> **Missouri Department of Health and Senior Services**
> **Child and Adult Care Food Program**
> # Updating Application Forms

Through the year, you are responsible for going into the web-based system and completing or updating your application forms as information changes. **Make updates at least a day or two before you submit your online claim. We have to approve the updated application before you can claim.**

*Remember – In this web-based system, an independent center is considered a **Sponsor** of one center! You will have a Sponsor Information Sheet and a Center Information Sheet to update.*

Basic Updating Steps

1. Log in and click on the orange puzzle piece that says Child and Adult Care Food Program.
2. Read the Notice Page, then click on Continue at the bottom of the page.
3. Choose 2009 program year.
4. The Sponsor Summary Sheet is displayed with a status of Approved.
5. Click the Applications tab.
6. Click the word <u>Revise</u> to the right of Sponsor Information Sheet.
7. Review entire form.
8. Make corrections.
9. If your organization is new to CACFP, you must complete fields 38, 39, 44, 45, and 49 with correct information.
10. After all corrections are made, scroll to bottom of page, check the box to submit the application form to DHSS for approval, and click Save.
11. If errors are found, correct as by repeating step 6 – 10.
12. If no errors are found, the Post Confirmation sheet will show status of Pending Approval.
13. Click <u>here</u> to return to Sponsor Summary sheet.
14. Click <u>Revise</u> to the right of Center Information Sheet.
15. Make necessary changes and save as you did with Sponsor Information Sheet.

16. Important! If you click Save without checking the box (Step 8), the application changes will not be submitted to DHSS.
17. Return to the Sponsor Summary applications page until you see the status of Approved.

Common Revisions Needed

Remember to revise your application through the year when any changes happen, but especially when the following changes happen:

- Change of license number.
- Change in effective date and expiration date of your license.
- Change in license capacity.
- Any changes in key staff:
    - If employees with access to the web-based system leave your organization, call us immediately so we can revoke their access.
    - If you have new employees, complete a network user access form for each staff person.
    - If you are reporting a new owner, call our office for further instruction. New owners require a new application.
- Changes in meals served.
- Changes in e-mail address, fax or phone number

If these changes are not reported, you may not be able to file your claim.

Questions concerning the web-based system or any other CACFP issues may be answered by looking on the CACFP website at: www.dhss.mo.gov/cacfp, emailing cacfp@dhss.mo.gov or by calling 1-800-733-6251.