COLYAR CONSULTING GROUP, INC.

Texas Unified Nutrition Programs System (TX-UNPS)

Child and Adult Care Food Program

User Manual

Texas Department of Agriculture
Food and Nutrition Division

For Contracting Entity Users

TABLE OF CONTENTS

USER MANUAL **1**

INTRODUCTION **5**
WEB SITE BENEFITS AND FEATURES 5
USER MANUAL 5

GETTING STARTED **7**
ACCESSING THE WEB SITE 7
ABOUT THE TX-UNPS HOME PAGE 7
LOGGING ON 9
TX-UNPS CONTENT OVERVIEW 10
TX-UNPS PROGRAMS PAGE 12
CHILD AND ADULT CARE FOOD PROGRAM HOME PAGE 13
ERROR PROCESSING 15
Input Edits 15
Business Rule Edits 15
SELECTING A PROGRAM YEAR 16
CONTRACTING ENTITY SEARCH 18
SITE SEARCH 20

APPLICATIONS **22**
ABOUT THE PROGRAM YEAR ENROLLMENT PROCESS 22
SUBMITTING AN APPLICATION PACKET 22
APPLICATIONS MENU 23
Application Packet 23
Application Packet – Center and DCH Contracting Entities 24
Contracting Entity Application 25
Site Application(s) (for CACFP Centers) 28
Provider Application(s) (for CACFP Day Care Homes) 32
Transferring a Provider 36
Board of Directors 36
Budget Detail 39
Checklist 42
Advance Request 44
Download Forms 46

CLAIMS **48**
ABOUT THE CLAIMS PROCESS 48
CLAIMS MENU 48
CLAIM DATES 49
Claim Entry 49
Claim Year Summary 50
Claim Month Details 51
Claim Site List 51
Payment Summary 56

SECURITY **58**
SECURITY MENU 58

APPLICATION PACKET PROCESS **60**
SUBMITTING A CACFP APPLICATION PACKET 60
CACFP APPLICATION PACKET CHECKLIST ITEMS 61

APPLICATION PACKET STATUSES 65
APPLICATION STATUSES 67
CLAIM STATUSES 68

TABLE OF FIGURES

Figure 1: TX-UNPS Home Page 7
Figure 2: TX-UNPS Content Overview 10
Figure 3: Screen Options - example 11
Figure 4: TX-UNPS Programs Page 12
Figure 5: Child and Adult Care Food Program Home Page 14
Figure 6: Examples of an Input Error (Partial Screen) 15
Figure 7: Example of a Business Rule Error (Partial Screen) 16
Figure 8: Example of a Warning Error 16
Figure 9: Year Select screen 17
Figure 10: Contracting Entity Search screen 18
Figure 11: Contracting Entity Search screen – "Search all available Programs" example 20
Figure 12: Site Search Page 21
Figure 13: Enrolling in a New Program Year 22
Figure 14: Packet History (sub-section of the Application Packet screen) 23
Figure 15: CACFP Applications Menu screen (State view) 23
Figure 16: Application Packet – Center screen 24
Figure 17: Application Packet – Day Care Home Contracting Entity screen 25
Figure 18: Application Packet screen – Message 25
Figure 19: Application Packet – CACFP Site List screen 29
Figure 20: 'Quick' Site Profile screen 30
Figure 21: Application Packet – DCH Provider List screen 33
Figure 22: Board of Directors – Member Information 37
Figure 23: Board of Directors Member List screen 38
Figure 24: Contracting Entity Budget History screen 40
Figure 25: Checklist Summary screen 42
Figure 26: Checklist screen 43
Figure 27: Checklist File Upload Detail screen 44
Figure 28: Advance Request Detail screen (Centers) 45
Figure 29: Advance Request Detail screen (Day Care Homes) 45
Figure 30: Download Forms screen (partial screen) 47
Figure 31: Claims Menu 48
Figure 32: Claim Year Summary screen 50
Figure 33: Claim Month Details screen – Example of Processed Claims 51
Figure 34: Claim Month Details screen – Example of Non-Processed Claims 51
Figure 35: Claim Site List screen 51
Figure 36: Claim Month Details screen – Add Original Claim 52
Figure 37: Claim Month Details screen – Modify an Un-processed Claim 53
Figure 38: Claim Month Details screen – Add Revision 54
Figure 39: Claim Rates for CACFP – Centers screen 56
Figure 40: Payment Summary List screen 56
Figure 41: Payment Summary screen 57
Figure 42: Change Password screen 59

1

Introduction

Welcome to the Texas Unified Nutrition Programs System (TX-UNPS) user manual for the Child and Adult Care Food Program module. TX-UNPS is a web-based software solution that provides administrators, state users, and Contracting Entities with efficient and immediate access to applications, claims, and related nutrition program functions.

Web Site Benefits and Features

TX-UNPS is a user-friendly web application that allows authorized state agency personnel and Contracting Entities to submit and approve application, claims, and advance requests via the Internet. Key system features include:

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

User Manual

This user manual is intended for use by authorized state users that administer the Child and Adult Care Food Program. It is designed to provide a general understanding of how to use the system in an effective and efficient manner. This manual will provide:

- A general explanation of each feature available.
- Screen examples of web site pages and forms.

- Step-by-step instructions for utilizing the web site features.
- Tips and notes to enhance your understanding of the system.

2

Getting Started

Before you can begin using TX-UNPS administrative modules, you must be assigned a user ID and password by the TX-UNPS Help Desk that provides the required security rights. Once this setup is complete, you may use the Internet and your assigned user ID and password to access and log onto the TX-UNPS web site.

Accessing the Web Site

You can access TX-UNPS from any computer connected to the Internet by opening your Internet browser and entering the following URL in the browser's address line: http://txunps.texasagriculture.gov/

The TX-UNPS project page displays. Click the "**TX-UNPS logon page"** link to log into TX-UNPS.

TIP: You can add this URL to your browser's FAVORITES list or create a shortcut to the web site on your desktop for quicker access to the site. Refer to your browser or operating system help files for further information.

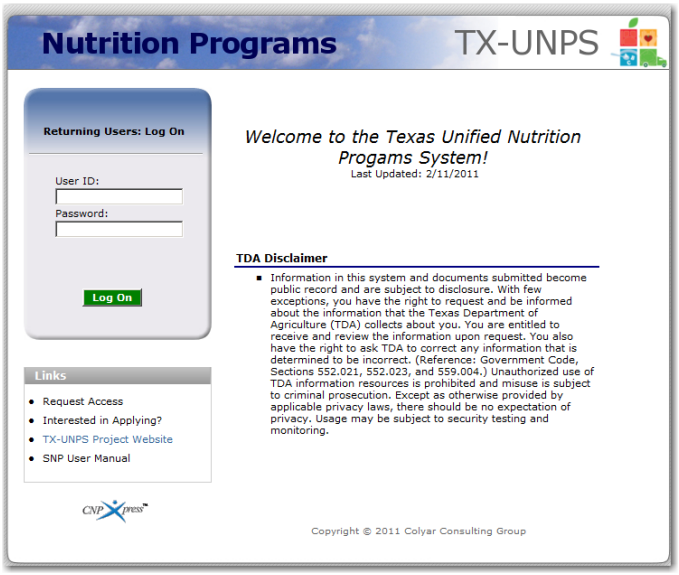


Figure 1: TX-UNPS Home Page

About the TX-UNPS Home Page

The TX-UNPS Home Page consists of three major sections:

- Bulletin Board.
- Log on.
- Links.

The bulletin board is managed by TDA and provides general information. It is important to remember that the bulletin board on the home page is viewable by the public.

The log on section is where authorized users enter their User ID and password. It also provides a link for users that have entered a valid User ID, but have forgotten their password, to be transferred to another webpage to reset their password.

The links section provides access to websites and additional information:

- Selecting the **Need Help?** link will transfer the user to a webpage where the user can send a support request or request a User ID and password.
- Selecting the **Interested in Applying?** link will transfer the user to a webpage that provides additional information on the nutrition programs offered and allow the user to submit a request for an application.
- Selecting the **TX-UNPS Project Website** link will transfer the user to the project's website.
- Selecting the **Program Resources** link will transfer the user to a webpage that contains the TX-UNPS User Manuals and the USDA CACFP Guidances.

Logging On

To log on

1. Access TX-UNPS by typing the URL into the address line of your web browser.
2. Enter your assigned **User ID**.
3. Enter your **Password**.
4. Select **Log On**.

Note: If you do not have a User ID and Password, contact the TX-UNPS Help Desk.

TIP: The Password is case-sensitive, so be sure to use upper and lower-case letters, if necessary.

To change your password

If this is your first time logging on, the system will automatically require you to change your password.

1. Select a new password and enter it into the box provided.
2. Re-enter your new password for confirmation.
3. Select **Save** to continue to the TX-UNPS Programs page.

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

TX-UNPS Content Overview

Once you are logged in and have selected a Contracting Entity, the top portion of the TX-UNPS application contains key elements that provide basic information about your location within the system and the selected Contracting Entity.

Figure 2: TX-UNPS Content Overview

Item	Description
Program Name	The selected program name appears in the gray area at the top of the page.
Menu Items	Menu items display on the blue menu bar at the top of the page. Selecting a menu item will take you to its menu page. Users may not have access to all menu items. If you are unable to select a particular menu item, you do not have the necessary security rights. Contact the TX-UNPS Help Desk for assistance.
Navigation/Breadcrumb Trail	The navigation, or breadcrumb trail, identifies your location within the web site. Selecting a specific portion of the trail will take you back to that particular screen. Note: To ensure that the correct screen and data is displayed, please use the navigation/breadcrumb trail or buttons at the bottom of the screen to navigate throughout TX-UNPS; do not use your browser's Back and Forward button
Program Year	The selected program year displays on the right beneath the menu bar. Upon logging in, the system defaults to the most current active program year.
Information Box	The information box displays general information regarding the Contracting Entity/Site.
Log Out	The logout button displays in the menu bar. It is recommended to select **Log Out** to properly exit the system.

