

Child and Adult Care Food Program Instructions for Uploading Files to the Cyber-Linked Interactive Child Nutrition System

When completing a Child and Adult Care Food Program (CACFP) application renewal in the Cyber-Linked Interactive Child Nutrition System (CLiCS), a red *Upload File* button indicates that an additional document(s) must be submitted to the state agency. Sponsors must upload the additional document(s) to CLiCS 2 when completing the sponsor/site program applications.

When prompted to upload a file to CLiCS 2, follow these instructions:

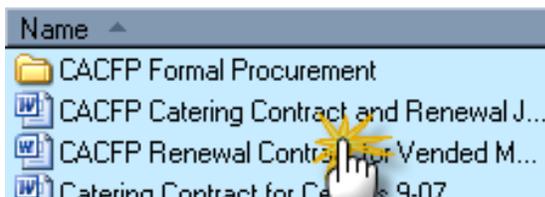
1. Select the red *Upload File* button.



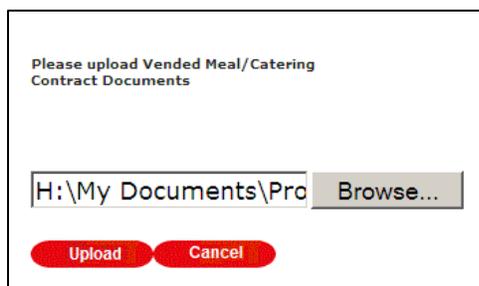
2. Select *Browse* in the box that appears on the screen to locate the file on your computer.



3. Locate the file and select it by clicking on the document twice or by placing your cursor on the document, click once and then select *Open*.



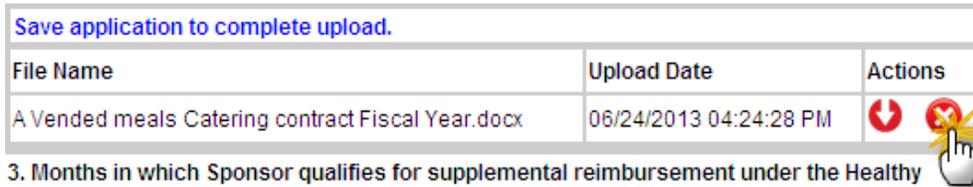
4. Select the red *Upload* button to upload the file to CLiCS 2.



5. The statement, "Save application to complete upload" will appear on the screen.



6. If the wrong file was uploaded or to view the file, use the red circular buttons in the *Actions* column.



- a. The red circle with the x (see above) allows you to delete a document. Select the circle and when the box with the message "Delete document?" appears, select OK.
- b. The red circle with the arrow pointing down (see above) allows you to view the document. Select the circle and when the box with the message, "Do you want to open or save this file?" appears, select *Open* to view the document.

7. To upload additional documents, repeat steps 1-4. There is a limit on the number of separate uploads that can be completed in CLiCS (see #1 "up to 3 documents allowed"). To maximize the capacity it is suggested that all related documents can be scanned and saved as one larger document. For example, all the supporting documents related to a vended contract (procurement, contract, menus) or a budget (contracts, invoices and statements) can be scanned together, saved and uploaded as one larger document

8. Lastly, select the red Save button at the bottom of the application.



9. Contact Food and Nutrition Service if you have questions 651-582-8526 / 800-366-8922 or mde.fns@state.mn.us.