

STATE OF COLORADO

John W. Hickenlooper, Governor
Larry Wolk, MD, MSPH
Executive Director and Chief Medical Officer

Dedicated to protecting and improving the health and environment of the people of Colorado

4300 Cherry Creek Dr. S. Laboratory Services Division
Denver, Colorado 80246-1530 8100 Lowry Blvd.
Phone (303) 692-2000 Denver, Colorado 80230-6928
Located in Glendale, Colorado (303) 692-3090
www.colorado.gov/cdphe



Colorado Department
of Public Health
and Environment

CDPHE-CACFP PROCEDURE MEMO FDCH #14-09

TO: CACFP Family Day Care Home Sponsor Directors

FROM: Colorado Department of Public Health and Environment
Child and Adult Care Food Program (CDPHE-CACFP)

DATE: August 2014

SUBJECT: **Introduction to the Colorado Healthy Eating Application and Reimbursement System (CHEARS), FY 2015 Recertification Process in CHEARS, FY 2015 Administrative Budget and Management Plan Update, Supplemental Nutrition Assistance Program (SNAP) Provider List**

Attachments: FY 2015 Budget Spreadsheets, FY 2015 Management Plan Outline

Section 331(b) of the Healthy, Hunger-Free Kids Act of 2010 (the Act), Public Law 111-296, amends Section 17(d) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1766(d)) and requires Sponsors to submit an annual information certification. The certification indicates that any information previously submitted to the CDPHE-CACFP to support all of the eligibility requirements for the institution, its facilities, and all of its responsible principals is current, or that the institution has submitted any changes or updates.

Introduction to CHEARS

The Colorado CACFP welcomes a new upgraded online system called “**CHEARS**”, the *Colorado Healthy Eating Application and Reimbursement System*. With this upgrade comes new changes to the recertification process. **All institutions will complete the recertification process in CHEARS, which can be found at the following web address:**

<https://cdphe.cnpus.com/chears/splash.aspx>

All CACFP institutions will continue to use CACFP’s old online system (*co.cnpexpress.com*) to make modifications to applications that are effective through September 2014. All CACFP institutions will also submit claims through the claiming month of **September 2014** in CACFP’s old online system (*co.cnpexpress.com*).

All users who currently have authorized access to CACFP's old system at www.co.cnpexpress.com will have access to **CHEARS**. However, the username and password will be different. In **CHEARS**, all users will have a default username of the *first initial of the user's First Name followed by the user's full Last Name*. The default password for all users will be: Password4u!

Example: Jane Doe

User Name: JDoe

Default Password for all Users: Password4u!

Upon logging in, the system will prompt all users to change the default password to a password of choice. The password must meet the following criteria:

- Length must be at least seven (7) characters
- Must include at least one (1) numeric character
- Must include at least one (1) special character

Fiscal Year 2015 Recertification in CHEARS

CACFP institutions will begin claiming in **CHEARS** beginning with the claiming month of October 2014. To prepare the applications for Fiscal Year 2015, the recertification process will be available in **CHEARS** for institutions upon receipt of this letter. This letter includes step-by-step instructions to enroll the institution and all participating facilities in CACFP participation for Fiscal Year 2015.

THE CACFP RECERTIFICATION APPLICATION PROCESS MUST BE COMPLETE BY SEPTEMBER 30, 2014.

In **CHEARS**, institution representatives will verify the accuracy of information in application forms, complete certain blank fields, download and complete forms and worksheets, and attach electronic documents to the application packet. The **CHEARS** User's Manual, provided on CD ROM with this letter is available to assist you in addition to the instructions in this letter. The manual is also available on the CDPHE-CACFP website at www.colorado.gov/cdphe/cacfp

If for any reason the institution is unable to scan required documents to attach to the application or complete electronic downloadable documents, the CACFP will accept documents by fax or mail and can provide forms in other formats.

Fax:

303-756-9926

Attn: Julie Pfankuch

Mail:

CDPHE-CACFP

Attn: Julie Pfankuch, A-4

4300 Cherry Creek Drive South

Denver, CO 80246

The CACFP staff member assigned to review the institution's application packet will receive e-mail notification upon online submission of the packet. Once the packet has been returned for correction or approved by the CACFP, the Program Contact email address listed in the

Institution Application will receive email notification of return and approval. If the application packet has been returned for correction, red arrows will indicate which component of the Application packet must be fixed and a note from the CACFP staff will appear at the top of the form upon opening. After correcting the problem, save the changes and re-submit the packet for approval. The CACFP staff assigned to review the application will receive an email notification of the re-submission.