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

Screen Options

Data entry screens in the system offer the user some or all of the following options: **VIEW, MODIFY, DELETE, and INTERNAL USE ONLY**. The Screen Options area is located on the top right side of the screen, directly beneath the colored bar.

Figure 3: Screen Options - example

The following table describes each of the possible screen options:

Item	Description
VIEW	Presents the screen information in 'view-only' mode. In this mode, the user cannot modify any data.
MODIFY	Presents the screen in 'modify' mode. In this mode, the user can modify field data and save the data after pressing the save button at the bottom of the screen.
DELETE	Deletes the current record displayed on the screen. The user will be presented with a confirmation screen to validate that they intend to delete the record.
INTERNAL USE ONLY	This option is only available to authorized State users only. This is available for screens that have an Internal Use Only section, which is typically at the bottom portion of the screen. Selecting this option will result in the fields in the Internal Use Only section to become editable.

TX-UNPS Programs Page

Once you successfully log on, the TX-UNPS Programs page is displayed. Actual access to specific modules is based on the user's security rights.

TIP: The Accounting, Maintenance and Configuration, and Security tiles are always gray because these are administrative modules that are available to only authorized State users. Contracting Entities will not have access to these modules. Only select authorized State users will have access to these modules.

Figure 4: TX-UNPS Programs Page

Selecting this button…	Provides…
School Nutrition Programs	Access to the School Nutrition Programs home page
Accounting	Access to the Accounting Module home page
Child and Adult Care Food Program	Access to the Child and Adult Care Food Program home page
Maintenance and Configuration	Access to the Maintenance and Configuration module home page
Summer Food Service Program	Access to the Summer Food Service Program home page
Security	Access to the Security Module home page
Food Distribution Program	Access to the Food Distribution Program home page

TIP: To ensure that the correct screen and data is displayed, please use the navigation/breadcrumb trail or buttons at the bottom of the screen to navigate throughout TX-UNPS; **do not** use your browser's Back and Forward button.

Child and Adult Care Food Program Home Page

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

To access the Child and Adult Care Food Program home page

1. Log on to the TX-UNPS web site.
2. On the Programs screen, select **Child and Adult Care Food Program**.

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

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

Note: State administrators maintain the message boards for all TX-UNPS modules. If you would like a message posted on the Child and Adult Care Food Program home page, please contact the TX-UNPS Help Desk. Please note that messages are visible to both internal and external users.

Figure 5: Child and Adult Care Food Program Home Page

Child and Adult Care Food Program menu options

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

Please note: individual users may have varying menu options due to the user's security configuration.

Menu Item	Menu Features
Applications	Access to overall application-related items including: ▪ Contracting Entity Manager (State users only). ▪ Application Packet (inc. Contracting Entity and Site applications as well as supporting submissions). ▪ Advance Requests. ▪ Download Forms.
Claims	▪ Access to CACFP claim entry screens and Contracting Entity-specific payment history.
Reports	For State users only.
Security	Access to an individual user's security-related items including:

	▪ Change Password (authenticated user changing their password).
Search	Access to the CACFP Contracting Entity Search screen.

Error Processing

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

Input Edits

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

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

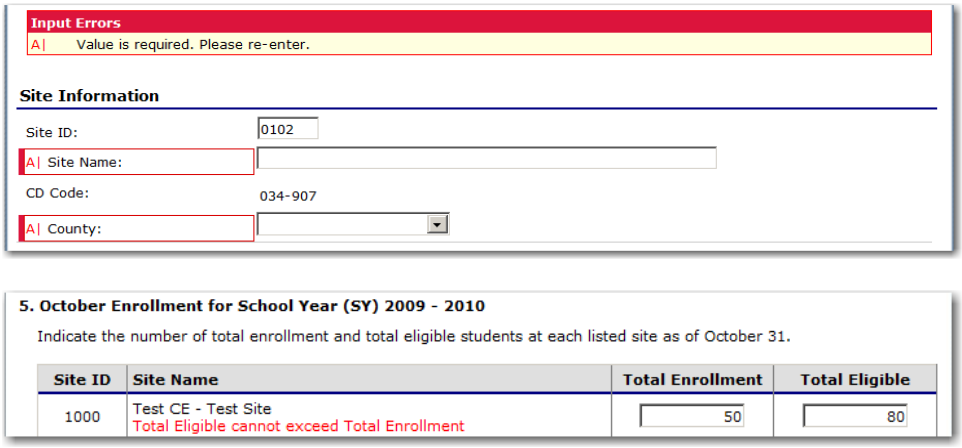
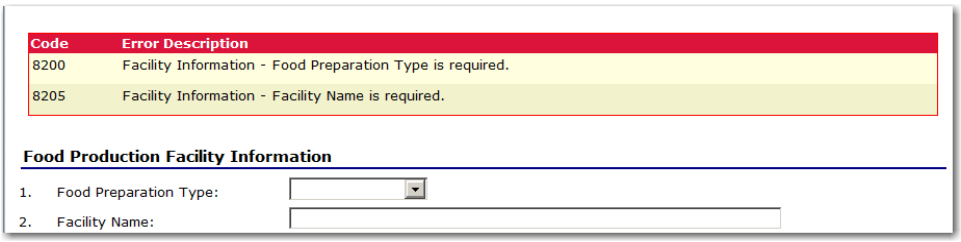


Figure 6: Examples of an Input Error (Partial Screen)

Business Rule Edits

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

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



Code	Error Description
8200	Facility Information - Food Preparation Type is required.
8205	Facility Information - Facility Name is required.

Food Production Facility Information

1. Food Preparation Type:
2. Facility Name:

Figure 7: Example of a Business Rule Error (Partial Screen)

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

Code	Warning Description
001	The Application Packet is not considered complete until the prior year's Food Safety Inspection Report has been submitted.

Figure 8: Example of a Warning Error

Note: State administrators maintain the business rule error messages. If you think an error message is incorrect or unclear, please contact the TX-UNPS Help Desk.

Selecting a Program Year

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

Note: A Contracting Entity will be unable to select a new year if they have not been granted the security right. Contact the TX-UNPS Help Desk and request access to the **Select Year** security right if you think this is in error.

To select a program year

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

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

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

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

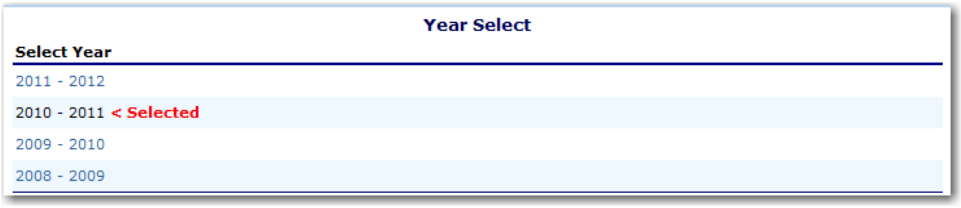


Figure 9: Year Select screen

Contracting Entity Search

Note: If you are associated with only one Contracting Entity, you will be unable to access the Contracting Entity Search screen. The system will always default to the Contracting Entity's data.

For most CACFP functions, you must search for and select a Contracting Entity using the Contracting Entity Search function before beginning any task. When the Contracting Entity Search screen displays, you can search for the Contracting Entity using all or part of the Contracting Entity's ID, Name, or any other combination of parameters provided on this screen.

To search for a Contracting Entity

1. On the menu bar, select **Search**. Then select **Contracting Entity Search**. [If the Contracting Entity Search screen is already displayed, begin at Step 2.] The Contracting Entity Search screen displays.
2. Enter search parameters (see table for additional information on using the search parameters).
3. Select **Search.**
4. Select the Contracting Entity you wish to access.

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

Figure 10: Contracting Entity Search screen

Note: Users will only see Contracting Entities associated with their user account.

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

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

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

Parameter	Type of Search	Search Features
CE ID	"includes"	▪ If in combination with the Contracting Entity Name, the CE ID takes precedence ▪ If in combination with any other parameter, all parameters are used to perform the search
Contracting Entity Name	"includes"	▪ If in combination with the CE ID, the CE ID takes precedence; this parameter is ignored ▪ If in combination with any other parameter, all parameters are used to perform the search
TIN **CD Code**	"includes"	▪ If in combination with the CE ID, the search is performed using both the CE ID and this parameter ▪ If in combination with any other parameter, all parameters are used to perform the search
County **Packet Status** **Field Service Rep** **Packet Assigned To** **TDA Region** **Program Status** **Program**	"exact match"	▪ If in combination with the CE ID, the search is performed using both the CE ID and this parameter ▪ If in combination with any other parameter, all parameters are used to perform the search
Contracting Entity Status	"exact match"	▪ Required; defaults to "Active" ▪ If in combination with any other parameter, all parameters are used to perform the search

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

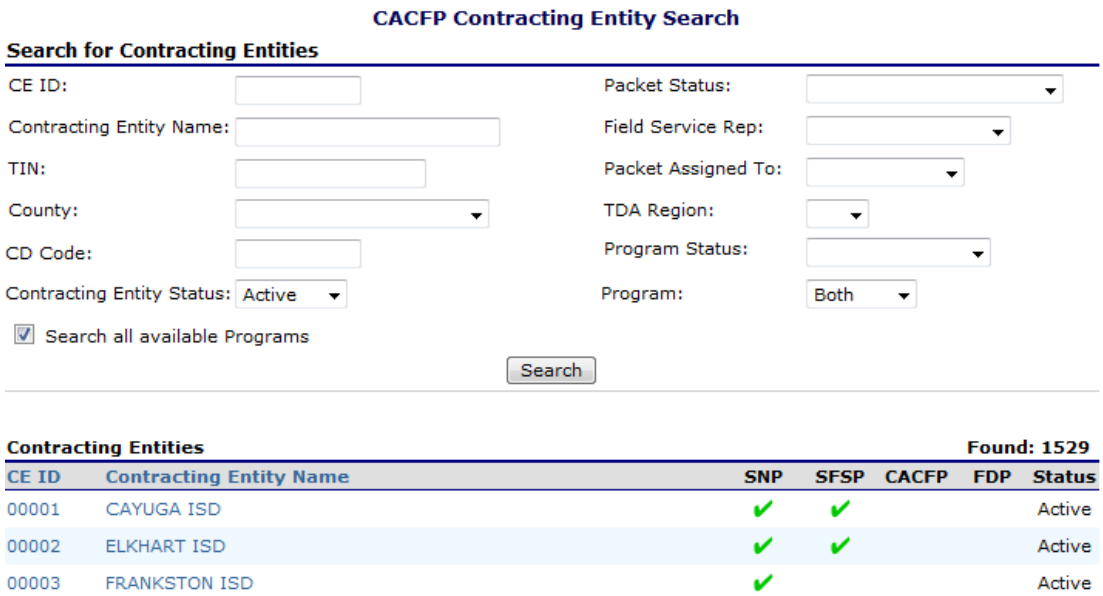


Figure 11: Contracting Entity Search screen – "Search all available Programs" example

Site Search

You can also search for and select a Site through the Site Search function on the Search menu.

