

PLEASE READ THE FOLLOWING STEP BY STEP INSTRUCTIONS CAREFULLY.

The majority of your 2024 application to participate in the Child and Adult Care Food Program has automatically been filled with data from your 2023 application and NOW some of it you will find rolls into 2024 already submitted and approved! It is still your responsibility to review ALL forms on your online application checklist to make sure the information hasn't changed. If so, please update and re-submit for approval.

What you need to know BEFORE starting your FY 2024 application:

1. You must have attended annual training to be eligible to apply! If you submit an application and training has not been attended, it will not be approved until this requirement has been fulfilled. If you still need training, check out the Training Calendar in the CACFP system!

2. Submit to your assigned office staff the annual expenditure worksheet that you learned about in training (and can also find in your FY 2024 manual). We may refer to this form as the "End of Year" report. Your FY 2024 application cannot be approved until this has been received.

3. Submit to your assigned office staff the organization chart for your institution. This chart is for your entire institutions, not just CACFP.

4. Double check that you have registered and are in good standing with the Oklahoma Secretary of State! Institutions who are not or who are not in "good standing" are not eligible to participate.

5. For private-nonprofits only – You must submit your documentation to OSDE for background checks. This applies to every kind of private nonprofit (except those that are licensed child or adult care centers, military, public school or tribe). Your application cannot be approved until this requirement has been fulfilled.

Once you have ensured the items above have been done, it's time to start your FY 2024 application! You must create the actual FY 2024 application, ensure the data in each application form is correct, submit/agree to each form that isn't already approved, and submit the application for approval. New questions or fields have been added to some forms, so please make sure you have completed each form in its entirety. Watch out! There is a new statement at the bottom of the application you have to enter your name to certify you have reviewed and understand the application!

Creating your 2024 Application:

1. Login to the website at <https://cnp.sde.ok.gov/CACFP> and click on your institution to view its "Business Maintenance" page.

2. Click "Applications" at the top of "Business Maintenance".

3. The "Existing Applications" page that opens will list your existing applications from prior years you have operated. It will have fields at the bottom to create a new application. Type "2024" in the Fiscal Year, it is not necessary to put the fiscal year start and end date in, click "Add New/Renewal Application".

4. When your 2024 application appears, click "Select" next to the 2024 application to go to the application checklist. At this point, the 2023 data has been copied to your 2024 application.

Completing your 2024 Application:

1. In order to obtain approval for your 2024 application you will need to go into each form, make sure everything is correct. It will only be necessary to submit the forms that are not already approved. If you look at the form and it's approved and none of the data needs updated, simply leave that page. **You will not need to re-submit forms that are "CNP Approved" and that do not need updates.**
2. You might have noticed the checklist looks a bit shorter! This is because now, we only have listed the forms you are required to review/complete! **That means, if it's there, you have to do that form!**
3. All applicable "Paper Documents" must be uploaded and marked submitted. Most of this are set to rollover submitted and approved.
4. **You now have the ability to go into the uploaded documents area, view the forms we have on file for you, AND upload your documents, as needed. Please see the attached instructions for more information. Please review those forms to ensure they are correct. If all the necessary documents are correct and current, there is NO need to send a copy of new ones!**

Any forms you are lacking must be emailed to the office staff person your application is assigned to for uploading.

- Remember that if your UEI has expired or will soon, it will have to be updated BEFORE a claim can be submitted.

5. The Administrative Budget will look much different than in prior years. You are going to be pleasantly surprised. Although it's much simpler, we are still asking for the same information as last year. We need to make sure you are financially viable, which is why we ask for your entire institution's income and revenue. Application trainings will be available.

Submitting for Approval:

Before you click "Submit Application to CNP" at the bottom of the checklist you must enter your name in the statement to understand you have reviewed all items and understand.

NOTE: You will not be able to submit a claim for reimbursement for FY 2024 until you have submitted the application and the Child Nutrition Programs staff has approved your FY 2024 application.

PLEASE ENSURE YOUR EMAIL IN THE SYSTEM IS CORRECT, THIS IS HOW WE COMMUNICATE WITH YOU REGARDING ANY CORRECTIONS TO THE APPLICATION YOU NEED TO MAKE.

PLEASE CHECK YOUR EMAILS FOR ANY CORRECTIONS THAT NEED TO BE MADE TO YOUR APPLICATION, ONCE IT HAS BEEN SUBMITTED FOR APPROVAL.

Applications are approved in the order they are received, calling the office will not speed up the approval process.