Minnesota Department of Education

Application Renewal Instructions
Child and Adult Care Food Program
for Family Day Care Homes
Fiscal Year 2012-2013

The application renewal period is now open for fiscal year (FY) 2013 for the Child and Adult Care Food Program (CACFP) for Family Day Care Homes (FDCH). Please complete the entire submission of your application, budget and management plan renewal on or before August 15, 2012.

Steps to Submit an FDCH Application Renewal

- ✓ Sign a Management Plan Certification form to ensure the management plan is reviewed and up-to-date. Include annual requirements, for example, a cost allocation plan, staffing factor worksheet, board approval of budget and any disclosures of conflict of interest or less-than-arm's-length transactions.
- ✓ Complete a budget detail worksheet with calculation of carry over.
- ✓ Provide a formal request for an advance, if applicable, which is due on or before August 7, 2012.
- ✓ Submit a sponsor application in the Cyber-Linked Interactive Child Nutrition System (CLiCS).
- ✓ Report a Data Universal Numbering System (DUNS) number for your organization.

New This Year

1. The Minnesota Department of Education (MDE) is now required to have a DUNS number for all organizations that receive federal funds. You are required to provide a DUNS number as a renewal requirement this year.
2. The MDE-Food and Nutrition Service (FNS) contact e-mail address has been changed to mde.fns@state.mn.us.
3. The sponsor CLiCS certification has been enhanced which eliminates the requirement of sponsors to provide FNS with a training plan.
4. Provider/Sponsoring Organization Agreement was updated by FNS and posted to the FNS website. When your organization creates an updated version, please provide a copy to FNS. Sponsors may collect updated agreement signatures from providers throughout FY2012-2013. Contact Joe Lee with questions you have about your agreement document.
5. If you plan to purchase Calendar Keeper and/or Kids Care Calendars using CACFP administrative funds, the allocation must reflect only the information specific to the CACFP. Contact the Applications Team if you have questions.

FDCH Management Plan Instructions

Review your organization's current management plan and make necessary revisions using the FDCH sponsor Management Plan Certification form provided to you as a guide. The Management Plan Certification form indicates which management plan questions are "required," which means need to be re-done and provided to FNS annually. Indicate within the field for each question as either "no change" or "change." The authorized representative of the organization needs to sign and date the certification acknowledging the management plan has been reviewed for accuracy and completeness. View the Management Plan Certification form.

Submit updates to your management plan by labeling each document as a replacement or addition to a previous management plan response. Indicate the appropriate section, question number and date completed in the footer of the page. Answer one question per page so that it can be placed appropriately within the FNS copy of your organization's management plan. Copy and submit amendments or updates to FNS by fax to 651-582-8501 or e-mail mde.fns@state.mn.us.

FDCH Annual Budget

Submit an administrative budget which reflects anticipated needs for the coming fiscal year. Use the budget detail worksheet provided by FNS to create your budget for the current fiscal year. A copy of the new template is posted to the FNS website for use as needed. Detail all line item costs to ensure adequate disclosure, provide the appropriate level of approval request, including a separate letter if there are items requiring specific prior written approval. Once complete, transfer the totals from the tally page into the sponsor application in CLiCS. E-mail an unlocked copy of your completed detail Excel worksheet to MDE-FNS.

When entering the budget in CLiCS, if there is a negative value for the difference between revenues and expenditures, you must complete the adjacent field to identify the other funding source(s) used to ensure adequate funds are available to cover these costs. There is an alternative funding tab on the budget detail worksheet asking that you provide information about the source and type of alternative funds. The top section of the tab asks you to identify the cost items you will purchase and the bottom section asks for more information about the fund itself.

Provide rental, lease and maintenance agreements in effect for this fiscal year, 2012-2013. Label the documents that support contract costs in the budget detail worksheet with an identifier (letter or number) that corresponds to the same letter or number indicated on the budget detail worksheet section. Open the budget detail worksheet.

Refer to FNS Instruction 796-2, Rev. 3, for detailed information on CACFP financial management, including allowable and unallowable costs.

FDCH Administrative Funds Advance – Due August 7, 2012

Each year sponsors of FDCH providers may submit to MDE a request for an advance of administrative funds prior to the start of the program year. The state agency will approve a request for an advance if the request is reasonable and is justified by demonstration of need through a standard financial cash flow statement. By August 7 of the current fiscal year, send your cash flow statement along with a narrative to request an administrative advance.

- ✓ Please send your narrative on letterhead by August 7, 2012 to document this formal request.
- ✓ Please follow-up your request by entering the amount of the advance in CLiCS.

Carry Over of Prior Year Administrative Funds

Each sponsoring organization was provided with a customized worksheet to calculate carry over for the upcoming fiscal year. Once completed, please copy/paste this document into the available tab (which is labeled) within the budget detail worksheet. FDCH sponsors have the ability to "carry over" up to 10 percent of unused administrative payments from one year to the next. Sponsors are not required to carry over administrative funds. Any unexpended funds remaining at the end of the fiscal year may be returned to the state agency at the sponsor's option. Because the final administrative claims are not known when the annual budget is submitted to the state agency during August, you should make the best estimate of the carry over amount when preparing the annual budget. The carry over calculation sheet provided by MDE-FNS will assist you with the values necessary to make the best estimate of any remaining administrative funds.

