Missouri Department of Health and Senior Services (DHSS)

Child and Adult Care Food Program (CACFP)

Sponsor Off-line Form Maintenance – Quick Reference Guide

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LINQ

Off-line Forms Overview

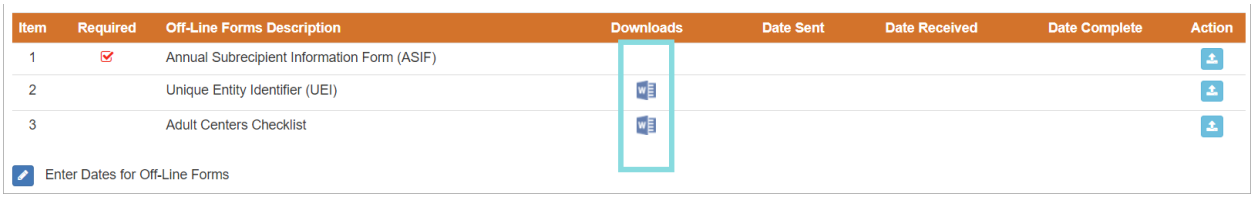
Off-line forms are those that require the user to download the form, complete it, and then submit it to the state either by re-uploading the finished form to CNPWeb or by sending it via mail or email. Uploaded forms will automatically populate a date sent and date received once successfully uploaded. Sponsors must enter a date sent for forms sent via mail or email. A state user will enter the date received into the Sponsor Summary checklist for non-uploaded forms and a date complete for all off-line forms at the time of application packet approval.

Downloading an Off-line Form

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 **Checklist** tab.
3) Locate the Off-Line Forms section. Required forms are indicated with a red checkmark. Documents with download files will show a software icon in the Downloads column. There are three types of software icons:

Icon	Download File Type
	Adobe PDF
	Microsoft Word
	Microsoft Excel

4) Select the **Software** icon of the desired form to download the file to your computer.



Item	Required	Off-Line Forms Description	Downloads	Date Sent	Date Received	Date Complete	Action
1	✓	Annual Subrecipient Information Form (ASIF)					
2		Unique Entity Identifier (UEI)					
3		Adult Centers Checklist					

Enter Dates for Off-Line Forms

5) Open and complete the form. When finished, save it to your computer.

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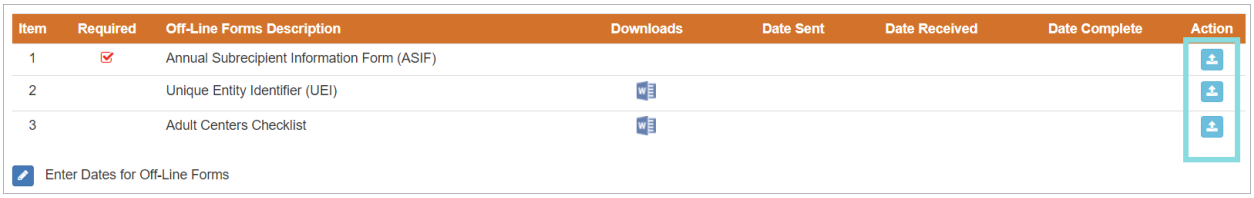
Uploading an Off-line Form

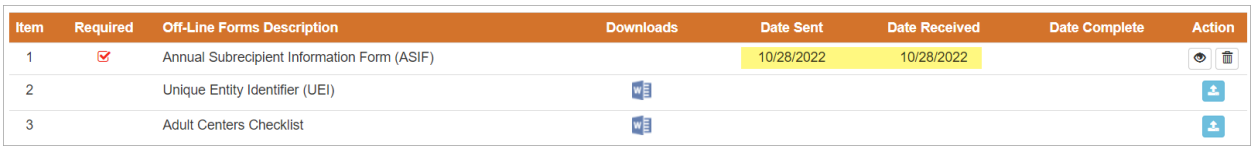
1) Return to the Checklist tab and select the **Upload** button next to the completed form.



Item	Required	Off-Line Forms Description	Downloads	Date Sent	Date Received	Date Complete	Action
1	✓	Annual Subrecipient Information Form (ASIF)					
2		Unique Entity Identifier (UEI)					
3		Adult Centers Checklist					

Enter Dates for Off-Line Forms

2) Select the desired file from your computer and click **Open**.
3) The system will upload the file. The Date Sent and Date Received fields automatically populate with the date of upload.

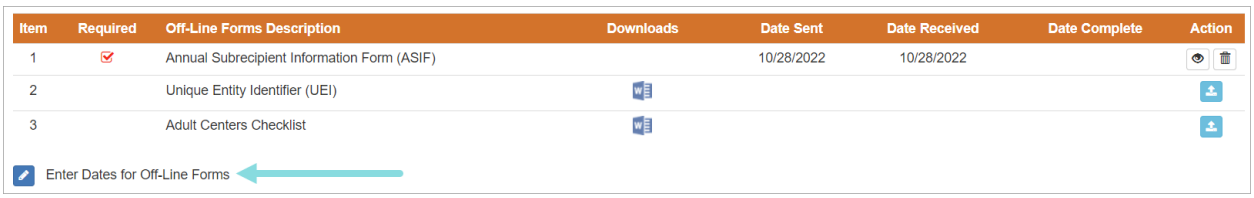


Item	Required	Off-Line Forms Description	Downloads	Date Sent	Date Received	Date Complete	Action
1	✓	Annual Subrecipient Information Form (ASIF)		10/28/2022	10/28/2022		
2		Unique Entity Identifier (UEI)					
3		Adult Centers Checklist					

Entering the Date Sent for Off-line Forms

Sponsors are responsible for entering a date sent for off-line forms sent via mail or email (as opposed to upload in CNPWeb) to the state for review.

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 **Checklist** tab.
3) Select the **Enter Dates for Off-Line Forms** button at the bottom of the screen.



Item	Required	Off-Line Forms Description	Downloads	Date Sent	Date Received	Date Complete	Action
1	✓	Annual Subrecipient Information Form (ASIF)		10/28/2022	10/28/2022		
2		Unique Entity Identifier (UEI)					
3		Adult Centers Checklist					

Enter Dates for Off-Line Forms

4) The Off-Line Forms Entry page displays. Enter a value into the Date Sent field for all forms completed and sent to the state via mail or email.
5) When finished, click **Save**.

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