



Missouri Department of Health and Senior Services (DHSS)

Child and Adult Care Food Program (CACFP)

Application Packet Submission – Quick Reference Guide

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Application Packet Overview

To participate in the Child and Adult Care Food Program (CACFP) sponsors must submit an application packet to the state for review and approval. The packet is made up of on-line and off-line forms that must be completed at the beginning of each program year. State users are responsible for approving each sponsor’s forms.

Required documents that make up a sponsor’s application packet will depend on responses within the Sponsor Information Sheet, Center Information Sheet, or Provider Information Sheets (form types will vary among the child nutrition programs). As these on-line forms are completed, additional required forms will populate the Checklist tab of the Sponsor Summary. Once a sponsor has completed all the required on-line and off-line forms, they will submit them as a packet to the state for approval. Required forms are denoted with a red checkmark.

Submitting the Application Packet

This section provides high-level instructions for submitting an application packet once all required off-line forms have been submitted and all required on-line forms are complete, free of errors, and are in “Pending Submission” status. For detailed information on completing and submitting each individual form required in the application packet, refer to the CACFP Sponsor User Manual.

- 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 **Submit all forms to the State for Approval** button at the bottom of the screen.

The screenshot shows the 'Sponsor Summary' interface with the 'Checklist' tab selected. It displays a table of required forms and a 'Submit all forms to the State for Approval' button.

Item	Required	On-Line Forms Description	Count/Date	Status
1.	<input checked="" type="checkbox"/>	Sponsor Information Sheet		Pending Submission
2.	<input checked="" type="checkbox"/>	Sponsor Budget		Pending Submission
3.	<input checked="" type="checkbox"/>	Sponsor Management Plan		Pending Submission
4.	<input checked="" type="checkbox"/>	Center Information Sheet(s)	2 of 2	Pending Submission

Item	Required	Off-Line Forms Description	Downloads	Date Sent	Date Received	Date Complete	Action
1		Board of Directors Listing		3/10/2023	3/10/2023		
2		Copy of current License		3/10/2023	3/10/2023		

Enter Dates for Off-Line Forms

Submit all forms to the State for Approval

- 4) All forms will enter “Pending Approval” status. No further sponsor action is required until the packet is reviewed by the state.

Sponsor Summary

Checklist		Applications	Activities	Claims	Payments	Users
Assigned Specialist:		County				
Item	Required	On-Line Forms Description	Count/Date		Status	
1.	<input checked="" type="checkbox"/>	Sponsor Information Sheet			Pending Approval	
2.	<input checked="" type="checkbox"/>	Sponsor Budget			Pending Approval	
3.	<input checked="" type="checkbox"/>	Sponsor Management Plan			Pending Approval	
4.	<input checked="" type="checkbox"/>	Center Information Sheet(s)	1 of 1		Pending Approval	
5.		Forms submitted to DHSS for Approval	9/22/2022		Pending Approval	

5) Forms approved by the state will enter “Approved” status. Forms denied by the state will enter “Needs Correction” status. You must edit these forms and resubmit your application packet to the state.

Sponsor Summary

Checklist		Applications	Activities	Claims	Payments	Users
Assigned Specialist:		St Louis City County				
Number	Name	Revision	Status	Date Approved	Action	
>	Sponsor Information Sheet	2	Approved	6/3/2021	👁️ +	
	Sponsor Budget	0			+	
	Sponsor Management Plan	0			+	
Center Information Sheet(s)						
>	12345-1	+ CCC Test Center	4	Needs Correction	👁️ ✎️ 🗑️	



Note: Once DHSS-CACFP approves all forms in the application packet, program enrollment is complete for the year.