Minnesota Department of Education

CHILD AND ADULT CARE FOOD PROGRAM
Application Renewal Instructions
Program year 2012-2013

Renewal is Due August 15, 2012

The Minnesota Department of Education (MDE) has a new requirement this year to collect your Data Universal Numbering System (DUNS) number. This number is required for all recipients of federal Child Nutrition Program funds. The DUNS number is a unique nine-character number that identifies your organization. It is a tool the federal government uses to track how federal money is distributed. If your organization does not have a DUNS number or you need to verify whether or not you have a DUNS number, follow the steps in this guide: Access the DUNS Number Guide.

Provide your organization's DUNS number to the Food and Nutrition Service (FNS) along with your application renewal documents by August 15, 2012.

Application Renewal Instructions for Single-site / Independent Sponsors

*Independent center sponsors must complete an online Cyber-Linked Interactive Child Nutrition System (CLiCS) Child and Adult Care Food Program (CACFP) application renewal and complete the CACFP Disclosure of Dates of Birth form. This information is used to report truth in certification of applications for the CACFP per 7 CFR § 226.6(b)(1)(xv). Access the birth date form.

If meals are not prepared on site by the sponsor's employed staff, you must provide a copy of each center's Contract for Vended meals or a signed renewal of the contract. Access the Contract for Vended Meals template or renewal template.

Application Renewal Instructions for Multi-site Sponsoring Organizations

*Multi-center sponsors must also complete the online CLiCS application for both the sponsor and each participating site. The sponsor renewal includes a new fiscal year budget summary. In addition, provide to FNS a copy of the CACFP budget detail worksheet (Excel doc) and supporting documents and contracts to FNS, which further detail your CACFP budget. Access the budget detail worksheet.

To report the birth dates of the executive director and the board, complete the CACFP Disclosure of Dates of Birth form for the executive director and chairman of the board of directors or update the management plan document for board of directors and include birth dates for all members. This information is used for reporting truth in certification of sponsor applications for the CACFP per 7 CFR § 226.6(b)(1)(xv). Access the birth date form.

Multi-center sponsoring organizations must also provide FNS with updates to their management plan as the changes take place. Annually, FNS provides you with a checklist to assist with your review of the management plan documents. Access the Management Plan Certification form.

1. Complete the certification checklist and mark each question as either “no changes” or “change.”
2. Attach any documents for required updates as indicated on the form, for example, the staff monitoring checklist. Access the staff monitoring ratio form.
3. Sign the checklist acknowledging that you, as the authorized representative of your organization, have reviewed and completed the management plan.
4. If updated documents are provided to FNS, make sure each management plan question is separated by page breaks. Label each document as either replacement or addition to the management plan.

Online Application Renewal Process – at a glance

Renew your CLiCS application for all sites and the sponsor by August 15, 2012.

1. Log into CLiCS 2010 and later to get to CLiCS 2 and select ‘Applications’ from the main menu.
2. From the search window, select ‘CACFP, year: 2013,’ and then ‘Search.’
3. In the results window select ‘View Sites.’
4. Select the site ID number to open each “Unapproved” site application, update all information fields, such as enrollment.
5. Change the radio button at the top of the application from ‘Unapproved’ to ‘Submitted for Approval.’
6. When updates and submission is complete, select the ‘Save’ button at the bottom of the page. See any highlighted error messages and resolve.
7. Note: If any sites have an address change, contact FNS.
   - FNS must change the address, lat/long and eligibility prior to approval before the CACFP operation of a site that has changed location.
8. When all unapproved sites are in a status of ‘Submitted for Approval,’ return to the sponsor application screen by selecting ‘Applications’ from the main menu and then indicate ‘Sponsor’ in the search type field and select ‘Search.’
9. Select the sponsor ID number to open the sponsor application page; review and update the sponsor information, including updating the budget.

10. When updates on the sponsor application are complete change the radio button at the top of the application from ‘Unapproved’ to ‘Submitted for Approval’ and select ‘Save.’

11. Select ‘Applications’ from the main menu again and verify that both the sponsor and site applications are in ‘Submitted for Approval’ status.

Information and Resources

Appeal rights: When an action is taken or proposed that is subject to appeal according to CACFP regulations, MDE provides notice of the action to the institution's executive director, the institution’s chairman of the board of directors and, if applicable, responsible principals and responsible individuals. The notice describes the action being taken or proposed, the basis for the action, and includes this CACFP Appeal Procedure. Select the following link for information regarding the CACFP Appeal Procedure.

Select the following link to the CACFP for Centers section of the FNS website for resources including reimbursement rates, income eligibility guidelines, Household Income Statements and a variety of other helpful information.

Additional forms for your convenience, as applicable:

- Site ID Request Form for adding new sites to the program.
- CLiCS User ID/Password Request Form to add or delete staff having access to CLiCS.
- Add staff to the FNS Listserv Subscribe/Unsubscribe Form for pertinent notices and memos from FNS.

If you need further assistance or have any questions, contact the FNS Applications Team at mde.fns@state.mn.us, 651-582-8526, 1-800-366-8922 (MN Toll-free), fax: 651-582-8501.