Note: The Site Search function applies to Center sites only.

TIP: Sites only display if they are associated with a Contracting Entity to which you have access.

You can search for the site using all or part of the Site ID, Site Name, License Number, or Street Address. At least one search criteria must be entered. The search results display in the Site List below the search criteria.

To search for a site

1. On the menu bar, select **Search**.
2. Select **Site Search.**
3. Enter all or a portion of the Site ID, Site Name, License #, or Street Address in the respective text box(es).
4. Select **Search.**

5. Select the desired Site.

Figure 12: Site Search Page

Parameter	Type of Search	Search Features
Site ID	"includes"	▪ If in combination with the Site Name, the Site ID takes precedence ▪ If in combination with any other parameter, all parameters are used to perform the search
Site Name	"includes"	▪ If in combination with the Site ID, the Site ID takes precedence; this parameter is ignored ▪ If in combination with any other parameter, all parameters are used to perform the search
License # **Street Address** **City** **State** **Zip Code**	"includes"	▪ If in combination with the Site ID, the search is performed using both the Site ID and this parameter ▪ If in combination with any other parameter, all parameters are used to perform the search

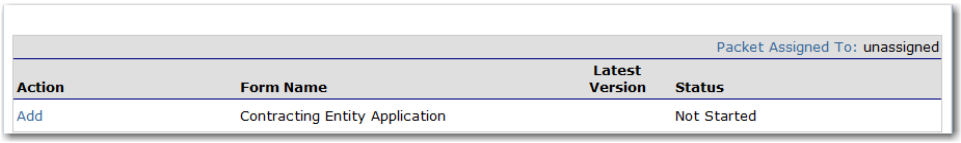
3

Applications

Now that you know how to access and log on to TX-UNPS, the remainder of the manual will explore the functions of the Child and Adult Care Food Program module. Let's first look at the Applications component of TX-UNPS, where users manage yearly enrollment of Contracting Entities and sites and submit/review Advance Requests.

About the Program Year Enrollment Process

In order to participate in the Child and Adult Care Food Program, Contracting Entities must submit an Application Packet to the State for review and approval. Before beginning the Application Packet, Contracting Entities must select the "Add" action on the Application Packet screen. The user is then transferred to a blank CACFP Contracting Entity application screen. A new Application Packet must be submitted and approved for each program year. Once the Application Packet is approved, monthly claims for reimbursement may be submitted. Contracting Entities that wish to receive advance payments must also submit an Advance Request to the State. An advance request must be submitted and approved for each program year. For more details, see ***Advance Request***.


Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
Add	Contracting Entity Application		Not Started

Figure 13: Enrolling in a New Program Year

Submitting an Application Packet

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

- A completed Contracting Entity Application with no errors.
- At least one completed CACFP Site/Provider Application with no errors.
- A completed Budget Detail with no errors.
- A Board of Directors Members List must exist and contain no errors.

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

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

Packet History

Event	Event Date/Time	User
The application packet was approved.	5/29/2009 7:23:11 AM	Developer
The application packet was submitted.	5/29/2009 7:22:27 AM	Developer
The application packet was changed requiring it to be submitted.	5/29/2009 7:22:14 AM	Developer

Figure 14: Packet History (sub-section of the Application Packet screen)

Applications Menu

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

To access the Applications Menu

1. On the blue menu bar, select **Applications.** The Applications Menu displays.
2. Select an application item to access that application function.

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

Item	Description
Contracting Entity Profile	CACFP Contracting Entity Profile Information
Application Packet - Center	Center Application Packet
Application Packet - DCH Contracting Entity	DCH Contracting Entity Application
Advance Request	DCH Contracting Entity's request for Cash Advance(s) for the current year
Advance Requests Manager	Manage requested Advance(s) for the current year
Download Forms	Forms for Downloading - CACFP

Figure 15: CACFP Applications Menu screen (State view)

Application Packet

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

There are two types of Application Packets—a Center Packet and a Day Care Home Packet. The overall application process is the same for both types, though some forms differ in content. Generally, the Application Packet contains the Contracting Entity application, site/provider application(s), Board of Directors, Budget Detail and any required Checklist items. After selecting Application Packet from the Applications menu, each required packet item and its status displays. A red arrow displays beside packet items that are not complete, while a green arrow displays for packet items that have been completed without error.

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

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

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

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

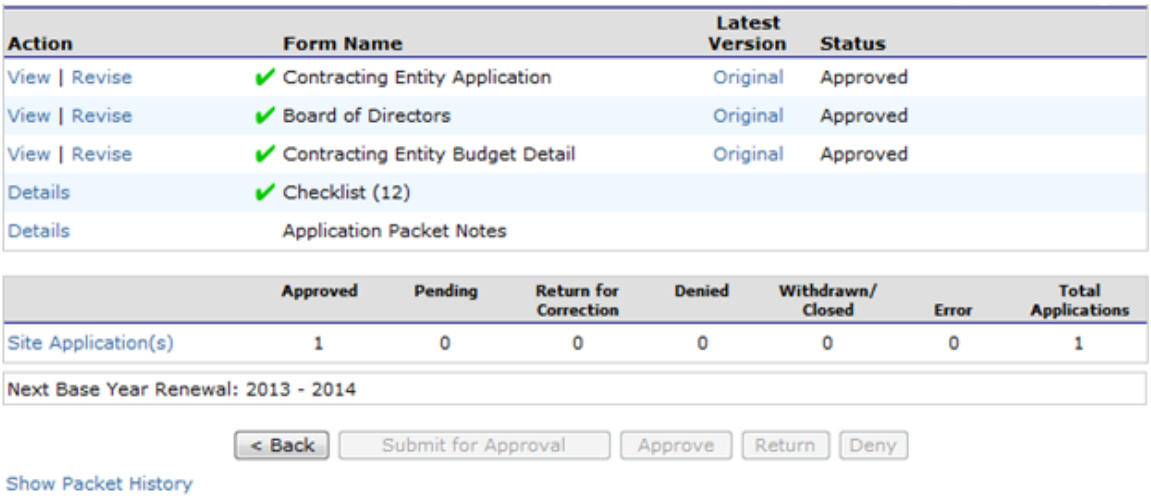
An Application Packet does not need to be re-submitted for DCH Provider Application modifications or revisions.

Application Packet – Center and DCH Contracting Entities

Note: The sections below apply to both Center and DCH Application Packets. The forms displayed in the following screenshots may apply to one or both application packet types.

To access the Application Packet

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.
2. On the menu, select **Application Packet – Center** or **Application Packet – DCH**. If necessary, search for and select a Contracting Entity. The Application Packet screen displays.
3. Select the packet item you want to access.



Action	Form Name	Latest Version	Status
View | Revise	✔ Contracting Entity Application	Original	Approved
View | Revise	✔ Board of Directors	Original	Approved
View | Revise	✔ Contracting Entity Budget Detail	Original	Approved
Details	✔ Checklist (12)		
Details	Application Packet Notes		

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

Next Base Year Renewal: 2013 - 2014

< Back | Submit for Approval | Approve | Return | Deny

Show Packet History

Figure 16: Application Packet – Center screen

Action	Form Name	Latest Version	Status
View | Modify | Admin	DCH Contracting Entity Application	Original	Error
Add	DCH Board of Directors		
View | Modify | Admin	DCH Budget Detail	Original	Pending Validation
Details	Checklist Summary (12)		
Details	Application Packet Notes		

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

Next Base Year Renewal: 2009 - 2010

< Back | Submit for Approval | Recommend Approval | Return | Deny | Withdraw Packet

Show Packet History

Figure 17: Application Packet – Day Care Home Contracting Entity screen

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

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

Figure 18: Application Packet screen – Message

Contracting Entity Application

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

To view a Contracting Entity application (Original)

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

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

To view a Contracting Entity application (Revision)

1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet – Center** or **Application Packet – DCH**. The most current year's Application Packet screen displays.
3. Select the revision link under the **Latest Version** column. The Contracting Entity Application History for the designated program year is displayed.
4. Select the application version you would like to view.

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

To add a Contracting Entity application (New Contracting Entity)

1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet – Center** or **Application Packet – DCH**. The most current year's Application Packet screen displays.
3. Select Add next to the **Contracting Entity Application** packet item. The Contracting Entity Application for the designated program year is displayed.
4. Enter required information.
5. Select **Save**. A confirmation screen displays.
6. Select **<Edit** to return to the Contracting Entity Application screen.