Multi-program Sponsors

Multi-program Sponsors administering the CACFP for both centers and homes must complete two applications packets in CHEARS, one for family day care homes CACFP administration, and a separate one for centers CACFP administration. Multi-program sponsors will receive instructions to complete the recertification for centers in a separate mailing.

FY 2015 Management Plan Update

Annually during the recertification process, Sponsors are required to submit an update of the Management Plan to the CDPHE-CACFP office. Attached is the FY 2015 Management Plan Outline reflecting the latest policies and procedures issued by the CDPHE-CACFP. The outline must be used by FDCH Sponsors to complete any necessary updates to the most recent Management Plan submitted to the CDPHE-CACFP office. Approval of your sponsorship's application for agreement renewal will in part be contingent on adequate demonstration through the Management Plan of your sponsorship's *financial viability, administrative capability* and *accountability*.

Please complete the following as you submit your FY 2015 Management Plan:

- 1) **Number** the pages of the narrative (even if handwritten);
- 2) **Identify attachments** by attachment number, or other means;
- 3) **Identify changes** to the Management Plan from the previous submitted version by highlighting, attaching a list of the changes identified by page, or other means; and
- 4) **Submit the FY 2015 Management Plan Update** to the CDPHE-CACFP and any attachments by electronically attaching these documents to the **CHEARS** online application packet according to the **STEP 9** of the recertification instructions.

FY 2015 Budget

FDCH Sponsors must submit a copy of the annual budget (**Budget Detail Worksheet**) to the CDPHE-CACFP as an attachment in **CHEARS**. FDCH Sponsors are responsible for correctly accounting for costs, and maintaining records and sufficient supporting documentation to demonstrate that costs claimed have been incurred, are allowable, and comply with all applicable Program regulations and policies.

Any funds carried over by the Sponsor from the prior fiscal year must be accounted for in the Sponsor's budget for the succeeding fiscal year. Because the final administrative claims may not be known when the annual budget is submitted to the CDPHE-CACFP, Sponsors will need to make the best estimate of the carryover amount when preparing the annual budget. The estimate

should be based on a comparison of the administrative payments the Sponsor expects to receive with the amount of allowable administrative expenses the Sponsor expects to incur.

Attached is the electronic copy of the ***Budget Detail Worksheet*** for use in preparing the FY 2015 Administrative Budget. The budget and any supporting documents must be attached to the application packet in ***CHEARS***. In addition, Sponsors must enter figures from the **FINAL BUDGET** tab of the ***Budget Detail Worksheet*** into the online ***Institution Budget Detail*** form of the application packet.

If your institution is a multi-program institution administering the CACFP for both centers and family day care homes, complete the ***Multi-Program Budget Addendum***. The Summary tab from both the center and homes ***Budget Detail Worksheets*** will be used to complete this form. Once completed, attach it to the application packet for family day care homes participation in ***CHEARS***.

The 2014-2015 administrative reimbursement rates per home should be entered in the revenue worksheet to obtain an accurate estimate of the amount of revenue that will be earned in FY 2015.

The worksheets indicate which budget line items require prior approval and specific prior written approval. You **MUST** provide an explanation and justification in each box as indicated on the worksheets. This will allow the CDPHE-CACFP to make an approval decision. Sponsors must receive approval from the CDPHE-CACFP for these line items **PRIOR** to expenditure of these funds or any commitment of expenditure. Also, make note of line items that require supporting documentation. Sponsors **MUST** attach documentation to the application packet in ***CHEARS*** with the original budget submission.

Sponsors must attach an amended budget to the application packet in ***CHEARS*** once the fiscal year close-out has occurred and the carryover amount is finalized and approved by the CDPHE-CACFP. It is necessary for FDCH Sponsors to use accrual accounting for the final claim of the fiscal year to allow the end-of-year reconciliation and close-out to occur.

Please note that Sponsors are not required to carry over administrative funds. Any unexpended funds remaining at the end of the fiscal year, which could be carried over into the succeeding fiscal year, may be returned to the CDPHE-CACFP at the Sponsor's option. In addition, please note that the CDPHE-CACFP is required to determine that all institutions are financially viable; establish an over claim if the Sponsor has used CACFP administrative funds improperly; or declare an institution seriously deficient on the basis of its improper use of CACFP administrative funds.

