

(B) Other Names:

(C) Title:

(D) Fiscal Interest or Relationship:  Yes  N/A

(E) If Yes to (D), please explain:

[Add Board Members](#)

[Click here to enter additional Board Members](#)

**Certification**

- (78)  Yes  No The management plan on file with the State agency is complete and up to date.
- (79)  Yes  No No sponsored facility, principal of a sponsored facility, the Institution itself, and/or the Institution's principals, are currently on the CACFP National Disqualified List.
- (80)  Yes  No The outside employment policy most recently submitted to the State agency remains current and in effect.
- (81)  Yes  No A budget for the upcoming year has been submitted to the State agency.
- (82)  Yes  No The names, mailing addresses, and dates of birth of all current institution principals have been submitted to the State agency.
- (83)  Yes  No The list of any publicly funded programs, institutions and principals having participated in the past seven years is current.
- (84)  Yes  No The Institution itself, and the Institution's principals, have not been determined ineligible for any other publicly funded programs due to violation of that Program's requirements in the past seven years.
- (85)  Yes  No No principals of the Institution have been convicted of any activity that occurred during the past seven years indicating a lack of business integrity.
- (86)  Yes  No The Institution is currently compliant with the required performance standards of financial viability and management, administrative capability, and program accountability as described in 7 CFR §226.6(b)(2)(vii).
- (87)  Yes  No I certify, by submission of this Sponsor Information Sheet, that neither the Sponsor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. If I am unable to certify to any of the statements in this certification, I will submit an explanation to Child Nutrition Programs.
- (88)  Yes  No Any of the above information that has changed since the initial application has already been submitted to the State agency or is being submitted with this certification.
- (89) List the publicly funded programs in which this institution and its principals have participated in the past seven years.

xxxxxx

**Certification Questions:**  
Check after reading each paragraph.

Fill in all publicly funded programs.

**For Sponsor of Family Day Care Homes**

- (86)  I certify that the information submitted to the State Agency on the information sheet, the management plan, and the budget and its attachments is true and accurate to the best of my knowledge; that I will accept the final administrative and financial responsibility for total Child and Adult Care Food Program operations at all facilities under my sponsorship; that the reimbursement will be claimed only for meals served to enrolled children, that meals claimed for a providers child are eligible for free or reduced-price meals; that the CACFP will be available to all eligible enrolled children without regard to race, color, sex, national origin, age, or disability at the approved food service facilities; and that these food service facilities have capability for the meal service planned for the number of children anticipated. I understand that this information is being given in connection with receipt of Federal funds and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal criminal statutes.

**For Sponsor Centers**

- (87)  I certify that the information on the application is true and accurate to the best of my knowledge; that I will accept final administrative and financial responsibility for the total Child and Adult Care Food Program operations at all facilities under my sponsorship; that reimbursement will be claimed only for meals served to enrolled children, that meals claimed for a providers child are eligible for free or reduced-price meals; that the CACFP will be eligible to all children without regard to race, color, sex, national origin, age, or disability at all approved food service facilities; and that these facilities have the capability for the meal service planned for the number of children anticipated. I understand that this information is being given in connection with the receipt of Federal funds and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal criminal statutes.

Check the box of the paragraph that applies to your program when you have read completely.

**\*Center Sponsors should check box (87)**

(60)  (61)   
 Name of Food Director Birthdate

(62)   
 Mailing Address of Food Director

(63)  (64)   
 Name of Executive Director Birthdate

(65)   
 Mailing Address of Executive Director

(66)  (67)   
 Name of Chairman of the Board of Directors or Owner Birthdate

(68)   
 Mailing Address of Chairman of the Board of Directors or Owner

(69) General Comments:

Review your responsible parties and update all information with **home addresses** of each contact. These people are responsible for the CACFP

Submit comments as necessary.

Click "Submit" to save the updated information.

**Post Confirmation**

The **Sponsor Information Sheet** was posted to the database with a status of **Pending Submission**.

When you have completed entering all of the forms required, please submit them to EED for final approval.

Click [here](#) to go to the Sponsor Information Sheet Listing or select another option from the menu above.