   -OR-

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

TIP: The Add option only appears for new Contracting Entities. If a Contracting Entity had an application in the previous year and has elected to enroll in the new year, the prior year's application information is rolled over into the new year's application as a starting point. The user would select **Modify** to review and update this information.

To modify a Contracting Entity application

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

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

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

4. Modify any desired information.

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

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

   -OR-

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

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

To delete a Contracting Entity application

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

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

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

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

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

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

WARNING: A Contracting Entity application can only be deleted if the Contracting Entity has not yet submitted any claims for the program year.

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

To revise a Contracting Entity application

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

1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet – Center** or **Application Packet – DCH**. The most current year's Application Packet screen displays.
3. Select Revise next to the **Contracting Entity Application** packet item. The Contracting Entity Application for the designated program year is displayed.
4. Modify any desired information.
5. Select **Save**. A confirmation screen displays.
6. Select **<Edit** to return to the Contracting Entity Application screen you just modified.

   -OR-

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

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

Site Application(s) (for CACFP Centers)

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

To access the Contracting Entity's site list

1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet - Center**. (If you have not selected a Contracting Entity, the Contracting Entity Search screen displays.) The most current year's Application Packet screen displays for the selected CE.
3. Under Site Applications, select **Site Application(s)**. The CACFP - Application Packet Site List displays.

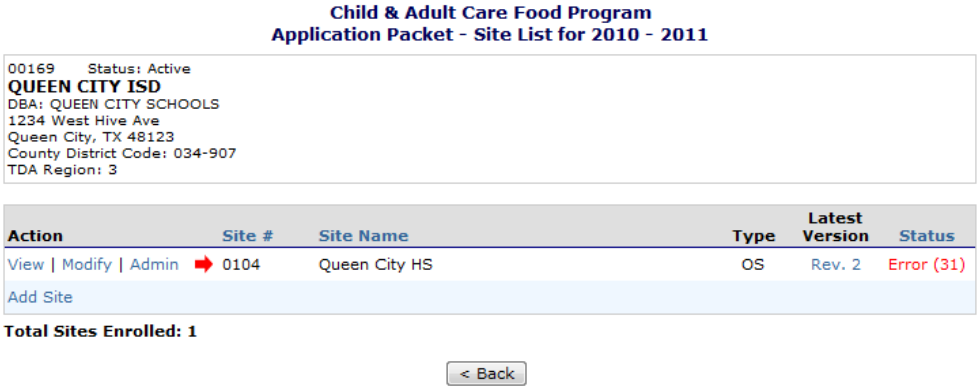


Figure 19: Application Packet – CACFP Site List screen

To add a new site (only available to Contracting Entities)

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

2. From the Applications menu, select **Application Packet - Center**. (If you have not selected a Contracting Entity, the Contracting Entity Search screen displays.) The most current year's Application Packet screen displays for the selected CE.

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

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

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

5. If the site you would like to add an application for is listed, select the site. If the site you would like to add an application for is not listed, select **Add New Site.** If selecting 'Add New Site', the 'Quick' Site Profile screen displays.

6. The system automatically defaults the Site ID to the next available ID for this Contracting Entity. For new sites, this value can be overridden if needed.

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

7. For new sites, enter the Site Name and County.

8. Select **Save.** The Site Application for the new site is displayed.

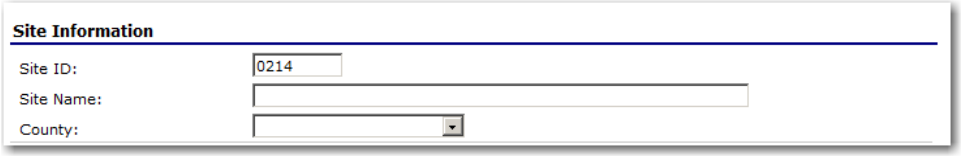


Figure 20: 'Quick' Site Profile screen

To view a Site Application

1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet - Center**. (If you have not selected a Contracting Entity, the Contracting Entity Search screen displays.) The most current year's Application Packet screen displays for the selected CE.
3. Under Site Applications, select **Site Application(s**). The CACFP - Application Packet Site List displays.
4. Select **View** next to the site whose application you would like to view. The site's Site Application is displayed.

To modify a Site Application

1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet - Center**. (If you have not selected a Contracting Entity, the Contracting Entity Search screen displays.) The most current year's Application Packet screen displays for the selected CE.
3. Under Site Applications, select **Site Application(s**). The CACFP - Application Packet Site List displays.
4. Select **Modify** next to the site whose application you would like to view. The Site Application is displayed.
5. Modify any desired information.
6. Select **Save**. A confirmation screen displays.
7. Select **<Edit** to return to the Site Application screen.
   -OR-
   Select **Finish** to return to the CACFP Site List screen.
8. Repeat **Steps** 4 through 7 for each site that will participate in the program.

To delete a Site Application

1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet - Center**. (If you have not selected a Contracting Entity, the Contracting Entity Search screen displays.) The most current year's Application Packet screen displays for the selected CE.
3. Under Site Applications, select **Site Application(s**). The CACFP - Application Packet Site List displays.
4. Select **Modify** next to the site whose application you would like to delete. The Site Application is displayed.
5. Select **DELETE** on the Edit menu in the top-right corner.
6. The system transfers you to the bottom of the screen and a warning message is displayed.
7. Select the **Delete** button at the bottom of the page. A confirmation message displays.

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

To revise a Site Application

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

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

1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet - Center**. (If you have not selected a Contracting Entity, the Contracting Entity Search screen displays.) The most current year's Application Packet screen displays for the selected CE.
3. Under Site Applications, select **Site Application(s**). The CACFP - Application Packet Site List displays.
4. Select **Revise** next to the site whose application you would like to revise. The Site Application is displayed.
5. Modify any desired information.

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

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

   -OR-

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

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

Provider Application(s) (for CACFP Day Care Homes)

Contracting Entities must complete a Provider Application for each of their providers. The Provider Application screen provides access to the annual application for the Child and Adult Care Food Program for both new and renewing providers. New applications must be completed annually; however, if an application is contained within the system from the previous year, **the State** has identified select application data that rolls over from the previous year and pre-fills a new year's application.

To access the Contracting Entity's provider list

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

2. From the Applications menu, select **Application Packet - DCH**. (If you have not selected a Contracting Entity, the Contracting Entity Search screen displays.) The most current year's Application Packet screen displays for the selected CE.

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

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

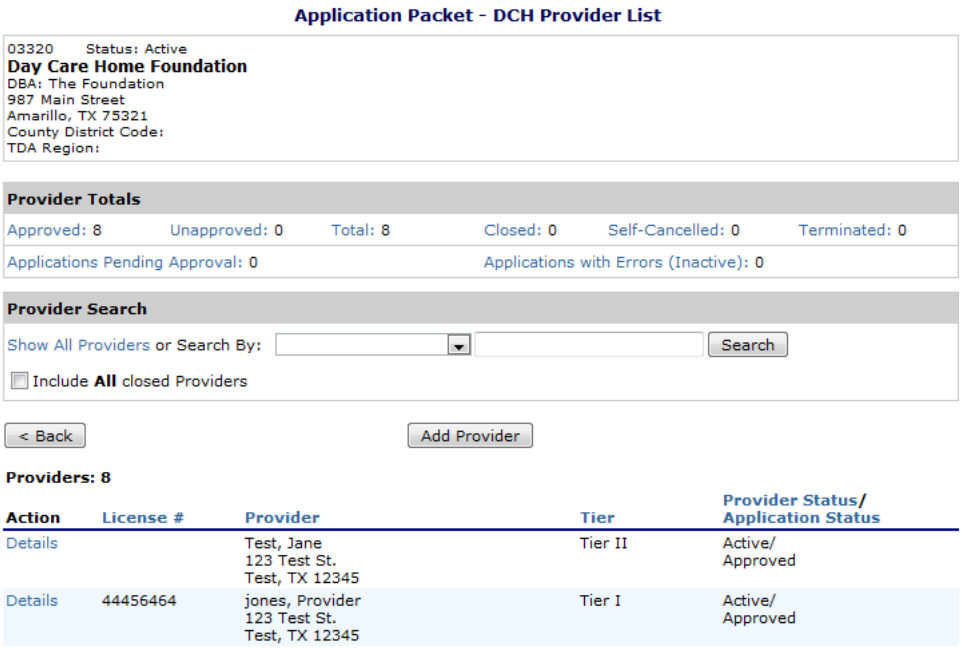


Figure 21: Application Packet – DCH Provider List screen

To add a new provider (only available to Contracting Entities)

1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet - DCH**. (If you have not selected a Contracting Entity, the Contracting Entity Search screen displays.) The most current year's Application Packet screen displays for the selected CE.
3. Select **Provider Application(s)**. The CACFP - Application Packet DCH Provider List displays.
4. At the bottom of the site list, select **Add Provider.** The Add Provider screen displays.
5. Enter the applicable search criteria and click **Search**.

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

6. If the provider you would like to add an application for is listed, select the **Add** link. If the site you would like to add an application for is not listed, enter the first and last name and select **Add New Provider.** A new Provider Application displays.

To view a Provider Application

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

2. From the Applications menu, select **Application Packet - DCH**. (If you have not selected a Contracting Entity, the Contracting Entity Search screen displays.) The most current year's Application Packet screen displays for the selected CE.
3. Select **Provider Application(s)**. The CACFP - Application Packet DCH Provider List displays.
4. Select **Details** next to the provider whose application you would like to view.
5. Select **View** next to view the respective version of the application.

To modify a Provider Application

1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet - DCH**. (If you have not selected a Contracting Entity, the Contracting Entity Search screen displays.) The most current year's Application Packet screen displays for the selected CE.
3. Select **Provider Application(s)**. The CACFP - Application Packet DCH Provider List displays.
4. Select **Details** next to the provider whose application you would like to modify.
5. Select **Modify** next to the provider whose application you would like to view. The Provider Application is displayed.
6. Modify any desired information.
7. Select **Save**. A confirmation screen displays.