Instructions for submitting budget revisions are included as a worksheet in the electronic file.

Supplemental Nutrition Assistance Program (SNAP) Provider List

FDCH Sponsors must submit annually to the CDPHE-CACFP the list of active providers eligible for Tier 1 rate of reimbursement based on SNAP participation. Submit the list using the attached electronic template provided by the CDPHE-CACFP, and include each provider's name, address, license number, SNAP number and county. Sponsors can attach the SNAP provider list to the

application packet in *CHEARS*, or submit the list to the CDPHE-CACFP office by email, mail, or fax.

The CACFP team is available to assist institutions with the application. Please call (303) 692-2330 or email Julie Pfankuch at Julie.pfankuch@state.co.us for assistance.

Instructions to complete the CACFP 2015 recertification in CHEARS:

- **STEP 1 ACCESS THE APPLICATION:** After logging into the system, select **Applications** in the top left corner of the page. Next, select **Application Packet-DCH**. Click on the program year **2014-2015** on the screen that appears.



- **STEP 2 ENROLL:** Click the red **Enroll** link in the middle of the screen that appears. You will be prompted to answer a pop-up question, “You have clicked the ‘Enroll’ button. Do you want to continue?” Select **OK**. This will open your 2014-2015 application packet.
- **STEP 3 COMPLETE THE INSTITUTION APPLICATION:** Select the **Modify** link for the **Institution Application**. The Institution Application will appear. Review and ensure accuracy of information in all fields and complete any blank fields.

Action	Form Name	Latest Version	Status
View Modify	✓ Institution Application	Original	Not Submitted
Add	➔ Board of Directors		
Add	➔ Institution Budget Detail		
Details	➔ Checklist (8)		

- After all information in the Institution Application is complete and correct, scroll to the bottom of the page and click the **SAVE** button.
- If errors exist, CHEARS will display a message. Select **Edit** to correct the errors.

The Application has been saved with errors.

Information entered is either incomplete or is not in compliance with the Colorado Department of Public Health and Environment CACFP rules and regulations. All errors listed on the form must be corrected before the Application can be processed.
 You may correct the errors now by clicking '< Edit' or you may return to the Application later.



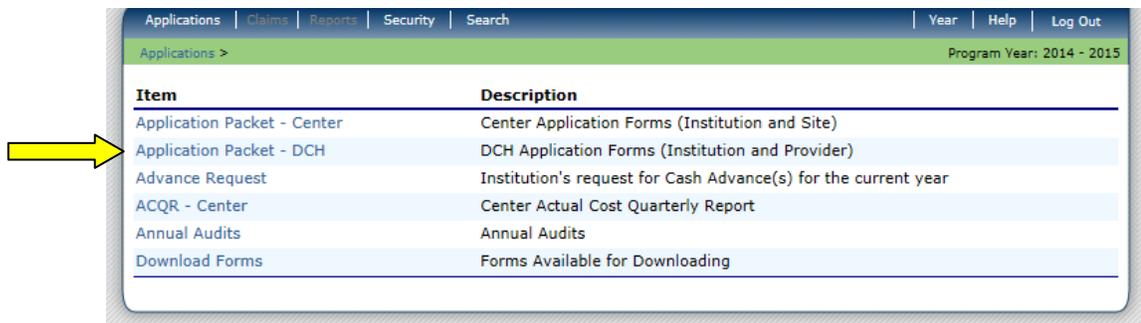
- After the Institution Application is complete and is free of errors, CHEARS will display a message with the option to click **Finish**, which will display the application packet screen.

The Application has been saved.



Please Note:

If you add the names of any new key CACFP staff members in the **Program Contact, Claim Preparer, Executive/Center Director, or Institution Authority** fields, the new staff member must sign the **Certificate and Statement of Authority (CSA)** form. *This is not required if the institution has not assigned new staff to key CACFP duties.* Find this form in the **Download Forms** section of the application packet.