After clicking "Submit" you will see this screen. The sponsor information sheet is now in Pending Submission. Next update your sites by clicking "here" you will be brought back to the Sponsor Summary Page

**The Following Information is for Sponsors of Child Care Centers**

↓ Bottom of Form

**Sponsor Summary** CACFP Test (50000)

Packet	Applications	Claims	Payments	Users
Form Name	Revision	Status	Date Approved	Action
<b>Sponsor Info Sheet</b>	0	Pending Submission		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
<b>Center Info Sheet</b>				
1test	test	No Information Sheet		<a href="#">Add</a>

↑ Top of Form

Click on "Add" to update the site information sheet(s). If you have new sites to add please see below for directions.

Program Year: 20

**Center Information Sheet**

Site: center test (1test) Sponsor: CACFP Test (50000)

Program Types	Revision Number	Date Created	Date Approved	Status
<a href="#">Adult Care Center</a>				
<a href="#">Child Care Center</a>				
<a href="#">Head Start Center</a>				
<a href="#">Outside School Hours Center</a>				
<a href="#">Homeless Shelter Center</a>				
<a href="#">At Risk After School Snack Center</a>				

You will need to click what type of site you are running – see below for definitions. If you have one site with two different programs you will go through this process twice **for the same site** (i.e. a

If you have questions regarding the type of site you are running after reading the information below please feel free to contact Alexis Hall at (907) 465-4969.

Child Care Center and an At-Risk After School Snack Center).

If you want to add a brand new site you must e-mail the CACFP Specialist at SA and include the new site/center name. The Specialist will add the site/center and indicate when it is ready for you to populate the database with all pertinent information.

**Child Care Center** = Any public or private nonprofit or for-profit institution or facility licensed or approved to provide nonresidential child care services to enrolled children, primarily of preschool age, including but not limited to day care centers, Head Start centers and organizations providing day care services for children with disabilities.

**Head Start Center** = Licensed or approved to provide nonresidential services to Head Start participants under the Federally-funded Head Start Program.

**Outside School Hours Center** = A public or private nonprofit institution or facility or for-profit center that has met the state or local health and safety standards and provides organized nonresidential child care services to children during hours outside of school. (12 years and under)

**At Risk After School Snack Center** = A public or private nonprofit organization (including a school) which provides children with regularly scheduled activities in an organized structured and supervised environment, includes educational or enrichment activities, and is located in a geographical area served by a school in which 50% or more of the children enrolled are eligible for free or reduced price school meals. (school age children up through age 18 – or 19 if the child turns 19 during the school year)

**CACFP** Alaska Dept of Education & Early Development  
Center Information Sheet

center test (1test) CACFP Test (50000) 2008-2009 Program Year Pending Submission **Renewal Application**

↓ Bottom of Form

Mailing Address		Street Address	
(1) Addr1: xxxxxxxx	(5) Zip Code: 99801	(6) Addr1: xxxxxxxx	(10) Zip Code: 99801
(2) Addr2: xxxxxxxx		(7) Addr2: xxxxxxxx	
(3) City: xxxxxxxxxxx		(8) City: xxxxxxxxxxx	
(4) State: AK		(9) State: AK	

Check here to copy Mailing Address to Street Address

Some of the information from prior years will roll forward. Review the addresses and update as necessary.

Enrollment Information	(A)	(B)	(C)	(D)
Program	Free	Reduced	Over Income	Total
(11) Child Care Center				

Submit Roster and Certification to State Agency

CNP must receive your One Month Enrollment Report (OMER) documentation before approval will take place. Mail, e-mail your OMER (Excel roster) to:

[Annmarie.martin@alaska.gov](mailto:Annmarie.martin@alaska.gov)

Or

[Alexis.hall@alaska.gov](mailto:Alexis.hall@alaska.gov)

Insert your Rate % Certification Numbers. Leave blank until your 30-day study is complete, which will be after October 30, 2015. This must be updated by November 10, 2015 to be considered within deadline.

