

## **Script for Independent Centers (excluding navigation slide)**

Welcome to the Child Care Food Program Online Renewal Training. During this training you will learn how to access and navigate various screens in MIPS, download blank forms, use fill-in PDF forms, upload completed documents, and most importantly how to complete and submit your CCFP online renewal.

To start your renewal process, you must first login to MIPS. You may access MIPS through the Child Care Food Program website at [www.floridahealth.gov/CCFP](http://www.floridahealth.gov/CCFP) or through a bookmark that you may have already saved to your browser.

Use your organization's authorization number and password to login to MIPS.

Then click the "Contractor Renewal" link located near the bottom of the left side menu to bring up the Annual Information Update and Certification for Independent Child Care Centers screen.

This is the screen where you will enter information and upload documents that are necessary to complete your renewal, therefore for the remainder of this training we will refer to it as the "renewal screen."

If you look at the top of the renewal screen, you will see some basic information about your organization. If any of the information in this section needs to be updated, you will not do that here, but you will have the chance to make updates in other sections.

Before we get started showing you how to complete the renewal screen, let's look at how to save your changes as you go along. At the top of the screen there is a blue "Save" button.

At the bottom of the screen, you will notice another "Save" button as well as a "Submit" button. As you are working through completing your renewal screen and each time you upload a document, you should hit the save button to save your work. Do not click the "Submit" button until your renewal is complete and you are ready to send it to DOH staff.

Now let's look at section A. This section contains several Yes/No questions about your organization that must be answered. The first question, A.1, asks whether the fiscal year end date listed on your CCFP application is still correct. If you are not sure of the fiscal year end date, you may click "View Application" and when the screen opens scroll down to number 6 to see the date you previously listed. Then close the application screen to return to the renewal screen. If the date is still correct, then you should click Yes. However, if your fiscal year end date has changed, then you should click No and enter the new fiscal year end date in the spaces provided. Upon saving the renewal screen, the new date you entered will also update number 6 on your CCFP application.

Question A.2 should be answered as follows: For-profit businesses and federal government agencies should answer No, because this question does not apply to them. Private non-profit organizations and non-federal government agencies, such as state or local government entities, will need to answer this question based on the amount of federal funds expended during the organization's most recent fiscal year. It may be necessary to consult with the organization's accounting staff to answer this question accurately. For this example organization, the answer is No.

Question A.3 is asking whether or not your organization is classified as a private, non-profit. If answering this question yes, a secondary question will pop-up asking about your organization's current federal tax-exempt status. To answer this yes, your organization must either have an active 501(c)(3) designation from the IRS or be a church, synagogue, temple, or mosque that meets the IRS 501(c)(3) requirements to be exempt from federal income tax. Please note that federal tax-exempt status is a requirement for participating in the CCFP as a private, non-profit.

Question A.4 is asking about whether your organization plans to enter into any less-than-arms-length transactions or other potential conflicts of interest during the upcoming year. If you are not sure what these terms mean, click on "What does this mean?" for an explanation. When you are done reading this information, click "OK" to close the pop-up. Please note that to answer this question accurately, you may need to check with your organization's accountant and/or attorney. If answering yes, please follow the additional instructions for this question. For this example organization, the answer is No.

Question A.5 asks you to identify the funds your organization has available to repay potential over claims of CCFP reimbursement. An over claim occurs when a filed claim is based on incorrect data that causes the reimbursement to be more than what was due for the actual meals served. When over claims are identified, the unearned portion of the reimbursement must be repaid to the CCFP from other non-CCFP funds the organization has available. If you check "Other" to answer this question, then you must describe the source of the funds. Please note that funds that are restricted for use in other programs, such as Head Start and many other federal grants, cannot be used to repay CCFP over claims.

Now let's move on to section B. This section contains several certification statements that must be read and checked to indicate the organization's compliance with the stated requirements. These requirements must be met in order for the organization to continue participating in the CCFP.

Section C asks you to look at some forms that you previously submitted to DOH and either certify that the forms are still current and correct or complete and upload updated forms. You should have copies of the forms you last submitted to DOH in your paper files. For each form

listed in this section, if the form you last submitted to DOH is correct as is, then click the button under “Current & Correct.” However, if the form needs to be updated or you cannot locate your copy, then you’ll need to complete and upload a new form – and be sure to keep a copy for your records.

Let’s take a moment to show you how to download blank forms and upload completed documents. For Section C, you can obtain a blank form by clicking on the form name. You will then be prompted to open the form or save it to your computer. You should save the form to your computer for when you’re ready to complete it, but for this training we will open it.