To delete a Provider Application

1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet - DCH**. (If you have not selected a Contracting Entity, the Contracting Entity Search screen displays.) The most current year's Application Packet screen displays for the selected CE.
3. Select **Provider Application(s)**. The CACFP - Application Packet DCH Provider List displays.
4. Select **Details** next to the provider whose application you would like to delete.
5. Select the **Modify** link for the desired application version. The Provider Application is

displayed.

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

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

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

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

To revise a Provider Application

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

The Application Packet does not need to be re-submitted for review and approval if a Contracting Entity revises a Provider Application.

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

2. From the Applications menu, select **Application Packet - DCH**. (If you have not selected a Contracting Entity, the Contracting Entity Search screen displays.) The most current year's Application Packet screen displays for the selected CE.

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

4. Select **Details** next to the provider whose application you would like to revise.

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

6. Modify any desired information.

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

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

Transferring a Provider

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

To transfer a Provider

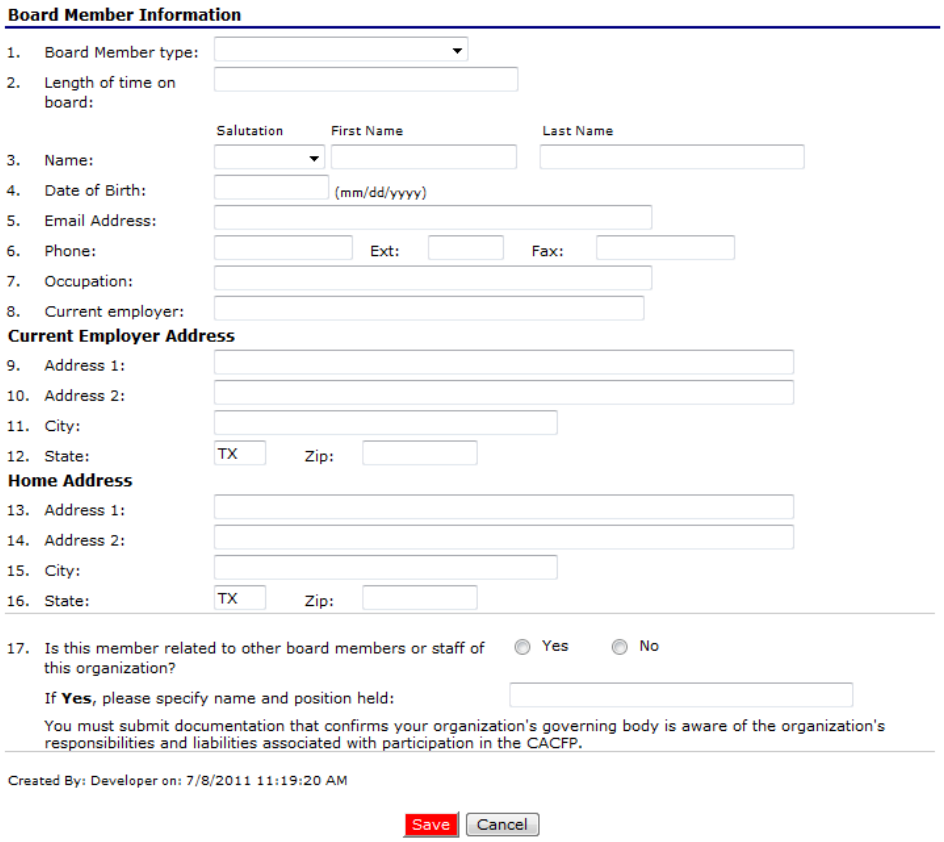
1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet - DCH**. (If you have not selected a Contracting Entity, the Contracting Entity Search screen displays.) The most current year's Application Packet screen displays for the selected CE.
3. Select **Provider Application(s**). The CACFP - Application Packet DCH Provider List displays.
4. Select **Add Provider.**
5. Search for the desired provider by type, license number and/or last name. If the provider is eligible to be transferred, a Transfer link displays.
6. Select **Transfer**. The Provider Transfer screen displays.
7. Enter the **Transfer Start Date**. (The Transfer Start Date must occur after the Transfer Close Date and cannot occur in the same month as the Transfer Close Date.)
8. Enter the **Close Date**.
9. Enter the **Transfer Reason**.
10. If desired, enter any comments.
11. Select **Save**.

Board of Directors

The Board of Directors Member List details all board members associated with the Center or Day Care Home. This form must be completed as part of the Application Packet.

To add a Board of Directors list

1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.
3. Select **Add** for the Board of Directors.
4. Select **Add Member**. The Board of Directors – Member Information screen displays.



Board Member Information

1. Board Member type:
2. Length of time on board:
3. Name: Salutation First Name Last Name
4. Date of Birth: (mm/dd/yyyy)
5. Email Address:
6. Phone: Ext: Fax:
7. Occupation:
8. Current employer:

Current Employer Address

9. Address 1:
10. Address 2:
11. City:
12. State: TX Zip:

Home Address

13. Address 1:
14. Address 2:
15. City:
16. State: TX 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:

You must submit documentation that confirms your organization's governing body is aware of the organization's responsibilities and liabilities associated with participation in the CACFP.

Created By: Developer on: 7/8/2011 11:19:20 AM

Save Cancel

Figure 22: Board of Directors – Member Information

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

To view or modify the Board of Directors

1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.
3. Select **Details** for the Board of Directors Board Member List.

Action	Name	Board Position	Phone
View | Modify	James Jones 5325 W. Springview Alman, TX 29439 DOB: 02/14/1959	Executive Director	(209) 873-5395

Internal Use Only

☐ Reviewed

Created By: Developer on: 7/8/2011 2:59:16 PM Modified By: Developer on: 7/8/2011 3:00:46 PM

< Back Add Member

Figure 23: Board of Directors Member List screen

4. Select **View** or **Modify** to access Board of Directors – Member Information.
5. Modify any desired information.
6. Select **Save.**
7. Select **Finish** to return to the Board of Directors Member List.

To add a member to the Board of Directors

1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.
3. Select **Details** for Board of Directors Board Member List.
4. Select **Add Member**.
5. Complete the Board of Directors – Member Information screen.
6. Select **Save.**

To delete a member from the Board of Directors

1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.
3. Select **Details** for Board of Directors Board Member List.
4. Select **Modify** for the member you wish to delete.
5. Select **Delete** in the top-right corner.
6. Select **Delete** at the bottom of the screen to confirm**.**

Budget Detail

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

In addition, the Budget Detail must be completed if an Advance Request is submitted; however, the submission of an Advance Request occurs outside of the system's Application Packet sub-module and therefore must be manually validated by the State.

Once a Budget is approved, a revision (i.e., a new version) must be created.

To access the Budget Detail

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.
2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.
3. Select **View** next to **Budget Detail**. The most current Budget Detail screen displays.

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

To add a Budget Detail

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.
2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.
3. Select **Add** next to **Budget Detail**. A blank Budget Detail screen displays.
4. Complete the form.
5. Select **Save**. A confirmation screen displays.
6. Select **<Edit** to return to the Budget Detail screen.

   -OR-

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

To view a Budget Detail

1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.
3. To view the most current Budget Detail, select **View** next to Contracting Entity Budget Detail. The Budget Detail screen displays.

   –OR-

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

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

Figure 24: Contracting Entity Budget History screen

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

To modify a Budget Detail

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.
2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.
3. Select **Modify** next to **Budget Detail**. The Budget Detail screen displays with the most current, un-submitted budget data.
4. Modify any desired information.
5. Select **Save**. A confirmation screen displays.
6. Select **<Edit** to return to the Budget Detail screen.
   -OR-
   Select **Finish** to return to the Application Packet screen.

To revise a Budget Detail

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.
2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.
3. Select **Revise** next to **Budget Detail**. The Budget Detail screen displays with the most current budget data.
4. Modify any desired information.
5. Select **Save**. A confirmation screen displays.
6. Select **<Edit** to return to the Budget Detail screen.
   -OR-
   Select **Finish** to return to the Application Packet screen.

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

To delete a Budget

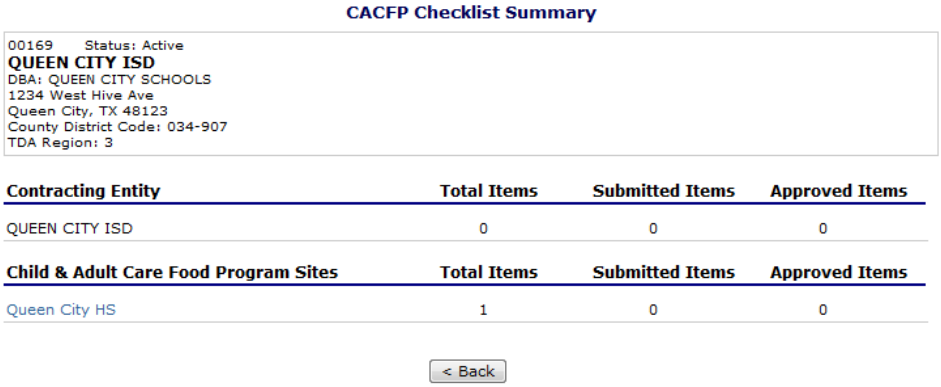
1. On the blue menu bar, select **Applications.** The Applications menu screen displays.
2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.
3. Select **Modify** next to **Budget Detail**. The Budget Detail screen displays.
4. Select **Delete** in the top-right corner.
5. Select **Delete** at the bottom of the screen to confirm.

Checklist

A checklist is automatically generated based upon answers to specific questions from the Contracting Entity and site applications. The checklist identifies supplemental documents that need to be submitted to the state. The Checklist feature allows Contracting Entities to keep track of documents and their dates of submission. State users use this feature to identify when documents have been received and to denote the status of the documents.