**Cacfp Contact Person (for this program at this center)**

First MI Last

(12) Name:

(13) Title:

(14) E-mail:

(15) Phone:  (16) Ext:

(17) Fax:  (18) Ext:

(19) Cell:

**General Information**

(19) Center Type: **Public**

(20) Center Administration:

(21) Is this Center affiliated with a church?  Yes  No

(22) Months of Operation: Oct  Nov  Dec  Jan  Feb  Mar  Apr  May  Jun  Jul  Aug  Sep

(23) Age range of participants enrolled at this site (Check all that apply)

0-11 Months  1-2 Years  3-5 Years  6-12 Years  13-18 Years  18 Years-Over

Review contact person's information and update as necessary (if you have more than 1 site the contact person should be the staff member that is at the site, not the staff member who works at the main office).

Review General information and update as necessary.

**At-Risk After School sites – DO NOT CHECK SUMMER MONTHS**

**Licensing Information**

(25) Is this a licensed Center?  Yes  No

(26) Number:  (27) Effective Date:

(28) Capacity:  (29) Expiration Date:

Review license # and Capacity & update if necessary. Fill in the two dates.

May be found seriously deficient if current license information is not in the database. Notify SA when moving. Cannot claim meals if not licensed and updated information not approved in database.

**For Profit Centers Only**

(36) Is this Center  For Profit - Title XIX / XX Beneficiaries  For Profit - Free and Reduced-Price Eligible

Title XX Beneficiaries (Pass I, II, III) or

(37) Free and Reduced-Price Eligible:  (39) Eligibility: **0%**

**For Profit Centers:** Click how you are verifying 25% eligibility and input number in that category for 30-day study month.

For-profit child care centers may not claim reimbursement for meals served to children in any month in which less than 25% of the children in care (enrolled or licensed capacity, whichever is less) were eligible for free/reduced meals or were title II beneficiaries (Child Care Assistance).

**Meal Service** (A) (B) (C) (D) (E) (F) (G) (H) (I) (J)

**Only enter the meals that you are claiming for reimbursement!**

Meal Preparation		Shift	Begin Time	End Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
S = Prepare on-site	SD = Sponsor prepare and deliver										
(40) Breakfast	V <input type="checkbox"/> No <input type="checkbox"/>		08:00 AM	08:45 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
xxx											
(41) AM Snack	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
----Select Vendor or FSMC if vended meal----											
(42) Lunch	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
----Select Vendor or FSMC if vended meal----											
(43) PM Snack	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
----Select Vendor or FSMC if vended meal----											
(44) Supper	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
----Select Vendor or FSMC if vended meal----											
(45) Night Snack	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
----Select Vendor or FSMC if vended meal----											

(46) Provide explanation for shift meal(s)

(47) Provide explanation of method used to not serve more than the allowable number of meals per child

(48) Explain any meal day or time alterations from the above schedule

(49) Are you CLOSED on any of the following Holidays?  Yes  No (If "Yes", Check all that apply)

- New Years                       Presidents Day                       Martin Luther King                       Columbus Day
- Alaska Day                       Veterans Day                       Memorial Day                       Labor Day
- Independence Day                       Easter                       Thanksgiving                       Christmas
- Seward's Day
- Check if there any special days, besides those listed above, on which your facility will be closed.

Review meal service information and update as necessary.

If using a vendor the click the arrow on right hand side of box & choose which vendor from the names you provided on the sponsor sheet.

Provide a thorough explanation for Question #45.

Provide complete explanation if serving more than 2 meals/1 snack at your facility

Please explain any alternate meals to be served (ie every other Monday)

If you are closed on any holidays check the appropriate boxes.

Provide other close dates for the coming year.

(50) Does the center charge for any meals separate from Tuition?  Yes  No

**For Pricing Programs Only**

(51) Breakfast  (Max 0.30) (52) Lunch/Supper  (Max 0.40) (53) Snack  (Max 0.15)

List the prices charged for reduced-price meals

**Racial / Ethnic Data**

The number of children (or adults, if this is an adult day care center) participating in the Program at this site must be reported each year. In the event that one or more racial/ethnic categories are not represented by actual beneficiaries served at this site, please enter a zero (0). If the form is submitted without completing an entry for each racial or ethnic category, the form will be returned with an error message.

Based on data collected at this site in the prior year, provide the number (not percentages) of participants at this site in each racial and ethnic category.

