

## Missouri Department of Health and Senior Services (DHSS)

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

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## Sponsor Information Sheet Overview

When completing the application packet for CACFP, sponsors should begin with the Sponsor Information Sheet. Responses on the Sponsor Information Sheet will trigger other required forms for the application packet submission process to display on the Checklist and Applications tabs.

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

## Completing the 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) Click the **Add** (+) button on the right to access and fill out the application.

ponsor Summary					A & A Test Sponsor (1234
Checklist	Applications	Claims		Payments	Users
Assigned Specialist: County					Adair County
Number	Name	Revision	Status	Date Appro	oved Action
Sponsor Information Sheet		0		•	+

4) The Sponsor Information Sheet displays. Complete the form. If the sponsor participated in the previous program year, some information will populate from the previous year's Sponsor 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.

5) The system will check for errors as you save the form. A warning message displays 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 save.

CACEP Applications + E-Reviews +			10	
		WARNING - Save was not successfull Please read!	×	Program Year: 2022 Sponsor: 12345-A & A Test Sponsor 🚨
Site Info Sheet SteName071222	CACFP - Child an	Errors were detected during the entry of this form. These errors must be corrected and the form re-submitted for the information to be saved to the database.		Missouri Department of Health 12345 A & A Test Sponsor
Mailing/Street Address  Income Eligibility Form CACEP Contact Person	SiteName071222 - Cl Site071222	If you fail to correct these errors and re-save the form the information will have to be re-entered. The errors are listed on the side menu. Please select the appropriate section, correct the error and re-save the form.	- 1	2021 - 2022 Program Year Pending Submission
Center Director		Click on the "X" in the upper right corner to close this message.		Revision 1



6) 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 Sponsor Information Sheet to the state for approval.

CACFP Applications - Advances -		Reports *	Programs 👻 🧘 disadmin 👻
		Post Confirmation	Program Year: 2022 Sponsor:
	CACFP - Child and Adult Care Foc	The information entered on this form has been successfully saved to the database.	Missouri Department of Health
Top of Form Board Information		This Sponsor Information Sheet: is in a status of Errors and must be corrected before it can be approved.	2021-2022 Program Year
Board Members		To continue editing this form click on the Continue button.	Pending Approval
Sponsor Information		To exit this form and return to the listing click on the Exit Page button.	Revision 1
Staffing Plan	-		
Monitoring and Reviews	Board Information	× Exit Page  Continue	
Training	1.      Yes O No Does your organization		

7) Select the **Continue** button on the Post Confirmation message to return to the form and correct identified errors. Use the left-hand menu to quickly 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.

Sponsor Info Sheet	CACFP - Child and Adult Care Food Program	Missouri Department of Health
Top of Form	· · · · · · · · · · · · · · · · · · ·	0004 0000 Designer Vari
Mailing/Street Address	Sponsor Information Sheet	2021 - 2022 Program Year
Responsible Individual		Errors
Food Program Coordinator		Revision 1
Financial Office Contact		
General Information		
Number of Sites / Homes	Mailing Address	Street Address
Single Audit Compliance	1. Address 1: 123	Address 1: 123

- 8) Once all errors have been corrected and you select Save for the final time, a Post Confirmation message will display informing you that the Sponsor 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 Sponsor Information Sheet 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."