All of the blank forms you may download from the renewal screen are fill-in PDFs. This means that you can type data into the highlighted fields and then save the form. At this time, DOH has not approved the use of electronic signatures; therefore all forms being submitted must be printed, then signed, and finally scanned and saved in your computer for uploading into MIPS.

Assuming you have a completed form already scanned into your computer, you can start the upload process by clicking on “Browse.” Then locate and select the file to be uploaded, and click “Open.” You’ll see the file path shows up in the box to the left of the browse button.

But the form isn’t saved into MIPS yet. To complete the upload, you must click the blue “Save” button either at the top or bottom of the renewal screen. You will then see a green message box telling you your form has been saved.

After your document has been successfully saved, it will be listed in the “Your Uploaded Documents” box just above Section F. You can also view the document from there by clicking on the “File Name” and “Open.” If you accidentally uploaded an incorrect document, you can click on the red circle to delete it.

Now we can move on to Section D, where you will review and update information that is already in MIPS. You will open each document in this section by clicking on the form name. First let’s focus on item D.1, the CCFP Application. You’ll notice there is an indicator showing incomplete questions; in this case Question 8 is incomplete. We’ll explain why that is when we look at the application screen.

This is the application screen. You’ll notice this application is in pending status, which is due to the previous change we made to the fiscal year end date. On the upper and lower left side of the screen, there are blue “Save” buttons. Unlike the renewal screen, in order to save any changes to the application, all questions must have answers. Thus it is best to save your answer to Question 8 first, then review and make any other needed updates.

Question 8 needs to be completed because this question was re-worded during the past year and we need to ensure that each contractor answers it accurately based on the new wording. After answering Question 8, scroll down or up and click the “Save” button. Once the system has completed saving your answer, you’ll see a green message box telling you that the application was saved.

Now we’re going to cover a couple of other critical areas of the application. If your organization has a new legal name, federal employer identification number (FEIN), doing-business-as name (D/B/A), or a DUNS number you will be required to upload supporting documentation into MIPS. Please note that the last 3 digits of the FEIN are added by the state for payment purposes and must not be deleted unless you have a new FEIN.

The best thing to do is to enter your changes first, and then click “Save” so MIPS will give you a message telling you which documents are needed. Let’s pretend this example organization has a new DBA name and new DUNS number. After making changes and clicking “Save,” the red box at the top of the screen lists the documents that must be uploaded.

Currently, the space provided to upload these documents can only accept one file; therefore I must scan all required documents together so I can upload them as a single document. Since I have already scanned them as one file, now I will click “Browse” to start the upload process. After choosing the document and clicking “Open,” I must also click “Save” again to complete the upload as well as save the changes I previously entered. Notice that the updated fields are highlighted in gold once the changes are saved.

Let’s review Question 16. If your organization operates the CCFP all year long, do not check any months. Check a month only if the organization will be closed for the entire month.

Remember that in addition to answering any incomplete questions, it is extremely important that you review the application thoroughly and update any old or incorrect information. When you are done reviewing and updating the entire application, click “Save” one last time and look for the green message box confirming that it has been saved, then close out of the application screen.

Now that you’re back on the renewal screen, you should see that there are no longer incomplete questions identified on the CCFP Application and it is listed in Pending status, which means it is awaiting DOH approval.

Let’s move on to item D.2, the Site Information Form. You’ll notice that there is an “Incomplete Questions” indicator showing that Questions 5 and 6 need to be completed. We will explain more about these when we look at the Site Information Form.

Before you begin updating the Site Information Form, you'll need the following applicable documentation:

- If the center is licensed you need a scanned copy of the current child care license.
- If the center is religious-exempt, you'll need a copy of the current accreditation certificate and a copy of a state or local government issued document showing maximum building capacity – this document is typically a Fire Marshall Certificate or Occupancy Permit.
- If the center is a public school site exempt from licensure and the capacity has increased, you'll need supporting documentation for the new, higher capacity.

Now let's click on the form name to open up the Site Information Form. Just as you did with the application, you must fully review the Site Information Form and make any necessary updates. However, this training will only cover a few items in detail.

Let's review Question 5 on the Site Information Form. This is basically the same as Question 8 on the application, and should be answered the same way since your independent center is the CCFP contracting organization.

To complete Question 6, you will be updating the license information and uploading current licensure documentation, which you should have already scanned and saved to your computer.

