



# Missouri Department of Health and Senior Services (DHSS)

Child and Adult Care Food Program (CACFP)  
Center Information Sheet – Quick Reference Guide

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# CACFP Center Information Sheet Overview

Sponsors are required to complete and submit a Center Information Sheet for each participating center when completing their CACFP application packet at the start of a new program year. These forms provide detailed information to the state about each center.

Remember to select **Submit to State** for approval when the entire application packet is complete for Center Information Sheets to be approved by the state.



**Note:** The Center Information Sheet(s) will not be available on the Sponsor Summary screen until the Sponsor Information Sheet has been initiated and saved.

## Completing a Center Information Sheet

The Center Information Sheets should be completed after your Sponsor Information Sheet.

- 1) Log in and select a program year. If you are an administrator to more than one sponsor, the Select Sponsor screen will display. Select the desired sponsor to continue.
- 2) The Sponsor Summary screen displays. Select the **Applications** tab.
- 3) Locate the Center Information Sheet(s) section of the Applications tab. You must complete a Center Information Sheet for all centers listed. If the center will not operate this fiscal program year, contact DHSS-CACFP at [cacfp@health.mo.gov](mailto:cacfp@health.mo.gov) to have the center inactivated.
- 4) Select the **Add (+)** action button to the right of a center listed.

| Sponsor Summary             |               |          |          |               |                |
|-----------------------------|---------------|----------|----------|---------------|----------------|
| Checklist                   | Applications  | Claims   | Payments | Users         |                |
| Assigned Specialist: County |               |          |          |               | Webster County |
| Number                      | Name          | Revision | Status   | Date Approved | Action         |
| Sponsor Information Sheet   |               | 0        | Approved | 11/9/2021     | +              |
| Sponsor Budget              |               | 0        | Approved | 11/9/2021     | +              |
| Sponsor Management Plan     |               | 0        |          |               | +              |
| Center Information Sheet(s) |               |          |          |               |                |
| 12345-1                     | + Test Center |          |          |               | +              |

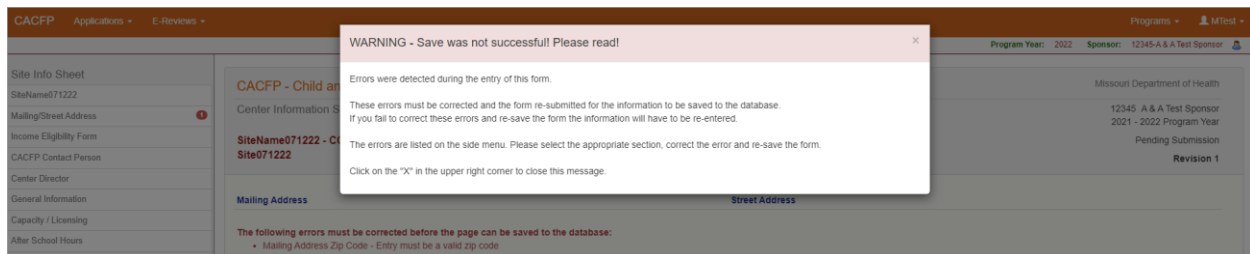
- 5) The Select Program Type screen displays. Choose the appropriate **Program Description**. The program type will copy from the previous year for returning sponsors.

- 6) Complete the Center Information Sheet. If the center participated in the previous program year, some information will populate from the previous year's Center Information Sheet.

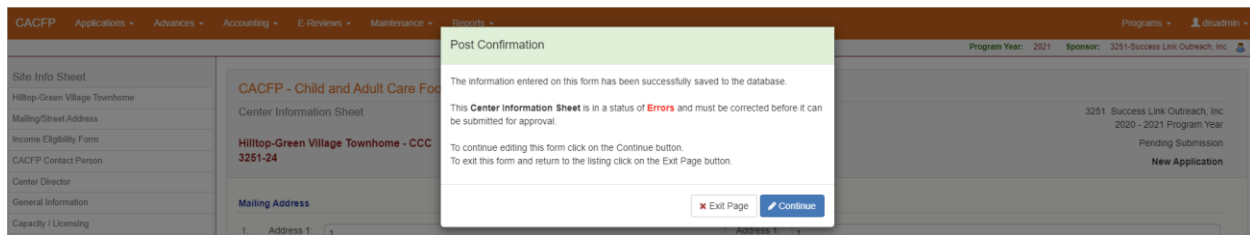


**Note:** Remember to save the form every 5-10 minutes to prevent the system from timing out. You do not have to complete the form in one sitting; you can save your work and return at a later time.

- 7) The system will check for errors as you save the form. A warning message will display if any errors exist that cannot be saved to the system. This occurs when the incorrect type of data is entered into a field (e.g., a letter instead of a number or a zip code with too many digits). You must correct these errors before the form can be saved.



- 8) A Post Confirmation message will display if the form was able to save. However, this does not mean the form is free of errors. Read the message. If errors are identified, you must return to the form and correct them before you can submit the Center Information Sheet to the state for approval.



- 9) Select the **Continue** button on the Post Confirmation message to return to the form and correct identified errors. Use the left-hand menu to navigate to the sections of the form that contain the errors. The sections will be identified with a red circle containing the number of errors found within that section.
- 10) Once all errors have been corrected and you select **Save** for the final time, a Post Confirmation message will display informing you that the Center Information Sheet is in a status of "Pending Submission." The state will review your form after you submit it with the application packet.

- a. If your form is approved, the status will change to “Approved,” and no further action is required.
- b. If your form is denied, the status will change to “Needs Correction.” You must return to the form and make the necessary changes as instructed by the state.



**Note:** *The first (Revision 0) version of your Center Information Sheet(s) will be submitted with your completed application packet. Once all required documents of the application packet are complete and free of errors, you will submit the forms to the state for review. Form statuses will change to “Pending Approval.” After making a revision(s), you must click the box “Check here to submit this form to the State for Approval” prior to clicking the Save button. Ensure your Center Information Sheet is in “Pending Approval” status- a Post Confirmation notification should appear.*

## Adding a New Center Information Sheet

If a sponsor wishes to add a new center (location) that did not operate in the previous year, they must complete a Center/Site Eligibility Questionnaire and submit to DHSS-CACFP for approval. The steps are as follows:

- 1) Complete a Center/Site Eligibility Questionnaire available on the CACFP Website.
- 2) Email the completed Center/Site Eligibility Questionnaire to [cacfp@health.mo.gov](mailto:cacfp@health.mo.gov) .
- 3) CACFP will review the questionnaire and email the contact identified on the questionnaire when the Center Information Sheet is ready for completion.
- 4) Follow steps 4 through 10 above for the new center/site.