To access a Checklist

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.
2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.
3. Select **Details** for the Checklist. The Checklist Summary screen displays.



CACFP Checklist Summary

00169 Status: Active
QUEEN CITY ISD
DBA: QUEEN CITY SCHOOLS
1234 West Hive Ave
Queen City, TX 48123
County District Code: 034-907
TDA Region: 3

Contracting Entity	Total Items	Submitted Items	Approved Items
QUEEN CITY ISD	0	0	0

Child & Adult Care Food Program Sites	Total Items	Submitted Items	Approved Items
Queen City HS	1	0	0

< Back

Figure 25: Checklist Summary screen

To view a Checklist

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.
2. From the Applications menu, select **Application Packet – Centers** or **Application**

Packet – DCH. The current year's Application Packet screen displays.

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

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

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

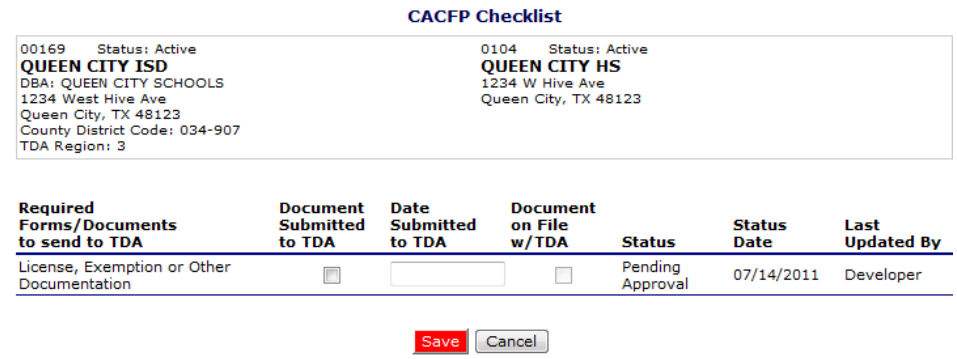


Figure 26: Checklist screen

To update a Checklist

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

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

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

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

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

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

To upload an attachment to a Checklist item

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

1. Select the paper clip. The Checklist File Upload Details screen displays.
2. Use the **Browse** button to select the file to upload. If desired, enter a brief comment (field is not required).
3. Select **Save**.

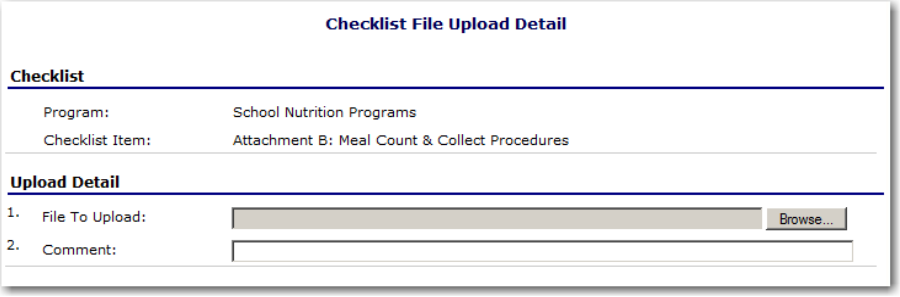


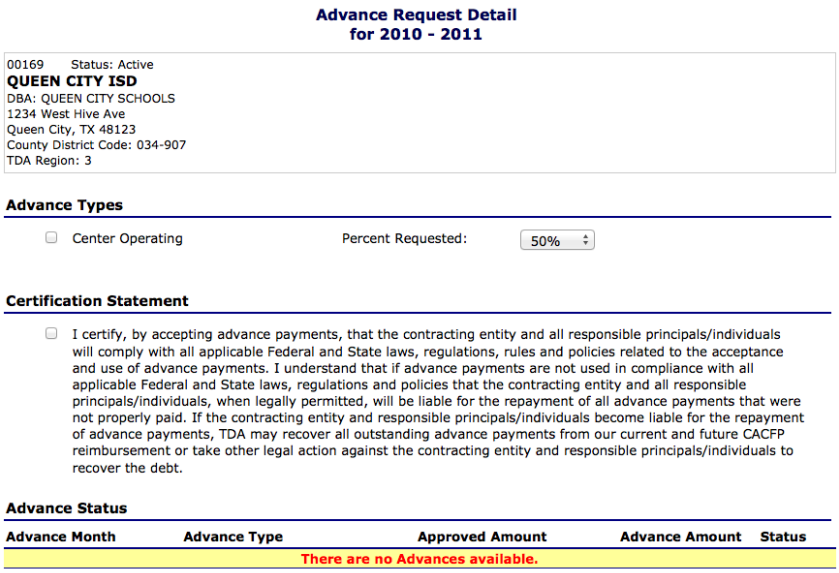
Figure 27: Checklist File Upload Detail screen

Advance Request

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

To add an Advance Request

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Advance Request**.
3. Select the Advance Type checkbox.
4. Select the Percent Requested.
5. Select the Certification Statement checkbox.
6. Select **Save.**



Advance Request Detail
for 2010 - 2011

00169 Status: Active
QUEEN CITY ISD
DBA: QUEEN CITY SCHOOLS
1234 West Hive Ave
Queen City, TX 48123
County District Code: 034-907
TDA Region: 3

Advance Types

Center Operating Percent Requested: 50%

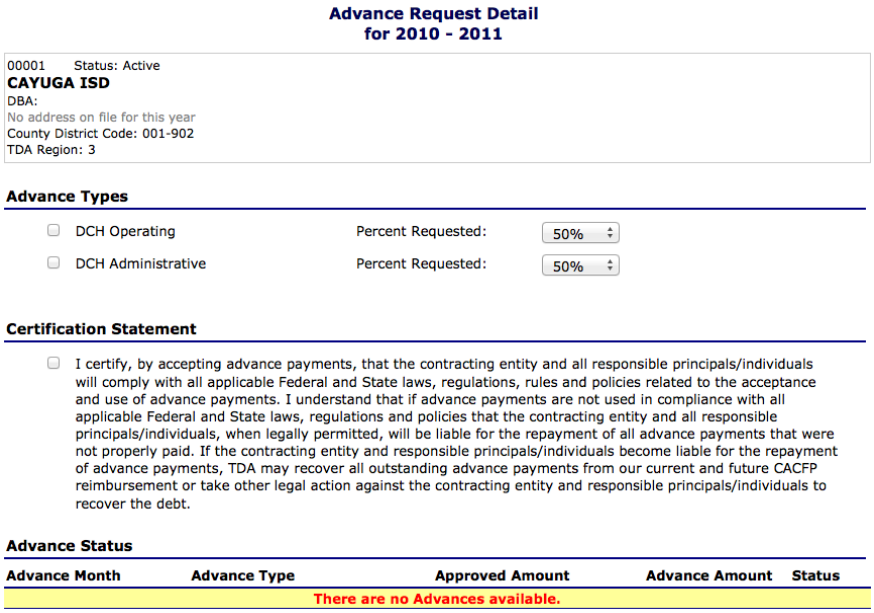
Certification Statement

I certify, by accepting advance payments, that the contracting entity and all responsible principals/individuals will comply with all applicable Federal and State laws, regulations, rules and policies related to the acceptance and use of advance payments. I understand that if advance payments are not used in compliance with all applicable Federal and State laws, regulations and policies that the contracting entity and all responsible principals/individuals, when legally permitted, will be liable for the repayment of all advance payments that were not properly paid. If the contracting entity and responsible principals/individuals become liable for the repayment of advance payments, TDA may recover all outstanding advance payments from our current and future CACFP reimbursement or take other legal action against the contracting entity and responsible principals/individuals to recover the debt.

Advance Status

Advance Month	Advance Type	Approved Amount	Advance Amount	Status
There are no Advances available.				

Figure 28: Advance Request Detail screen (Centers)



Advance Request Detail
for 2010 - 2011

00001 Status: Active
CAYUGA ISD
DBA:
No address on file for this year
County District Code: 001-902
TDA Region: 3

Advance Types

DCH Operating Percent Requested: 50%

DCH Administrative Percent Requested: 50%

Certification Statement

I certify, by accepting advance payments, that the contracting entity and all responsible principals/individuals will comply with all applicable Federal and State laws, regulations, rules and policies related to the acceptance and use of advance payments. I understand that if advance payments are not used in compliance with all applicable Federal and State laws, regulations and policies that the contracting entity and all responsible principals/individuals, when legally permitted, will be liable for the repayment of all advance payments that were not properly paid. If the contracting entity and responsible principals/individuals become liable for the repayment of advance payments, TDA may recover all outstanding advance payments from our current and future CACFP reimbursement or take other legal action against the contracting entity and responsible principals/individuals to recover the debt.

Advance Status

Advance Month	Advance Type	Approved Amount	Advance Amount	Status
There are no Advances available.				

Figure 29: Advance Request Detail screen (Day Care Homes)

To view or modify an Advance Request

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Advance Requests**. The Advance Request list screen displays.
3. Select the advance you would like to view or modify. The Advance Request screen displays.

4. Update information, if desired.
5. Select **Save**. A confirmation screen displays.
6. Select **<Edit** to return to the Advance Request screen.
   -OR-
   Select **Finish** to return to the Advance Requests list screen.

To delete an Advance Request

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Advance Requests**. The Advance Request list screen displays.
3. Select the advance you would like to delete. The Advance Request screen displays.
4. Select **DELETE** on the Edit menu in the top-right corner.
5. The system transfers you to the bottom of the screen and a warning message is displayed.
6. Select the **Delete** button at the bottom of the page. A confirmation message displays.
7. Select **Finish**.

WARNING: Only Advance Requests that have not been submitted can be deleted. Selecting the DELETE button permanently deletes the Advance Request from the system. It will not be recoverable once deleted.

