PLEASE READ THE FOLLOWING STEP BY STEP INSTRUCTIONS CAREFULLY.

The majority of your 2020 application to participate in the Child and Adult Care Food Program has automatically been filled with data from your 2019 application. However, in order to be approved to participate in 2020, you must create the actual FY2020 application, ensure the data in each application form is correct, submit/agree to each form, 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.

Creating your 2020 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 application, if you had one for 2019. It will have fields at the bottom to create a new application. Type “2020” in the Fiscal Year, it is not necessary to put the fiscal year start and end date in, click “Add New/Renewal Application”. You may have to click the button twice if you do not see a new 2020 application above your 2019 application.

4) When your 2020 application appears, click “Select” next to the 2020 application to go to the application checklist. At this point, the 2019 data has been copied to your 2020 application.

Completing your 2020 Application:

1) In order to obtain approval for your 2020 application you will need to go into each form, make sure everything is correct, and click the “submit” or “I Agree” button.

2) All applicable “On-Line Documents” must have a checkmark in the “Submitted by Entity” box which is checked automatically when you submitted or agree to each form. NOTE: All institutions must complete and submit a current annual budget.

3) All applicable “Paper Documents” must be uploaded and marked submitted. Uploading paper documents: the DUNS registration/expiration, Certificate of Authority/Driver’s License, and the Child Care or Adult Care Center License can ONLY be uploaded by an SDE employee. Note: Returning day care centers: The certificate of authority/driver license are needed if there are new employees. Email these documents to cacfp@sde.ok.gov and include your DC Agreement on every page and in the subject line!

4) The questions in the forms/sections below are NEW and MUST be completed before your FY 2020 application will be approved:

- Civil Rights Assurance/Compliance Review CACFP/FDCH-5
Questions 5- Civil Rights training must be completed BEFORE your FY 2020 application will be approved. Please be as descriptive as possible in each section. If any of your key staff have not yet received Civil Rights training, please go to the Resource Library under “Training and Workshops”, click on “How to Join CACFP FDCH Civil Rights 2020” and follow the directions provided there on how to complete the training. A certificate or sign in sheet of those trained must also be uploaded into the system.

Question 6 & 7- please indicate the predominant language spoken in your institution and if there is a need for any CACFP resources in other languages.

Owner/Board Members- CACFP/FDCH-
The form now has two sections; one for Owner and one for Board Members. ONLY FOR PRIVATE NON PROFIT AND INCORPORATED ENTITIES WILL COMPLETE THE BOARD MEMBER SECTION. If you are neither of those types of entity, enter the Owner name and do not list any names in the Board Member section. (if names appear in the Board Member section automatically and are not needed, please delete)

Application for Participation-
You must now enter a meal ENDING time. As an institution, you are responsible for determining a reasonable length of time your meal service will last. To update the exiting meal time listed, please follow these directions:

- Click “Edit” on the listed meal time.
- Enter the Ending Time in the box below that the red arrow is pointing to
- Click “Add/Update Meal”
- Move on to next meal time until ALL meal service times have a beginning AND ending time.

*this picture will look slightly different for Family Day Care Home Provider applications, but the process is the same.

Forms to Upload –
- Ensure that every person that has a Certificate of Authority on file also has a color copy of an official form of identification (such as a driver’s license or passport).
- Civil Rights Training Certificates- All key staff must complete civil rights training. Proof of training must now be uploaded.
Submitting for Approval:

You MUST click “Submit Application to CNP” at the bottom of the checklist to be considered for approval. NOTE: You will not be able to submit a claim for reimbursement for FY 2020 until you have submitted the application and the Child Nutrition Programs staff has approved your FY 2020 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.