If the center has a child care license, compare the Capacity, License ID, and Expiration Date to the current license and update these fields as needed. Then upload a copy of the license in the space provided by clicking "Browse" and selecting the previously scanned and saved document from your computer.

If the center is religious-exempt, you will need to upload copies of the current accreditation certificate and capacity documentation by clicking "Browse" next to the spaces provided. You'll also need to update the data under "1<sup>st</sup> License" with the current information from the documents you uploaded. The capacity to be entered is the lesser of what is on the accreditation certificate or the maximum capacity documentation.

If the center is a public school exempt from licensure, ensure that the capacity listed under "1<sup>st</sup> License" is accurate. If increasing the capacity, please upload documentation to support that the higher capacity is allowable at the site. Upload the capacity documentation by clicking "Browse" next to the space provided under "1<sup>st</sup> License."

Remember that to save your answers to Question 5 and Question 6, as well as complete the uploading of documents, you must click "Save."

Now let's look at Question 13. If the center operates the CCFP all year long, do not check any months. Check a month only if the center will be closed for the entire month.

When you are done reviewing and updating the entire Site Information Form, click "Save" and look for the message confirming that it has been saved, then close out of the screen.

Now that you're back on the renewal screen, you should see that there are no longer incomplete questions identified on the Site Information Form and it is listed in Pending status, which means it is awaiting DOH approval.

In Section E, you will be attaching certain forms or indicating if a form is not applicable to your organization. To obtain a blank form, click on "Download Blank Form," then save the form to your computer.

To upload a form in this section, click "Browse" next to the space provided, select your scanned document, check the "Attached" button, then scroll down to click "Save" and look for the green message box confirming that your form has been saved.

Let's talk briefly about the forms in Section E, and which contractors must complete them. E. 1 is the Board of Directors Certification, and it is only required for private, non-profit organizations. A separate tutorial on how to complete the Board of Directors Certification form is available on the CCFP website under the Training Opportunities link. E.2 is the Delegation of Signing Authority form (or Letter of Delegation from your agency). You'll need to complete this form if anyone other than your organization's majority owner, president, CEO, executive director, or board chairman will be submitting the renewal or signing the Board of Directors Certification form. E.3 is the CCFP Annual Training Certification. This must be completed by all renewing contractors to certify that all applicable trainings were taken for this year's renewal.

Finally we've come to the last section of the renewal screen, Section F. This section contains three important statements that are being certified by the person submitting the renewal screen. In the Printed Name field, type the name of the person who will submit the renewal. Remember that this must be the majority owner, president, CEO, executive director, board chairman, or delegated authority, and the applicable position tile must be selected from the drop-down box. The date signed will be entered by the computer when the renewal is successfully submitted.

Once you are sure everything is complete and correct, click the "Submit" button at the bottom of the screen. If all is complete, a green message box will appear to confirm that your form has been submitted.

However, if one or more items are incomplete, a red message box will appear with information about each item to be completed. After resolving all noted problems, you will need to click "Submit" again and ensure that you see the message confirming that your form was submitted.

Be sure to print a copy of your submitted renewal for your records. To do this, click on "Print Preview" at the top of the renewal screen. This will open a printable version, which can then be printed by clicking the printer icon on your browser.

After submitting your renewal in MIPS, it will be routed in the system to your program specialist for first party review and approval. After your program specialist approves your renewal, it will be routed to the state CCFP office for second party review and final approval. Please note that at any time prior to final approval, you may have to resubmit your renewal if certain corrections are required. You will be notified if resubmission is necessary.

If you would like to check the status of your renewal, you may do so by going back into the contractor renewal screen in MIPS. Once your program specialist has started reviewing your information, you will notice the words "RPS In-Process" at the top of your renewal screen in red font.

When your program specialist has approved your renewal, you will notice his or her approval information at the bottom of the screen.

Once the state CCFP office begins reviewing your information, you will notice the words "HQ In-Process" at the top of your renewal screen in red font.

After the state CCFP office completes final approval of your renewal, you will see a policy specialist's approval information at the bottom of the screen.

This concludes the Child Care Food Program Online Renewal Training. Your renewal must be submitted by August 8, 2014. Please also remember to review the Annual Training Handbook that was mailed to you along with the renewal policy memo. If you have any questions about the renewal process, you may contact your program specialist or you may call the state CCFP office in Tallahassee at 850-245-4323 and ask to speak with a policy specialist. Thank you for watching this training video and participating in the CCFP!