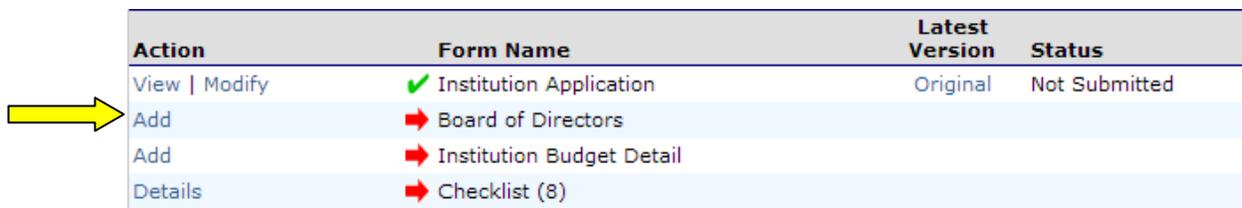


From the **Download Forms** list, choose the **Certificate and Statement of Authority**. Complete the form, print it, and obtain the signature from the new staff member.

Download Forms			
Form ID	Description	Last Modified	New Institution?
CACFP-001	Management Plan for Sponsors of Centers	07/07/2014	Y
CACFP-002	Certificate and Statement of Authority	07/23/2014	Y
CACFP-003	School Food Authority Information Page	07/05/2014	Y
CACFP-004	Additional Responsible Individual Document	07/23/2014	Y
CACFP-005	Budget Template for Center Institutions with Single Site	07/07/2014	Y
CACFP-006	Budget Template for Sponsors of Centers with more than one affiliated site	07/07/2014	Y
CACFP-007	Budget Template for Sponsors of Centers with more than one unaffiliated site	07/07/2014	Y
CACFP-008	Civil Rights and Your Institution Self Study	07/23/2014	N
CACFP-009	Applying Your Civil Rights Knowledge	07/23/2014	N

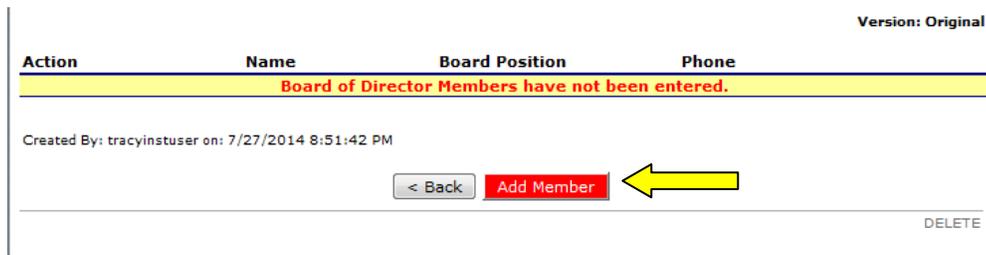
Scan the form and attach it to the application packet or submit the form to the CDPHE-CACFP office by fax or mail. Refer to **STEP 9** of this letter for instructions to attach electronic forms to the application packet.

- **STEP 4 COMPLETE THE BOARD OF DIRECTORS:** Some institutions must complete the **Board of Directors** online form. If the application packet does not display the **Board of Directors** form, skip to **STEP 5**. Otherwise, complete the **Board of Directors** form according to the following directions. This form will include information about all members of the organization’s Board of Directors.
 - Click **Add** to display the **Board of Directors** online form.



Action	Form Name	Latest Version	Status
View Modify	✔ Institution Application	Original	Not Submitted
Add	➔ Board of Directors		
Add	➔ Institution Budget Detail		
Details	➔ Checklist (8)		

- Click **Add Member**.



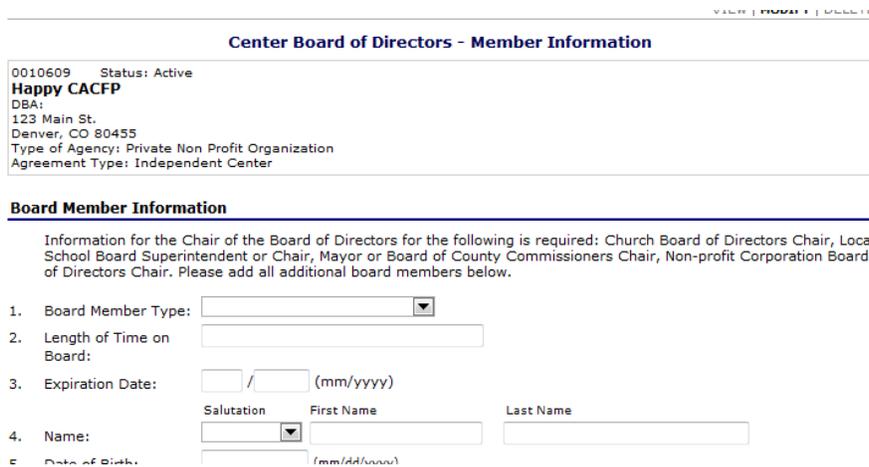
Version: Original

Action	Name	Board Position	Phone
Board of Director Members have not been entered.			