Download Forms

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

To access Download Forms

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

To download or view a form

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Download Forms**. The Download Forms screen displays a list of all available forms.
3. Select the Form ID of the form you wish to download. If the form is a document, a gray dialog box appears.
4. Select **Open** to view the form.
   - OR -
   Select **Save** to save the form to your computer.

Note: The software application associated with the form will initiate the opening of the form. For example, if the form is a Microsoft Word document, Microsoft Word

on your desktop will initiate the opening of the form. This is also true with Microsoft Excel or Adobe Acrobat forms.

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

Download Forms

Form ID	Description	Last Modified	New Contracting Entity?
SFSP-001	Vendor Direct Deposit/Advance Payment Notification Authorization (76-176)	04/27/2011	Y
SFSP-002	Application for Texas Identification Number (AP-152)	04/27/2011	Y
SFSP-003	SNP Questionnaire - Compliance with Civil Rights Act of 1964	04/27/2011	Y

Figure 30: Download Forms screen (partial screen)

TIP: The New Contracting Entity? column indicates whether the form is required for submission by Contracting Entities new to the Child and Adult Care Food Program.

Claims

4

The TX-UNPS Claims component allows Contracting Entities to submit monthly online reimbursement claim requests to the State, review claim rates, and review historical payment summaries.

About the Claims Process

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

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

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

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

Claims Menu

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

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

Figure 31: Claims Menu

Claim Dates

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

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

Claim Entry

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

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

To access claim entry

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

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

   If a Contracting Entity has already been selected, the Claim Summary screen displays. If no Contracting Entity has been selected, use the Contracting Entity Search to search for and select a Contracting Entity.

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

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

Claim Year Summary

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

- Adj Number: identifies the number of revisions associated with the claim. Each revision must be re-processed by the state.
- Claim Status: identifies the current status of the claim.
- Date Received: identifies the date the system initially received the claim submission. Note: the State has the authority to modify this date.
- Date Processed: identifies the date the claim was included in the payment batch process.
- Earned Amount: identifies the current value of the claim.

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

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2010					$0.00
Aug 2010					$0.00
Sep 2010	1	Processed	02/02/2011	02/03/2011	$37,835.58
Oct 2010	0	Processed	02/03/2011	02/03/2011	$34,291.36
Nov 2010					$0.00
Dec 2010					$0.00
Jan 2011					$0.00
Feb 2011					$0.00
Mar 2011					$0.00
Apr 2011					$0.00
May 2011					$0.00
Jun 2011					$0.00
				Year to Date Totals	**$72,126.94**

Figure 32: Claim Year Summary screen

Claim Month Details

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

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

Claim Month: September 2010

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View | Summary	0	02/02/2011	02/02/2011	02/02/2011	$37,843.34	Processed
View | Summary	1	02/02/2011	02/02/2011	02/03/2011	($7.76)	Processed
				Total Earned	$37,835.58	

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

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

Claim Month: August 2010

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View | Modify | Summary	0	11/30/2010	01/26/2011		$109.55	Accepted
				Total Earned	$109.55	

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

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

Claim Site List

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

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

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Aug 2009	1				

Internal Use Only

Actions	Site #	Site Name	Errors	Status
View | Revise	1032	West Elementary School		Paid
View | Modify	1033	Southwest Elementary		Incomplete

Figure 35: Claim Site List screen

To add an original claim

Claims can be entered for each eligible month in the program year. Eligible months are determined based on an approved Application Packet and the designated application effective date (identified by the State in the Internal Use Only section of the Contracting Entity and Site applications).

1. From the Claims menu, select **Claim Entry – Centers** or **Claim Entry - DCH**. The Claim Year Summary screen displays.
2. Select the desired Claim Month. The Claim Month Details screen displays.
3. Select **Add Original Claim** button. If the Contracting Entity is performing CE-level claiming, the Claim for Reimbursement screen displays.

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

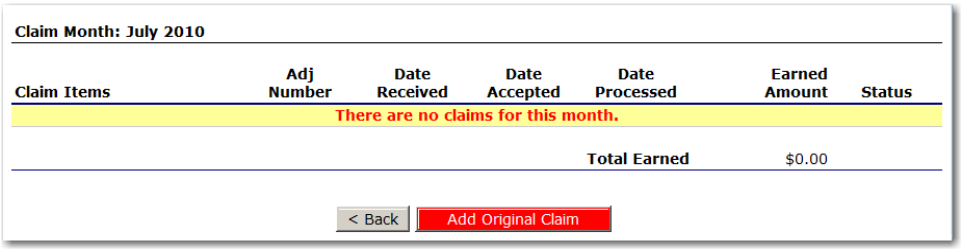


Figure 36: Claim Month Details screen – Add Original Claim

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

4. Enter claim information for all enrolled programs. Only the programs identified in an approved Application Packet with the appropriate effective date will be available for data entry.
5. Select **Save**. The Claim Month Details screen displays.
6. Review the information.

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

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

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

WARNING: An original claim cannot be submitted by a Contracting Entity if the received date is more than 60-days since the last day of claim month/year. For exceptions to this rule, contact the TX-UNPS Help Desk.

To modify an un-processed claim

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

1. From the Claims menu, select **Claim Entry – Centers** or **Claim Entry - DCH**. The Claim Year Summary screen displays.
2. Select the desired Claim Month. The Claim Month Details screen displays.
3. If the Contracting Entity is performing CE-level claiming, select **Modify.** The Claim for Reimbursement screen displays.

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

   Claim Month: October 2010

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View | Modify | Summary	0	01/26/2011			$1,151.70	Pending
				Total Earned	$1,151.70	

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

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

4. Update claim information.
5. Select **Save**. The Claim Month Details screen displays.
6. Review the information.

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

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

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

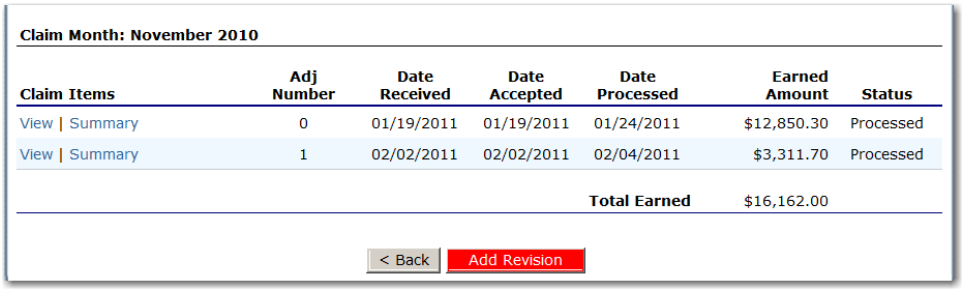
WARNING: An original claim cannot be submitted by a Contracting Entity if the received date is more than 60-days since the last day of claim month/year. For exceptions to this rule, contact the TX-UNPS Help Desk.

To revise a processed Contracting Entity-level claim

Claim revision resulting in a downward adjustment may be submitted at any time. Claim revisions resulting in an upward adjustment may be submitted if the date of submission is within 60 days of the last day of the original claim month. Revised claims must be re-processed by the State regardless of their original status.

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

2. Select the desired Claim Month. The Claim Month Details screen displays.
3. If the Contracting Entity is performing CE-level claiming, select **Add Revision** button. The Claim for Reimbursement screen displays.



Claim Month: November 2010

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View | Summary	0	01/19/2011	01/19/2011	01/24/2011	$12,850.30	Processed
View | Summary	1	02/02/2011	02/02/2011	02/04/2011	$3,311.70	Processed
				Total Earned	$16,162.00	

< Back Add Revision

Figure 38: Claim Month Details screen – Add Revision

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

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

4. Make any necessary changes to the claim.
5. Select **Save**. The Claim Month Details screen displays.
6. Review the information.

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

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

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

WARNING: An upward adjusted claim cannot be submitted by a Contracting Entity if the received date is more than 60-days since the last day of claim month/year. For exceptions to this rule, contact the TX-UNPS Help Desk.

To view a claim

1. From the Claims menu, select **Claim Entry – Centers** or **Claim Entry - DCH**. The Claim Year Summary screen displays.
2. Select the desired Claim Month. The Claim Month Details screen displays.
3. If the Contracting Entity is performing CE-level claiming, select **View.** The Claim for Reimbursement screen displays.

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

To view a Claim Summary

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

1. From the Claims menu, select **Claim Entry – Centers** or **Claim Entry - DCH**. The Claim Year Summary screen displays.
2. Select the desired Claim Month. The Claim Month Details screen displays.
3. Select **Summary.** The Claim for Reimbursement Summary screen displays.

To delete a claim

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

1. From the Claims menu, select **Claim Entry – Centers** or **Claim Entry - DCH**. The Claim Year Summary screen displays.
2. Select the desired Claim Month. The Claim Month Details screen displays.
3. If the Contracting Entity is performing CE-level claiming, select **Modify.** The Claim for Reimbursement screen displays.

   If the Contracting Entity is performing site-level claiming, the Claim Site List screen displays. If you wish to delete a claim for only one of the sites, under Actions, select **Modify** to the left of the Site Name you wish to view. (If you wish to delete the entire claim, skip this step.) The Claim for Reimbursement screen displays.
4. Select **Delete** in the Edit menu in the upper-right corner.
5. The system transfers you to the bottom of the screen and a warning message is displayed.
6. Select the **Delete** button at the bottom of the page. A confirmation message displays.
7. Select **Finish**.

