



FLORIDA DEPARTMENT OF HEALTH

COMPLETING THE BOARD OF DIRECTORS SCREEN

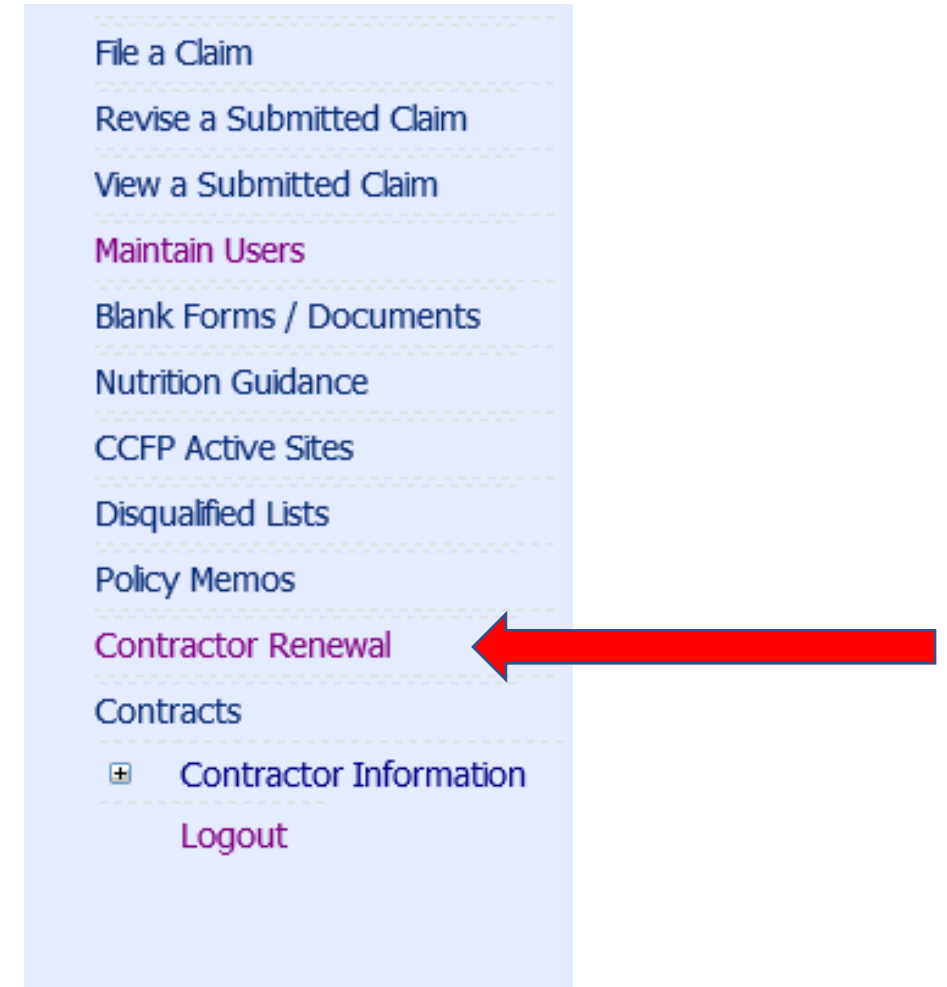
Bureau of Child Care Food Programs

Fiscal Year 2023-2024

Florida Department of Health

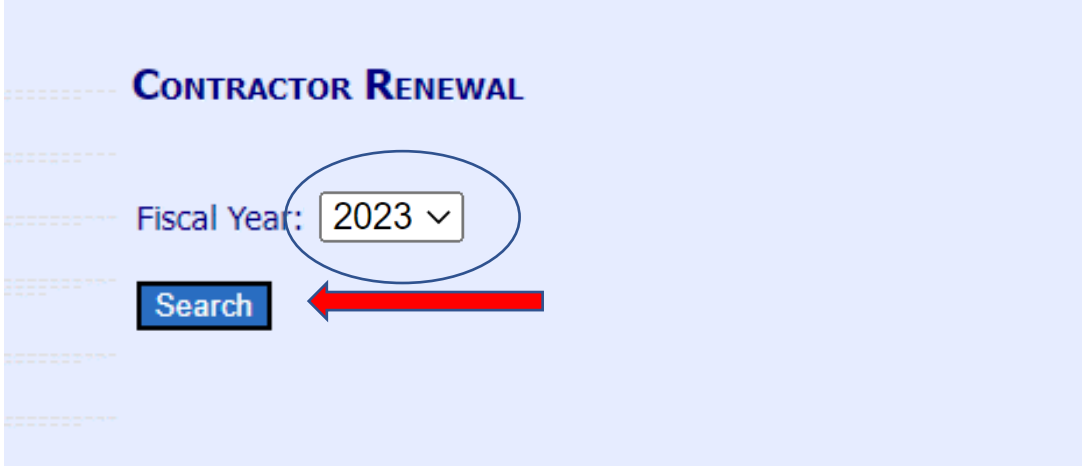
COMPLETING THE BOARD OF DIRECTORS SCREEN

- Access and login to MIPS as you normally would
- Click Contractor Renewal on your MIPS menu to access the renewal screen



COMPLETING THE BOARD OF DIRECTORS SCREEN

- Make sure 2023 is shown in the Fiscal Year drop-down
- Click Search



The screenshot shows a web interface titled "CONTRACTOR RENEWAL". Below the title, there is a label "Fiscal Year:" followed by a dropdown menu showing "2023" with a downward arrow. A blue oval highlights the dropdown menu. Below the dropdown is a blue button labeled "Search". A red arrow points from the right towards the "Search" button.