Created By: tracynstuser on: 7/27/2014 8:51:42 PM

DELETE

- Complete all fields on the screen that appears. Click **SAVE** when the form is complete. Click **Edit** if errors exist and **Finish** if the form is free of errors.



VIEW | PRINT | DELETE

Center Board of Directors - Member Information

0010609 Status: Active
Happy CACFP
 DBA:
 123 Main St.
 Denver, CO 80455
 Type of Agency: Private Non Profit Organization
 Agreement Type: Independent Center

Board Member Information

Information for the Chair of the Board of Directors for the following is required: Church Board of Directors Chair, Local School Board Superintendent or Chair, Mayor or Board of County Commissioners Chair, Non-profit Corporation Board of Directors Chair. Please add all additional board members below.

1. Board Member Type:

2. Length of Time on Board:

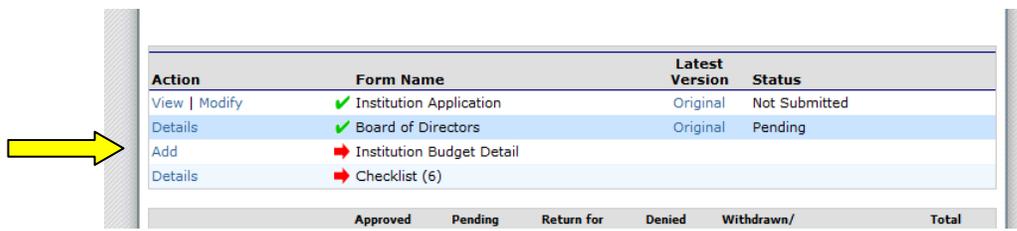
3. Expiration Date: / (mm/yyyy)

4. Name: Salutation First Name Last Name

5. Date of Birth: (mm/dd/yyyy)

- After clicking **SAVE** and **FINISH**, click the red **Add Member** button to add information for the next member of the Board of Directors.
- After all members are added, click the **Back** button to return to the application packet.
- **STEP 5 COMPLETE THE CACFP BUDGET:** FDCH Sponsors must complete the online **Institution Budget Detail** form and attach the **Budget Detail Worksheet** to the application packet. First, complete the **Budget Detail Worksheet** attached with this letter, and use the total figures on the “**FINAL BUDGET**” tab to complete the online **Institution Budget Detail** form (pictured below). Click the **ADD** link for the budget to open the form. After completion, attach the **Budget Detail Worksheet** to the checklist according to the instructions in **STEP 9**.

*Reminder: Also attach any budget documentation for line items requiring supporting documents using instructions in **STEP 9**. Sponsors of both centers and homes must attach the completed **Budget Addendum**.*



Action	Form Name	Latest Version	Status
View Modify	✓ Institution Application	Original	Not Submitted
Details	✓ Board of Directors	Original	Pending
Add	➔ Institution Budget Detail		
Details	➔ Checklist (6)		

Approved	Pending	Return for	Denied	Withdrawn/	Total
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- **STEP 6 PROVIDER APPLICATIONS:** From the application packet screen, Sponsors can click the **Provider Application(s)** link to view providers’ applications. A list of provider names will appear. Providers’ applications will appear in “approved” status in the new system and **no further action** is needed for those applications. You may notice that provider applications for new providers approved after July 21, 2014 do not appear in the new system. This is due to a data conversion from the old system that occurred during the week of July 21, 2014. To prepare for the new fiscal year, Sponsors will complete one full upload of all provider applications to capture any changes or new providers added in the old system after July 21, 2014. The CACFP staff will provide instructions at a later date to accomplish this.

