

**OKLAHOMA STATE DEPARTMENT OF EDUCATION
CHILD AND ADULT CARE FOOD PROGRAMS (CACFP)**

ELECTRONIC SYSTEM FOR APPLICATION SUBMISSION

NEW PARTICIPANTS

Welcome to the Child Nutrition Program—Child and Adult Care Food Program On-Line Application and Claiming System, better known as the **CACFP eClaims System**. This e-mail is being sent to you because you have expressed an interest in CACFP participation.

To access the CACFP eClaims Web site log onto: <https://cnp.sde.ok.gov/cacfp> and click “Apply to Participate in the Child Nutrition Program On-line”. You will be prompted to answer a questionnaire. Once you have submitted the questionnaire your request will be sent to our office staff and you will be assigned a user name and password.

Once you receive your user name and password, you can log into the web site by clicking **Existing User Log-On**. When you log in the first time, you will be prompted that your password has expired. Type in your user name and current password, then enter your new password into the **New Password** and **Confirm New Password** fields. You will be prompted to select a **SECURITY QUESTION** and **SECURITY ANSWER**. Please choose the question and answer you like and click **OK**.

Upon successful log-on into the system, the user is redirected to the home page. The home page will display a **Welcome Message, Alerts Data Grid**, and all **Businesses Associated** to the user.

Note: Do not use the back arrow when entering information. It will not save it.

HOME PAGE LINKS—(gold box to the left of the page)

The Home Page has several links in the gold box to the left of the screen. Each link is explained in the *CNP On-Line Application Business Users Manual*. To access this manual and other documents, click on the **RESOURCE LIBRARY** link in the gold box. Once this link is open, you will see this manual listed as the fourth item under **General Forms for CACFP and FDCH**.

If you want to give access to the new CACFP eClaims System to any other person within your organization, print and complete a **Certificate of Authority** (3rd item listed under General Forms for CACFP and FDCH) for that person and fax it to the State office at 405-521-2239. Once this person is set up with a user name and password, he/she will be notified via e-mail.

Another important purpose of the **RESOURCE LIBRARY** is that it provides the latest policy memorandums from the United States Department of Agriculture (USDA). You will find these policy updates as you scroll to the bottom of the **RESOURCE LIBRARY** page. They are located under **United States Department of Agriculture Policy Memorandums**.

HOME PAGE—ALERTS (second *DARK* blue bar)

The alerts will default to the New and Open alerts, if you have any. To read an alert, the user shall click the **SELECT** button for the alert they wish to view. Once the alert is selected, the information for the alert will be displayed.

HOME PAGE—BUSINESS ASSOCIATED WITH YOUR USER (third *DARK* blue bar)

Under the **ALERTS**, the user will see his/her business name listed in the *Business Associated with Your User*. Clicking on the **SELECT** button next to your business name will take you to the **BUSINESS MAINTENANCE** page.

BUSINESS MAINTENANCE PAGE

The Business Maintenance page stores the contact information for your institution that you will enter. This page displays the facility information such as addresses, contact information and allows the user access to applications and any sites associated to the business.

The United States Department of Agriculture is now requiring a DUNS Number of all participating institutions. There is a link concerning how to obtain a DUNS Number on this page if you need assistance.

If you are a multi-sited sponsor, on the top of this page, the user will see an **APPLICATIONS** button and a **SITE MAINTENANCE** button. The **SITE MAINTENANCE** button is for **multi-sited sponsors** to add information for each of their sites. If you are a **single-sited independent center**, you will only see the **APPLICATIONS** button.

SITE MAINTENANCE—(for multi-sited institutions only)

Note: If you are an independent single sited center, skip to **APPLICATIONS**.

When the user selects the **SITE MAINTENANCE** button under the **BUSINESS MAINTENANCE** page, the user is redirected to the **SITE LISTING** page. This page will display all of the sites associated with your sponsorship. The user can select a site within the data grid or add sites.

All Active and Inactive Sites will be displayed in the data grid. The user can remove Active or Inactive Sites at any time by selecting the **REMOVE** button. The assigned State office CNP Coordinator will receive an alert when the user adds or removes sites with which the sponsor is associated.

APPLICATIONS—(for all institutions)

By clicking on the **APPLICATIONS** button at the top of the **BUSINESS MAINTENANCE** page, you will add your institution's information. Click on the **SELECT** button next to your institution's name to access the checklist that will pertain to your institution's application information.

The application checklist is made up of hyperlinks, checkboxes and buttons.

- The hyperlinks found in the **Item Description** column redirect the user to the specific forms to be completed.
- The checkboxes in the **Started, Completed by Entity, Approved by CNP, and Additional Info Requested** columns inform the user of the status of each specific form.

- The **Details** hyperlink, listed at the end of each form's row, notifies the user of additional information needed for a specific form. The user will select the **Details** hyperlink to access more information regarding the missing information. CNP Staff can send an alert or an email to your institution user to notify him/her of additional information needed to process the application.
- Paper documents can be scanned and uploaded.
- You may upload documents by clicking the **UPLOAD DOCUMENTS** button on the application checklist page which will take you to the File Upload Utility page.

WHAT TO DO NEXT

Now that you know about the new CACFP eClaims System, please take time to fill in all the information asked for, **SAVE** each section as you finish it. Then take time to browse through it to ensure all of your information for your application has been entered correctly. Please refer to the *On-Line Application Business Users Manual* under the **RESOURCE LIBRARY** link on the home page for additional information on how to do this. If everything is entered and complete, click the **SAVE** button and then click on the **CERTIFY** button. This will alert our office to begin the approval process.

The current fiscal year forms and documents have been posted to the Resource Library. **The Family-Size and Income Application**, the **Reimbursement Rates**, and the **Income Scale** are all there and you may click on each of them to obtain download copies. Please contact our office at 405-521-3327, if you have questions. Thank you.