COMPLETING THE BOARD OF DIRECTORS SCREEN

- For Private Non-Profit organizations, Section C will contain question C.3.
- In this section, click the yellow Board of Directors button to open the Board of Directors screen

C. Information Update:

1. ☐ The contractor's [Application](#) and [Site Information](#) screens in MIPS are current and correct, or have been updated for DOH approval. (Click on the underlined form name to access the applicable screens, and submit changes if needed)
2. ☐ The last approved versions of the Compensation Plan and Supplemental Budget are up-to-date, or updated versions are uploaded below for DOH approval.

FOR C.2, DO NOT SUBMIT NEW FORMS IF CHANGES ARE NOT NEEDED. To view documents from previous years, use the FY dropdown at the top of page. If changes are needed, click on the Blank Forms/Documents link on the MIPS side menu to download a blank form.

Updated Compensation Plan for Labor Costs Browse...

File Name: Uploaded Date: User:

Updated Supplemental Budget for Special Cost Items Browse...

File Name: Uploaded Date: User:

3. Please click to enter Board of Directors Information

COMPLETING THE BOARD OF DIRECTORS SCREEN

Florida Department of Health
Child Care Food Program
BOARD OF DIRECTORS CERTIFICATION
(for private, non-profit organizations)

Authorization Number:
Organization's Legal Name:
Organization's Address:

ALL ORGANIZATIONS MUST USE THIS SCREEN TO SUBMIT CURRENT BOARD OF DIRECTORS INFORMATION

Instructions for completing this screen:

- See bulleted guidelines below regarding allowable percentages of board members with financial interest and/or family relationships.
- Per Florida Statutes, a board of directors must consist of at least three people.
- All required fields must be completed prior to submitting renewal.
- Board members should be listed only once however, all actual board members must be listed.
- The Board of Directors information from the last submission has been carried forward into the grid below for your convenience – ADD/DELETE BOARD MEMBERS AS NEEDED TO REFLECT YOUR ORGANIZATION'S CURRENT BOARD OF DIRECTORS. The number entered in question #1 will determine how many rows are made available for board member information. To delete board members, click the red delete button at the end of the row. Please review your information for completeness prior to submitting.
- Complete the following in the table below for each board officer:
 - Position Held on Board
 - First Name of Board Member and Last Name of Board Member
 - The full date of birth (MM/DD/YYYY), required for the Board Chairman, at a minimum
 - Full mailing address (street, city, ZIP) of the officer, CANNOT be the organization's address
 - Phone number of board officers
 - Financial Interest and Family Relationship
- Members at Large (if any) must be added to the table. Required fields for Members at Large: Position Held on Board, Name – first and last, Financial Interest and Family Relationship. Other fields will be grayed out.

Once the screen opens you will see instructions for completing the screen

COMPLETING THE BOARD OF DIRECTORS SCREEN

- The chart on the Board of Directors screen will contain the information that was submitted with last year's renewal.
- You will need to verify that the chart reflects the organization's current Board of Directors information.
- All non-profit organizations, regardless of the number of board members, must use the chart for submitting Board of Directors information. Follow the instructions at the top of the screen.

COMPLETING THE BOARD OF DIRECTORS SCREEN

- Question 1 on this screen MUST be answered and determines the number of rows that will appear on the screen
- Questions 2 and 3 will auto-calculate based on your answers in the Financial Interest and Family Relationship columns.

1. What is the total number of the organization's board members?

2. Percentage of board members who are employees of the organization, investors in the organization, parents of children that do/will participate in the CCFP through the organization, or individuals that receive any type of compensation or benefits from the organization? %

3. Percentage of board members who are related by blood or marriage to each other or to employees of the organization? %

Board Officers (if officers are in two positions, list only once)

Position Held on Board	First Name of Board Member	Last Name of Board Member	Full Date of Birth	Full Mailing Address (Do not list the organization's address)	Phone Number	Financial Interest (Y/N)	Family Relationship (Y/N)
------------------------	----------------------------	---------------------------	--------------------	---	--------------	--------------------------	---------------------------

COMPLETING THE BOARD OF DIRECTORS SCREEN

- Once you have completed the tables, click the blue Save button. Not saving may result in the loss of any work completed.
- You may click the blue Return button at any time to return to the renewal screen
- If no changes need to be made to this screen, you must check the box to certify that the information is still true and correct.
 - If you have made changes to the screen, you will not see this box

[Click to view previous years Board of Directors form.](#)

☐ By checking this box, I certify that the information on this screen is still true and correct.

[Save](#) [Return](#)

COMPLETING THE BOARD OF DIRECTORS SCREEN

- Once you have saved the Board of Directors screen and returned to the renewal screen, complete the renewal screen as you normally would.

C. Information Update:

1. ☐ The contractor's [Application](#) and [Site Information](#) screens in MIPS are current and correct, or have been updated for DOH approval. (Click on the underlined form name to access the applicable screens, and submit changes if needed)
2. ☐ The last approved versions of the Compensation Plan and Supplemental Budget are up-to-date, or updated versions are uploaded below for DOH approval.

FOR C.2, DO NOT SUBMIT NEW FORMS IF CHANGES ARE NOT NEEDED. To view documents from previous years, use the FY dropdown at the top of page. If changes are needed, click on the Blank Forms/Documents link on the MIPS side menu to download a blank form.

Updated Compensation Plan for Labor Costs Browse...

File Name: Uploaded Date: User:

Updated Supplemental Budget for Special Cost Items Browse...

File Name: Uploaded Date: User:

3. Please click to enter Board of Directors Information

COMPLETING THE BOARD OF DIRECTORS SCREEN

For any questions, contact:
Bureau of Child Care Food Programs
850.245.4323