Action	Form Name	Latest Version	Status
View Modify Admin	➔ DCH Institution Application	Original	Error
Add	➔ DCH Board of Directors		
Add	DCH Budget Detail		
Details	➔ Checklist Summary (8)		
Details	Application Packet Notes		
View	Application Packet Notes for Institution		
Details	Attachment List		

	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Provider Application(s)	✓ 1	0	0	0	0	0	1

- **STEP 7 COMPLETE THE CHECKLIST:** After completing all of the components of the application packet, access the **Checklist** by clicking the **Details** link for the **Checklist**. This list will display any items the CACFP requires the institution to submit.

**Application Packet
Independent Center**

0010609 Status: Active Happy CACFP DBA: 123 Main St. Denver, CO 80455 Type of Agency: Private Non Profit Organization Agreement Type: Independent Center	Packet Submitted Date: Packet Approved Date: Packet Original Approval Date: Packet Status: Not Submitted
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Action	Form Name	Latest Version	Status
View Modify	✓ Institution Application	Original	Not Submitted
Details	✓ Board of Directors	Original	Pending
Add	➔ Institution Budget Detail		
Details	➔ Checklist (6)		

- The **Checklist** will display required items related to the institution and the provider applications in separate lists. View the institution checklist items by clicking the institution's name in the list. During recertification no pending checklist items will appear for provider applications.

Institution	Total Items	Submitted Items	Approved Items
Happy CACFP	6	0	0
Day Care Home Providers			
64654 Smith, Sally	2	0	2

- Some items in the checklist will be electronic documents stored in your computer or paper documents that can be scanned. Other items in the checklist may be downloadable forms provided in the **Download Forms** section of the application packet to complete and attach to the application packet. Institutions may submit any item by attaching it to the packet, sending by fax, or mailing. Instructions to attach electronic documents to the application packet are described in **STEP 9**. As you submit a checklist item to the CACFP, click the **Document Submitted to CDPHE** checkbox and verify the date of submission for the item.

Required Forms/Documents to send to CDPHE	Document Submitted to CDPHE	Date Submitted to CDPHE	Document on File w/CDPHE	Status	Status Date	Last Updated By
Certificate and Statement of Authority (download template, complete, sign and attach)		<input type="checkbox"/>	<input type="checkbox"/>	Pending Approval	07/21/2014	tracyinstuser
Federal IRS Tax-Exempt Determination Letter (attach)		<input type="checkbox"/>	<input type="checkbox"/>	Pending Approval	07/21/2014	tracyinstuser

- FDCH Sponsors are required to submit a **Management Plan**, which will appear as a checklist item. Sponsors will attach the Management Plan to the application packet by using the paperclip icon in the Checklist.
- After the **Document Submitted to CDPHE** checkboxes and submission dates are complete for all checklist items, click **SAVE** at the bottom of the screen.
- **STEP 8 DOWNLOAD FORMS:** To access downloadable forms required in the **Checklist** or for any other purpose, click **Applications** in the blue menu bar. A menu will appear containing a link to **Download Forms**.



- Click **Download Forms**. A list of downloadable forms will appear.

Item	Description
Application Packet - Center	Center Application Forms (Institution and Site)
ACQR - Center	Center Actual Cost Quarterly Report
Annual Audits	Annual Audits
Download Forms	Forms Available for Downloading

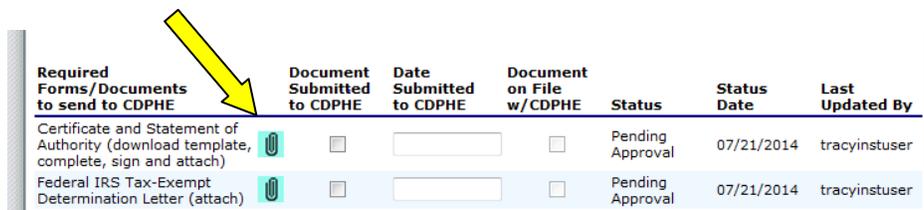
- Locate the form you are looking for, click the Form ID for the form, complete it, and save it to a location on your computer.

Form ID	Description	Last Modified
CACFP-001	Management Plan for Sponsors of Centers	07/07/2014
CACFP-002	Centers Certificate and Statement of Authority	07/07/2014
CACFP-003	School Food Authority Information Page	07/05/2014
CACFP-004	Centers Additional Responsible Individual Document	07/09/2014
CACFP-005	Budget Template for Center Institutions with Single Site	07/07/2014
CACFP-006	Budget Template for Sponsors of Centers with more than one affiliated site	07/07/2014

- **STEP 9 ATTACH DOCUMENTS:** You can use either of the methods below to attach documents to the application packet. Choose the appropriate method depending upon whether you are attaching a required checklist item or attaching an additional document not required in the checklist.