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

Claim Rates

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

To access Claim Rates

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

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

Claim Rates for CACFP

Federal Reimbursement Operating Rates - July 1, 2010 to June 30, 2011

Breakfast

	Maximum Reimbursement
Free	0.0000
Reduced	0.0000
Paid	0.0000

Lunch

	Maximum Reimbursement
Free	0.0000
Reduced	0.0000
Paid	0.0000
CIL	0.0000

Supper

	Maximum Reimbursement
Free	0.0000
Reduced	0.0000
Paid	0.0000
CIL	0.0000

Snack

	Maximum Reimbursement
Free	0.0000
Reduced	0.0000
Paid	0.0000

At Risk Snack

	Maximum Reimbursement
Free	0.0000

At Risk Supper

	Maximum Reimbursement
Free	0.0000

Created By: Developer on: 4/28/2011 2:50:32 PM Modified By: Developer on: 5/5/2011 11:25:34 AM

< Back

Figure 39: Claim Rates for CACFP – Centers screen

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

Payment Summary

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

To access Payment Summary

1. From the Claims menu, select **Payment Summary**. The Payment Summary List screen displays.
2. Use the <**Back** button to return to the Claims menu.

Schedule Number	Processed Date	Warrant Issue Date	Earned Amount	Adjustments	Distribution Amount
11042101	04/21/2011		$ 26,316.00	$ 0.00	$ 26,316.00

Figure 40: Payment Summary List screen

To view a Payment Summary

1. From the Claims menu, select **Payment Summary**. The Payment Summary List screen displays.
2. Select the payment record you wish to view. The payment summary information displays for all payments included in the payment batch.
3. Select the **<Back** button to return to the previous screen.

Schedule Number	Schedule Process Date	Federal Year	Fund Authority
1060032	06/20/2011	2010-2011	USDA - Federal Funds

Account Description	Month	Transaction Description	Amount
CACFP Meals			
	Oct 2010	Original Claim	$ 1,414.40
	Oct 2010	Distribution for Claim #1690	$ 1,414.40
CACFP Cash In Lieu			
	Oct 2010	Original Claim	$ 105.30
	Oct 2010	Distribution for Claim #1690	$ 105.30

Payment Schedule Summary			
	Oct 2010	CACFP Meals	$ 1,414.40
	Oct 2010	CACFP Cash In Lieu	$ 105.30
		Total Payments	**$ 1,519.70**

< Back

Figure 41: Payment Summary screen

5

Security

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

Security menu

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

To access the Security menu

1. Select **Security** on the blue menu bar at the top of the page.
   The Security menu displays.
2. Select a security item to access that security function.

To access Change Password

1. On the blue menu bar, select **Security**.
2. On the Security menu, select **Change Password.** The Change Password screen displays.
3. Enter your **New Password**.
4. Re-Enter your New Password.
5. Select **Save**. A confirmation message displays.
6. Select **<Edit** to return to the Change Password screen you just modified.
   -OR-
   Select **Finish** to return to the Security menu.

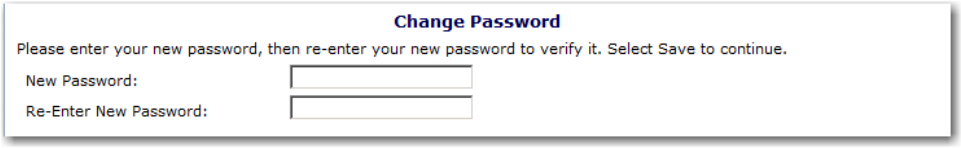


Figure 42: Change Password screen

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

6

Application Packet Process

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

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

Submitting a CACFP Application Packet

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

Only complete Application Packets that have no errors can be submitted to the State. To submit a completed Application Packet, the Contracting Entity would select the **Submit for Approval** button. This simulates sending a completed Application Packet in the mail. Application items are placed in a view-only mode for the Contracting Entity.

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

For Center Contracting Entities:

- The Contracting Entity Application must contain no errors.
- At least <u>one</u> Site Application must exist and contain no errors.
- A Board of Directors Members List must exist and contain no errors.
    - had not enrolled in the Child and Adult Care Food Program in the previous year (i.e., "new" application)
- A Budget must exist and contain no errors.

- All items in the Checklist must be submitted (submitted checkbox checked and date submitted is entered).
- The Contracting Entity is not closed.

Once the Contracting Entity has submitted the Application Packet, the State will review each item in the submitted Application Packet. The State may approve each application item, deny an application item, or return the application item and its respective Application Packet back to the Contracting Entity for correction.
If the Application Packet is denied or returned to the Contracting Entity for correction, the State will provide comments within the respective Application Packet item as to why the application was denied or what needs to be corrected in order to re-submit the Application Packet.

CACFP Application Packet Checklist Items

Contracting Entity Application - Centers

1. The following checklist items are required for ALL New CACFP –Centers Contracting Entity applications:
   - FND Permanent Agreement
   - Vendor Direct Deposit/Advance Payment Notification Authorization (74-176)
   - Application for Texas Identification Number (AP-152)
   - Management Plan
   - Pre-Award Civil Rights Compliance Review
   - Subcontract Agreements
   - Legal Documents
   - Performance Bond
   - Governing Body Awareness
   - Certificate of Authority
2. The following checklist items are required for a New CACFP Contracting Entity applications; however, the Contracting Entity does operate in another program:
   - Permanent Agreement Contractor-specific Amendment
3. The following checklist items are required for ALL Continuing CACFP –Centers Contracting Entity applications:
   - Management Plan
   - Subcontract Agreements

- Legal Documents
- Performance Bond
- Governing Body Awareness
- Certificate of Authority

Contracting Entity Application - DCH

1. The following checklist items are required for ALL New CACFP – DCH applications:
   - FND Permanent Agreement
   - Vendor Direct Deposit/Advance Payment Notification Authorization (74-176)
   - Application for Texas Identification Number (AP-152)
   - Management Plan
   - Pre-Award Civil Rights Compliance Review
   - Subcontract Agreements
   - Legal Documents
   - Performance Bond
   - Governing Body Awareness
   - Certificate of Authority
2. The following checklist items are required for a New CACFP Contracting Entity applications; however, the Contracting Entity does operate in another program:
   - Permanent Agreement Contractor-specific Amendment
3. The following checklist items are required for ALL Continuing CACFP – DCH applications:
   - Management Plan
   - Subcontract Agreements
   - Legal Documents
   - Performance Bond
   - Governing Body Awareness
   - Certificate of Authority

Site Application - Centers

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

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

Note: The 'At Risk' document is required for New and Continuing Applications only for 2011/2012. Starting in 2012/2013 this items is only required for New Applications.

Site Application - DCH

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

Application Packet Statuses

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

- Not Submitted
  - The packet has a status of "Not Submitted" when the packet is created for the first time or when any of the packet items are created, revised, or modified, but the Application Packet has not been submitted to the State.
- Submitted
  - The packet has a status of "Submitted" when the Contracting Entity uses the **Submit for Approval** button on the Application Packet screen to submit the error-free packet to the State for review.
  - If the packet status is "Submitted", the entire packet becomes read-only to the Contracting Entity.
  - All applications that are "Submitted" must ultimately be "Approved", "Denied", or "Returned for Correction" or "Withdrawn".
- Approval Recommended (i.e., First Level Approved)
  - When a Contracting Entity is new to the program, the system will require two levels of approval. This status represents the first level of approval performed by the State before a final approval is granted.
  - The Application Packet screen will display the **First Approval** button when the first level approval is required. After the button has been selected, this button will not display; however, the **Approve** button will be displayed.
- Approved
  - The packet has a status of "Approved" when the State has approved each packet item AND has selected the **Approve** button on the Application Packet screen.
- Denied
  - The packet has a status of "Denied" when the State selects the **Deny** button on the Application Packet screen.
  - When a packet is "Denied", the packet remains view-only and nothing in the packet can be modified. The only way to edit items in a denied packet is for the State to change the status of the packet to something other than "Denied".
  - By denying an Application Packet, the status of all items within the packet is automatically set to "Denied".
  - An "Approved" packet cannot be "Denied".
- Returned for Corrections
  - The packet has a status of "Returned for Corrections" when the State selects the **Return** button on the Application Packet screen.

- This status unlocks the packet for the Contracting Entity and sets the status back to "Not Submitted".
- An "Approved" packet cannot be "Returned for Corrections".

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

Application Statuses

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

- Pending Validation
  - The application has a status of "Pending Validation" when the application has not yet been opened or saved.
- Error
  - The application has a status of "Error" if it has failed system validation rules. Data entered is maintained.
- Not Submitted
  - The application has a status of "Not Submitted" when the application is saved without error, but the Application Packet has not been submitted to the State.
- Submitted
  - The application has a status of "Submitted" when the Contracting Entity has submitted the Application Packet to the State for review (i.e., the Contracting Entity has selected the **Submit for Approval** button).
  - Any application that is marked "Not Submitted" is changed to "Submitted"
  - The Application Packet becomes read-only to Contracting Entity users.
- Approved
  - The application has a status of "Approved" when the State has approved the application (i.e., the State selected "Approved" in the Internal Use Only section of the form).
- Denied
  - The application has a status of "Denied" when the State has denied the application (i.e., the State selected "Denied" in the Internal Use Only section of the form).
  - If the application is "Denied", it can no longer be modified by the Contracting Entity. Only the State can change the status of the application.
  - When setting the application status to "Denied", the State should enter a comment in the Comments to Contracting Entity field explaining the reason the application was denied.
- Incomplete
  - The Board of Directors has a status of "Incomplete" when the data has been rolled over from the previous program year and the State is reviewing the Application Packet for a Base Year Renewal. In order to approve the Application Packet, the reviewing TDA user needs to indicate that the Board of Directors has been reviewed.
- Returned for Correction
  - The application has a status of "Returned for Correction" when the State has identified errors in the application and has selected "Returned for Correction" in the Internal Use Only section of the form.

- When setting the application status to “Returned for Correction”, the State should enter a comment in the Comments to Contracting Entity field explaining the reason the application was returned.

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

Claim Statuses

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

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

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

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

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

- Validated
  - This site claim has a status of “Validated” when the site claim has been entered, validated, and contains no errors.
  - Applicable only when the Contracting Entity is participating in site-level claiming.

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

- Accepted*

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

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