Site (Provider) Application – CLiCS

The following is a list of steps to use when updating the provider site applications for FY2013. If there are questions about the process, please contact the Applications Team at MDE-FNS. Remember that all provider site applications are rolled over from the most recently approved application in FY2012 and are already in a status of submitted for approval. Once you verify that the information on each provider site application is correct and submit your sponsor application, the provider site applications will be automatically approved by CLiCS. Those with errors will be labeled with a status of "unapproved" to be corrected by your staff and resubmitted. You can view a list of the "unapproved" providers by using the search criteria on the application screen. Since there are multiple renewals allow CLiCS an hour or more to approve your providers following the submission of your sponsor application.

Steps for FDCH sponsor application renewal:

1. Log-in to CLiCS and go to the applications for sites screen.
2. Update applications as needed, for example, update with license renewals, particularly tribal renewals, to ensure proper approvals will take place.
3. Delete all provider applications for those not renewing in FY2013 by opening the site application, scroll to the bottom of the page and select "delete."
4. Once the provider site applications have been verified return to the application search criteria screen and change the "Type" field to "Sponsor."
5. Update the sponsor application and enter the budget summary from the completed detail worksheet. Include any carry forward amounts and any advance request amounts previously requested by August 7.
6. Read the certification statement because there are some new updates this year.
7. Submit the sponsor application for approval.
8. CLiCS performs an auto-approval process every 15 minutes; any provider sites that were denied, approval will display a status of "Unapproved."
9. The next day or end of day: return to the application search screen and specify the "Type" as "Site" and specify the application status "Unapproved" and select the search button.
10. Open each to identify and resolve errors on each site, then submit the site application for approval. Follow-up within a few hours to ensure approval was achieved.

11. Make changes as needed to provider applications at any time throughout the year and submit the application for approval to ensure accurate records are maintained.

Sponsor Application – CLiCS

The sponsor application in CLiCS must include your most current contact information and most up-to-date budget. Sponsor staff are responsible for ensuring that the sponsor application is current or that updates are submitted for approval. Submitting the FDCH sponsor application in CLiCS for the first time each fiscal year triggers the auto-approval of all provider applications within your organization. It also acknowledges that you, as the authorized representative of your organization, have read the certification and will comply.

Cost Allocation Plans

If a sponsoring organization has more functions or programs in addition to operating the CACFP, the organization must present and demonstrate the method of allocating the cost to the CACFP. Cost distribution in not-for-profit organizations is done on the FDCH budget worksheet by assigning a percentage of cost to line items. *Direct costs* are costs that can be identified specifically and exclusively with one, single activity or cost objective; 100 percent of those costs are budgeted and claimed to CACFP. *Indirect costs* are costs that benefit the operations of the entire agency, but cannot be identified to specific programs; salary of a building receptionist is as an example. *Allocable-direct costs* are simply costs which benefit more than one program, but are not indirect costs, computer services costs may be an example. The cost allocation plan for each FDCH sponsoring organization is to include:

1. Cover Page.
2. Table of Contents.
3. Cost allocation method narrative for each cost category on the budget detail worksheet.
4. Cost allocation base and calculation.
5. Summary/narrative of cost allocation bases.

Data Universal Number

A DUNS number is required for all recipients of Child Nutrition Program funds. The DUNS number is a unique nine-character number that identifies your organization. It is a tool the federal government uses to track how federal money is distributed. If your organization does not have a DUNS number or if you need to verify whether or not you have a DUNS number, follow the steps in this guide: View the guide on how to apply for a DUNS number.

Provide the DUNS number to FNS with your application renewal or by August 15, 2012, by e-mail to FNS at mde.fns@state.mn.us In the subject line of your e-mail to FNS, list your sponsor ID, sponsor name - DUNS number. In the body of the e-mail, list the DUNS number by cut and paste to eliminate transposition errors.

Audits

In accordance with the permanent agreement with MDE, sponsors must submit audited financial statements and audits performed under the Single Audit Act of 1996 (as amended) within 30 days receipt of the completed audit report and financial statements from your independent auditors, or by the end of six months (June 30)

following fiscal year close, whichever occurs earlier. This is the same as the requirement for the filing of the data collection packages with the Single Audit Clearinghouse. Audited financial statements must also be included in the reporting package submitted by the 15th day of the 7th month (April 15) following the year-end close, to the Minnesota Attorney General's Office, Charities Review section. MDE encourages you to have the financial statements prepared, audited and submitted in a timely manner rather than to wait for the deadline. Application renewal will not be approved for organizations that do not have their audits posted to the Single Audit Clearinghouse. Contact Alan Dupay, Senior Auditor for MDE-FNS with questions about your audit.

Appeal Rights

When an action is taken or proposed that is subject to appeal according to CACFP regulations, MDE provides notice of the action to the institution's executive director, the institution's chairman of the board of directors and, if applicable, responsible principals and responsible individuals. The notice describes the action being taken or proposed, the basis for the action, and includes this CACFP Appeal Procedure. View the appeal procedure.

Information and Resources

View the MDE-FNS CACFP for Family Child Care website for FDCH resources.

Access the CLiCS User ID/Password Request form to add or delete staff.

Contact the FNS Applications Team at 651-582-8526, 1-800-366-8922 (MN Toll-free) or e-mail mde.fns@state.mn.us.

Send supplemental application materials via e-mail, mail or fax:

E-mail: mde.fns@state.mn.us
Fax: 651-582-8501
Mail: Minnesota Department of Education, Food and Nutrition Service, 1500 Highway 36 West, Roseville, MN 55113