**Ethnicity:**

(54)  Hispanic/Latino

(55)  Non-Hispanic/Non-Latino

**Race:**

(56)  American Indian/Alaska Native

(57)  Asian

(58)  African American (Black)

(59)  Native Hawaiian or Other Pacific Islander

(60)  White

(61)  Other/Mixed

(62) General Comments:

**Certification**

*The certification statement should only be checked after the form entry is complete and is ready to be submitted to the state for review. If the data is incomplete or the form has errors the certification check will not be saved. Editing the form after it has been certified will require the certification statement to be rechecked.*

(63)  The person submitting this information sheet is authorized to submit the information on behalf of the Sponsor. By submitting this information to the State Agency for approval, the Sponsor certifies that all information provided herein is true and accurate, that the site has been visited to ensure it has the capability and the facilities to provide the meal service planned for the number of children anticipated to be served. The Sponsor acknowledges that this information is being given in connection with the receipt of Federal funds and that deliberate misrepresentation may subject the Sponsor to prosecution under applicable State and Federal criminal statutes.

Submit Cancel

**Pricing Programs:**

Fill in price for meals (N/A in Alaska)

Enter the number of attending participants in the categories. Put zero (0) if you have no participants in that category.

Certify and

Click "Submit" to save information.

Post Confirmation

The **Center Information Sheet** was posted to the database with a status of **Errors Detected**.

The form entered failed to pass the edit process because of either incomplete or incorrect information. These errors must be corrected before the form can be approved by EED. Please return to the entry form to review the errors and make the necessary corrections.

Click [here](#) to go to the Center Information Sheet Listing or select another option from the menu above.

If you have not completed form it you will get an Error. You can go back in and “Edit” the site sheet at any time.

You should expect an Error if you haven’t filled in the enrollment information from your OMER or your for-profit eligibility information (if you are a for-profit center). We understand that this is normally the last piece of your “paperwork”. We will not pay your October claim until all your paperwork is submitted and approved.

↓ Bottom of Form

Sponsor Summary

CACFP New Sponsor (500)

Packet		Applications	Claims	Payments	Users
Item	Req	On-Line Forms Description		Count/Date	Status
1	*	Sponsor Information Sheet			Pending Submission
2	*	Center Information Sheets		1 of 1	Pending Submission

Under the Packet Tab you will see an asterisk next to the forms you must download, complete & submit to the state.

List from FY2015 ... the list will be changing for FY2016

6		Budget Attachment A & B				
7		Attachment C ( Training Plan )				
8		Attachment D ( Monitoring Plan )				
9		NPFS Financial Report for Single Site				
10		NPFS Financial Report for Multi Site				
11	*	One Month Enrollment Report for Child Care Centers		11/10/2014	12/15/2014	12/15/2014
12		One Month Enrollment Report for Adult Care Centers				
13	*	Confidential Income Statement (CIS) Packet		11/20/2014	12/15/2014	12/15/2014
14		Vended Meal Agreement				
15		Child Care Standards Certification				
16		Sponsor / Site Agreement for Self-Prep - Unaffiliated Sites				
17		Sponsor/Site Agreement for Afterschool Programs - Unaffiliated Sites				
18	*	Activity Documentation for At-Risk Programs		10/1/2014	12/15/2014	12/15/2014
19		Area Eligibility Documentation for At-Risk Centers				
20	*	Cycle Menus - Centers		10/1/2014	12/15/2014	12/15/2014
21		CNPweb User Authorization Request (New Users Only)				
22		CACFP Child Enrollment Form				
23		CACFP Adult Enrollment Form				
24		Management Plan				
25		Site Monitoring Form (updated)				
26		Unaffiliated Site Acknowledgement				
27		At-Risk Afterschool Meals Site Application List				

The database will create a required list for your agency from the answers you provide on your site and sponsor sheets.

This is not the list from FY2016 ... there are a few more and a few less items in FY2016.

There are many extra forms for your reference that you may download.

↑ Top of Form

Check here and click on the "Submit" button below to submit forms to the State for Approval.  
(Once the forms have been submitted to the State Agency, no additional changes can be made prior to Approval.)

Submit

When you've completed the sponsor sheet and all your site sheets and have submitted all the required documents listed under the Packet Tab you can then submit the entire packet to the state for approval.

You will receive an approval letter via e-mail that should be kept with all your FY2016 CACFP paperwork.