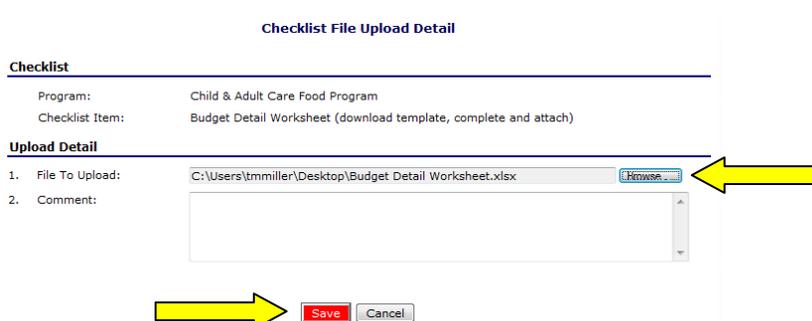
Method 1: Attaching a required checklist item.

- Access the **Checklist** from the application packet screen by clicking the **Details** link for the checklist. The checklist will appear. Click on the paperclip icon next to the checklist item.



Required Forms/Documents to send to CDPHE	Document Submitted to CDPHE	Date Submitted to CDPHE	Document on File w/CDPHE	Status	Status Date	Last Updated By	
Certificate and Statement of Authority (download template, complete, sign and attach)		<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	07/21/2014	tracyinstuser
Federal IRS Tax-Exempt Determination Letter (attach)		<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	07/21/2014	tracyinstuser

- Once the upload screen appears, click the **Browse** button and select the document saved on your computer. Click save.



Checklist File Upload Detail

Checklist

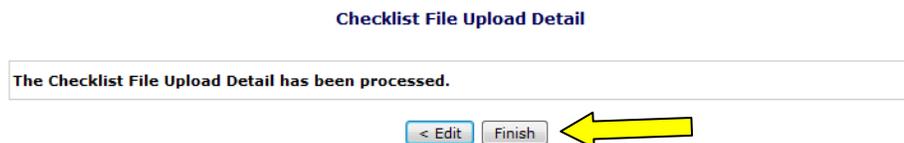
Program: Child & Adult Care Food Program
Checklist Item: Budget Detail Worksheet (download template, complete and attach)

Upload Detail

1. File To Upload: C:\Users\trmiller\Desktop\Budget Detail Worksheet.xlsx

2. Comment:

- The following screen will confirm successful attachment of the document. Click **Finish**.



Checklist File Upload Detail

The Checklist File Upload Detail has been processed.

Method 2: Attaching other supplemental documents

- On the application packet screen, click the **Details** link for the **Attachment List**.

Action	Form Name	Latest Version	Status
View Modify Admin	Institution Application	Rev. 2	Returned for Correction
Revise Details	✓ Board of Directors	Original	Approved
View Revise	✓ Institution Budget Detail	Original	Approved
Details	✓ Checklist (8)		
Details	Application Packet Notes (1)		
View	Application Packet Notes for Institution (1)		
Details	Attachment List		



- Click **Add Attachment**.

Attachments

Action	File Name	Type	Date	Comment
No data to display.				

Total Attachments: 0



- Once the upload screen appears, click the **Browse** button and select the document saved on your computer. Click save.

Attachment Detail

0010609 Status: Active
Happy CACFP
 DBA:
 123 Main St.
 Denver, CO 80455
 Type of Agency: Private Non Profit Organization
 Agreement Type: Independent Center

Attachment Detail

1. File To Attach:

2. Comment:

VIEW | **MODIFY** | DELETE



- The following screen will confirm successful attachment of the document. Click **Finish**.

Attachment Detail

0010609 Status: Active
Happy CACFP
 DBA:
 123 Main St.
 Denver, CO 80455
 Type of Agency: Private Non Profit Organization
 Agreement Type: Independent Center

The Attachment Detail has been processed.



- **STEP 10 SUBMIT THE PACKET:** After all components of the application packet are complete and error free, select the **Submit for Approval** button on the application packet screen. If the **Submit for Approval** button is grayed out, recheck the application components. One or more components of the application may not be complete.



You have successfully completed the 2015 CACFP Recertification Process!